

# Student Affairs Position Justification and Budget Verification

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## Instructions:

**Complete and submit/attach with any document requesting a new or increased salary,** e.g. Form 104 (appointment), memo to Request an In Range Progression (IRP) or Reclassification (Re-class).

The PJBV memo is written to the division's VP from a Student Affairs manager. By virtue of being submitted, it substantiates that the department's manager has approved the position justification and budget verification as stated.

### **Justification information that is key to President Rossbacher's review:**

- Why is this action essential to the operation of the unit?
- If hiring into an unfilled position, did one consider reorganizing, merging or changing positions within the unit and/or delaying the hire?
- If the position is new, why is it critical and what other options have been considered?
- Will an overall cost savings be realized?

### **Student Affairs Policy summary:**

- Student Affairs managers manage and report departmental salary and benefits budgets.
- For positions **not in** the General Fund HM500 PI (Position Inventory), the department must fund and manage both salary and benefits.
- For GF HM500 PI positions, 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 Student Affairs Divisional funding pool for allocation per VP approval of a Director's request (submission of the Student Affairs Special Funding Request). And for salary/wage increases "it is the responsibility of the dept/cost center to **secure appropriate approval for funding prior to the hiring or increase process** (any salary/wage adjustment; e.g. IRP or Re-class)."

Reference: <http://www2.humboldt.edu/studentaffairs/policies-and-forms/budget-addendum>

***Examples on next pages***

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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 if Appointment (Form104), IRP, Reclass\* Request To Be: Appointed

Class Code 3  Department  Admissions

Period of Time:

**JUSTIFICATION**

**Duties:**

Train student assistants in business process revolving around transcripts, test scores and other key elements of application procedures and processes.

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

Admissions has a large number of applications to process before the start of the academic year. This temp, emergency hire will facilitate training a number of student assistants to accomplish this goal. Student employment is cost effective and it positively impacts retention. Given current EM staffing and summer schedules there are no other staff available to perform these duties.

*(additional space on next page)*

Name of most recent Incumbent:

**OR**  New Position

Existing Position #

**OR**  New Position # (to be assigned by Payroll)

**Expenditure information on next page**

**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 Student Affairs 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:  **OR**  OE (Funding for Salary and Benefits)

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

Funding from #22217 position is available for this time period; recruitment for this vacancy is anticipated in fall 2015.

**Funding provided from chartfield:**

6	0	1	3	0	0	H	M	5	0	0	D	2	0	0	1	7													
Account #						Fund #						Department #						Program #				Class #				Project #			

Additional Notes:

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

Classification Title if Recruitment (Form 1)/Employee name and classification title if Appointment (Form104), IRP, Reclass\*

Request To Be:  Class Code     Department

Period of Time:

**JUSTIFICATION**

**Duties:**

To provide interpretation services to students and/or at HSU events.

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

Interpretation services are required to be provided by the University as accommodations to students with verified need. SDRC base staffing does not include interpreter positions; interpreters are hired on an as-needed basis which is cost efficient. A pool of interpreters is established for the academic year so service can be provided in a timely manner.

(additional space on next page)

Name of most recent Incumbent:  **OR**  New Position

Existing Position #      **OR**  New Position # (to be assigned by Payroll)

**Estimated Expenditure:** *Full cost if recruitment, 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 Student Affairs 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:  **OR**  OE (Funding for Salary and Benefits)

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

Interpreter positions are not in the Position Inventory; funded by P0397 ADA Accommodations OE

**Funding provided from chartfield:**

6	0	1	3	0	0	H	M	5	0	0	D	4	0	0	2	7	P	0	3	9	7										
Account #						Fund #						Department #						Program #						Class #				Project #			

Additional Notes:

**\*Attach/submit this form with: Appointment Form 104, Recruitment Form 1, memo Request for IRP or Reclass**

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