

Position Budget Request

(Give this form to the department secretary for processing)

Gray shaded areas to be completed for all positions; salmon color for assistantships only; yellow for hourly pay only

Supervisor Name					
Personnel dates (contract dates)	Contract Start Date		Contract End Date		
Job Effective date/payroll dates (should match term of employment)	Payroll Start Date		Payroll End Date		
If grant funds:	Grant Start Date		Grant End Date		
Term of Employment	9 Month (8/22-5/21) Fall (8/22-12/21) Winter Break (12/22-1/21) Spring (1/22-5/21) Summer 1 (5/22-6/21)** Summer 2 (6/22-8/21)** Other _____ (only for positions lasting less than 1 semester)				
Account Code/Banner Index	Account Name	Amount	% of total pay	Tuition Remission Amount	Dates (if Different from Above)
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Type of Work*	Hourly GRA GTA-instructional GTA-Lab Assistant UG Salary***				
Description of Work					
Hourly Employment Pay	Hourly Rate:	Hours/week:		Total Max \$ Amount:	
Assistantship Total Stipend:			Assistantship Total Remission:		

GRANT BUDGET VERIFIED BY _____ DATE _____
 STATE BUDGET VERIFIED BY _____ DATE _____
 DEPARTMENT POSITION # _____

Student Filling Position (to be filled in after budget approval is completed)

STUDENT NAME	(First)	(Last)	(Middle)
UG MS PHD	Student's Department/Program		Student ID
Level of Effort	Less than ½ time ½ time full time		
Resident/Nonresident Status (tuition remission purposes)	Resident Nonresident	# of Credits Registered	
IF GTA, # credits student is assigned to "teach" (0 credit lab=1 credit)			

COMMENTS:

*For federal work study hiring, please contact Financial Aid. For non-working fellowship awards, please contact the Office of Graduate Education.

**For assistantships, the total of summer 1+ summer 2 grad stipends must meet BOR minimums.

***UG salary positions are approved only under certain circumstances. Contact the payroll office with questions.

Note that students registered at non-BOR institutions will need to provide proof of employment prior to beginning work.

Revised April 2015