

Complete and submit with any document requesting a new or increased salary.

SA Policy summary:

- For positions funded by OE, the department must cover both salary and benefits
- For GF positions, each department will track salary and benefits; the benefits (surplus or deficit) will be managed at the divisional level by the VPSA office. Like benefits, the salary is also managed according to the divisional budget policy, i.e. savings returned to the SA Divisional funding pool for allocation by Director-request and VP approval; and for salary/wage increases “it is the responsibility of the dept/cost center to secure appropriate approval for funding prior to the hiring [any increase adjustment; e.g. IRP and Reclass] process.” Reference: [http://www.humboldt.edu/studentaffairs/vpoffice/divisional\\_budget.php](http://www.humboldt.edu/studentaffairs/vpoffice/divisional_budget.php)

Date: \_\_\_\_\_

To: \_\_\_\_\_ VP of Student Affairs  
Randi Darnall Burke, Assistant to the VP

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Position Justification and Budget Verification for \_\_\_\_\_

The \_\_\_\_\_ job code \_\_\_\_\_ in \_\_\_\_\_  
is requested to be:

- Recruited
- Appointed
- Reappointed
- Reclassified
- granted In-Range Progression
- Other \_\_\_\_\_

Justification:

Employee or most recent incumbent in position: \_\_\_\_\_ or  new position  
Position # \_\_\_\_\_ or  New # - Payroll to assign

Estimated expenditure: **(Full cost if recruit, appt, reappt; Increase if reclass, IRP)**

Salary \$ \_\_\_\_\_ monthly x \_\_\_\_\_ months = \$ \_\_\_\_\_ annually

\*Benefits \$ \_\_\_\_\_ monthly x \_\_\_\_\_ months = \$ \_\_\_\_\_ annually

Expense for:  FY \_\_\_\_\_/\_\_\_\_\_ or  on-going **(Permanent or Expected to Continue)**

Funds for this request are available in:

Position Inventory salary from GF pos # \_\_\_\_\_

assigned to \_\_\_\_\_

If salary savings from another position # reason:

OE **(Funding for Salary and Benefits)**

Funding provided from account:

_____	_____	D	_____	_____	_____	_____
account	fund		dept	program	class	project
6	5		6	5	5	6

Additional comments:

**\*If funded by OE, include estimated benefits by using the Benefits Calculator at <http://www.humboldt.edu/~budget/Pages/Calculator.htm>**