



# FTE Request Form Non-Academic Units, Columbia Campus

Does hire result in FTE baseline being exceeded?  Yes  No

If yes, please complete and submit to Budget Office. If no, completion of form is not necessary.

Division \_\_\_\_\_

Department \_\_\_\_\_

Type of position:  Classified  Unclassified Staff

Type of action:  New position  Replacement for: \_\_\_\_\_

### Required Information

Position Title	Proposed Salary Range	*FTE for the Position	Source of Funding (Dept/Fund/Object Code)	Proposed Hire Date

\*FTE Values: One full-time, 12-month position = 1.00 FTE; one full-time, 11-month position = 0.9038; one full-time, 10.5-month position = 0.8653; one full-time, 9-month position = 0.75

\*\*Do recurring funds exist to support this position?  Yes  No

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Asst VP/Director: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Approval indicates recurring funds exist to support this position. Forward to Vice President

### APPROVAL

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*If recurring funds are not available, please explain funding source and forward to the VP for Finance & CFO.

What specific adjustments will be made in the future to enable this position to be sustained if resources levels decline?

Vice President for Finance & CFO Comments:

Vice President for Finance & CFO Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved FTE Request Form must be included with hiring package and submitted to Human Resources.