Stage II Position Budget

Existing Positions:

- All Position Budgets have been reconciled with Funds Management Budgets through February 28th.

- Budget has reviewed all approved Stage I requests for Salary Commitment Items, and has reallocated the funding for these requests appropriately, depending on the request.

In many cases, reallocations were made to place the approved amounts into the Uncommitted Salary Commitment Items (listed below). These Commitment Items are used to budget salary dollars not currently attached to a position. Funding requests were not reallocated to these Commitment Items under the following circumstances:

- The area specified an additional compensation or overbase Commitment Item in their Stage I Submission template.
- The approved request related to a student or temporary employee Commitment Item.

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Commitment Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty (Full-Time and Part-Time, non-Casual)</td>
<td>500199</td>
</tr>
<tr>
<td>Administrative Staff (Full-Time and Part-Time, Exempt)</td>
<td>500249</td>
</tr>
<tr>
<td>Support Staff (Full-Time and Part-Time, Non-Exempt)</td>
<td>500299</td>
</tr>
<tr>
<td>Facilities and Mail Services (L615 Union, Non-Exempt)</td>
<td>500349</td>
</tr>
<tr>
<td>BUPD (BUPPA Union, Non-Exempt)</td>
<td>500399</td>
</tr>
</tbody>
</table>

- Areas **may begin immediately** processing OM forms to implement changes to positions that are effective July 1 or later. **There is no need to wait until July to begin this process.**

- For changes to positions that result in an approved funding change, please note in the comments on the OM form that the funding needed was approved during the Stage I process. This will enable the Budget Office to identify the source of funding without needing to contact the area, expediting the approval of the form.

New Positions:

- Funding for any approved new position has been placed in the Uncommitted Commitment Items discussed in the section above.

- Each new approved position has been assigned a **temporary position plan number**. This number is to be used to cross-reference new Create Position forms with their approval, and the funding for each.
  - Please note for all Provost areas, new staff positions may not be created without the additional approval of the Provost.
Stage II Position Budget

- If you need assistance finding your temporary position plan number please contact your budget analyst directly.
- Departments are asked to populate the newly updateable position planning number field on the Create Position forms when creating the position.

![Create Position Form](image-url)