



# Indiana State University

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## Office of the Vice President for Business Affairs University Budget Office Guideline

<b>Subject: Request for New or Temporary Positions</b>	Source: University Budget Office
Date Issued: July 1, 2007	Contact Name: Diann McKee
Last Revision:	Contact Email: dmckee3@indstate.edu
Approved By:	

### A. General:

Resources for new or temporary EAP or Support Staff positions are extremely limited. Before requesting a new or temporary budgeted current operating fund position academic and support service units must have appropriate approvals.

### B. Definitions:

1. For purposes of this guideline, an academic unit is defined as a college, school, or stand alone academic division or program. A support services unit is defined as the combined departments, offices, and activities reporting either to the President, Provost, or a Vice President.
2. For purposes of this guideline, non-personnel budgets include departmental student wages, supplies and expense, and capital equipment.
3. For purposes of this guideline, fringe benefits include benefits received by employees in addition to their regular pay which may include retirement and health insurance.

### C. Guideline:

The following guideline applies to any request for a new or temporary EAP or Support Staff position.

1. A request of a new or temporary position must identify a funding source for both the salary and accompanying benefits. Non-personnel budgets may be permanently transferred to create new base budget positions with the approval of the Provost or appropriate Vice President. Approved requests should be forwarded to the University Budget Office for financial review and to make any necessary budget adjustments.
2. Temporary positions, stipends, or salary supplements must identify a funding source (e.g. vacant position dollars, S&E, etc.) for salary and any accompanying benefits as well as the reason and the duration of the appointment. Departments should indicate if the temporary position is filling a base budget vacancy.

### D. Procedure:

1. Departments requesting a new EAP or Support Staff position must have the approval of the appropriate Vice President.
2. The request should be transmitted to Human Resources with a copy to the University Budget Office for financial review.

3. Human Resources will classify the position for the appropriate pay grade and salary range as well as assign a position control number. Upon notification from Human Resources the department may enter the position in the HR Applicant Tracking system.
4. Request for temporary positions should be directed to Human Resources with a copy to the University Budget Office for review.