

Date:

To: Name: Vice President of Student Affairs

Name: Budget assistant to the VP

From: Manager's name:

Manager's title: Dept

Subject: **Position Justification and Budget Verification for:**

Working Title

Include Employee name and Classification Title for Appointment (Form104), IRP, Reclass*

Request To Be: Class Code Department

Period of Time:

JUSTIFICATION

Please utilize the "Additional Notes" field on the next page if you run out of space below

Duties:

Explain why it's essential *(hover over the text box below for key questions to answer):*

Name of most recent Incumbent:

OR New Position

Existing Position #

OR New Position # (to be assigned by Payroll)

Estimated Expenditure: *Full cost if appointment, re-appointment; OR amount of increase if re-class or IRP*

Salary monthly daily hourly x months/days/hours =

**Benefits monthly daily hourly x months/days/hours =

If applicable, estimated cost savings:

(Refer to the SA Position Change Funding report)

Salary

Benefits

Expense for: Fiscal Year

OR

On Going (permanent or expected to continue)

Funds for this request are available in:

Position Inventory pos#

Assigned to:

(Enter name or "Vacant")

OR OE (Funding for Salary and Benefits)

If using funding from a different position #, please explain:

Funding provided from chartfield:

D

Account #

Fund #

Department #

Program #

Class #

Project #

Additional Notes:

***Attach/submit this form with: Appointment Form 104, memo Request for IRP or Reclass**

****Include Estimated benefits** by using the Benefits Calculator at <http://www2.humboldt.edu/budget/benefits-calculator>