

## Instructions for Position/Personnel Funding Approval Form

- Position number  
This is the 8-digit position number that begins with a 5.
- Personnel number:  
If position is filled enter the personnel number, if unfilled leave blank.
- University Pay Plan link  
Use this link to find the pay plan minimum and maximum. If no maximum is listed, leave blank.
- Current Annual Salary in Position Budget  
Make sure to look up and enter the correct amount here. This is the amount currently budgeted for the position, which is different than what the current person in the position is paid.
- Approved Max Salary Amount Requested  
This is the maximum amount you can offer the candidate. If this is more than the current position budget, then a source for the additional funds must be identified.
- Posting Range  
This is the desired range for the job posting.
- Negotiable\*  
Checking the negotiable box indicates that you will be allowed to negotiate a salary that is higher than the posting range (within 10%) without reposting. However, it does not mean that the VP has approved the higher rate. VP Approval for the higher rate will still need to be obtained prior to giving any offer to the candidate.
- Are additional funds needed? If so, provide funding source and amount:  
If you need additional funding to pay the max salary amount this is where you tell provide information about the funding source. Check the appropriate box(es) and fill in account information where required. Select whether this funding request will require permanent funds or temporary (one-time) funding.
- Justification  
Enter justification for funding request. This field has a 1000-character limit, if additional space is required this can be provided on an attached document.
- Approvals  
Route to the appropriate supervisor, dean/director/AVP, and then to your divisional vice president.
- Once the form is completed  
Attach the completed form to the following:
  1. Requisition in PeopleAdmin if routing through PeopleAdmin is required
  2. PCR if PCR is required
  3. Budget adjustment to fund

# Position/Personnel Funding Approval Form



Department:	Office of Budgeting, Financial Planning, & Analysis		
Position Title:	Budget Analyst		
Position Number:	50013705	Personnel Number:	

List the current budget cost distribution for this position or if requesting a cost distribution change or new position where the position will be funded from going forward.

Percentage	Cost Center	Fund
100 %	1411000000	2000011020
%		
%		

Refer to the University Pay Plan located on the HR website: <https://www.hr.txstate.edu/compensation/universitypayplan.html>

Pay Plan Minimum:	\$3,570.00	Pay Plan Maximum:	\$
Current Annual Salary in <u>Position</u> Budget:	\$42,840.00	Approved Max Annual Salary Amount Requested:	\$60,000.00
Posting Range:	\$3,570-5,000	Negotiable*	<input checked="" type="checkbox"/>

\*By checking this box all parties are agreeing that an offer may be made to an applicant up to 10% above the posting range

Are additional funds needed? If so, provide funding source and amount (check all that apply):

<input checked="" type="checkbox"/>	VP Group Item:	\$17,160.00	Type of funding (choose one):	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Temporary (one time)
<input type="checkbox"/>	M&O:	\$	Cost Center:	Fund:	
<input type="checkbox"/>	Other:	\$	Cost Center:	Fund:	

**Justification** (1000 maximum characters, provide any additional information as an attachment if needed):

## APPROVALS

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director/AVP: \_\_\_\_\_ Date: \_\_\_\_\_

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