

**FY-2010 Salary Budget Specification Forms
Completed Sample**

To assist you in the completion of this process, the following examples are contained within:

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Appointed chair of department	1232, 1233, 1235
Assignment duration change	1239
Budgeted distributions change	1232, 1237
Employee resigned, retain open position at current rate	1237
Fill open position at rate less than budgeted and posted	1238
Grant funding:	
- source number to be determined (00001)	1232
- source number known at this time	1237
Group position	1236
Increase normal hours per week - continuing	
-effective after start of fiscal year, filled position	1241
LOA no pay semester I	
-released monies uncommitted and remain in position	1234
Reduced time - Temporary, July and August only	1240, 1241
Reserve position - Add	1239.A
Additional personnel or positions - BLANK FORM	1242
(PHOTOCOPY AS NEEDED)	

Please Note for Hourly Paid Employees:

For budget purposes, the fiscal year on a 12 month assignment consists of 52 weeks, which begins on 06-22-2009 and ends on 06-18-2010.

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009

0-099-210-0900 SAMPLE DEPARTMENT INSTR. & RES FULL-TIME

ADLER, PAMELA 0U78-45-4321 9 MONTH BASE: 66,000 REVIEW: C5 099-210
 POS-# : 456212-9999 POS-STATUS: ACTIVE HIRE DATE: 09/01/2003
 TITLE : FACULTY FUNDING: PENDING ASG-DUR: 9.0 ASG-START: 09/01 REP-STAT: NREP NORM HOURS:
 STANDARD POSITION DATA: PCT-TIME: 100.00 SEARCH: NO GRADE: 05 HOUR-RATE:
 ASG-DUR: 9.0 PCT-TIME: 100.00
 HOME BASE: 0-099-210-0900

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET	REVISED BUDGET	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	ANNL AMT	COMMITT	COMMITT	AMOUNT	AMOUNT	
-> 0-099-210-0900	33,000		33,000		33,000		
0-099-210-0900-00001	33,000		33,000	8,250	33,000	8,250	50% of salary is normally
0-099-210-0900-21346				24,750		24,750	grant funded.
0-099-210-0901		10,000		10,000		10,000	Appointed Chair 9/09-8/10
Totals	66,000	76,000	66,000	76,000	66,000	76,000	

1 RANK: ASSOCIATE PROFESSOR
 099-210 SAMPLE DEPARTMENT
 SALARY: 66,000 09/01/2008

RANK DATE: 09/01/2003
 ON TRACK REV YR: 2010
 CURRENT CONTRACT START/END: 09/01/2008 08/31/2011

Signature

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009

0-099-210-0900 SAMPLE DEPARTMENT INSTR. & RES FULL-TIME

BAKER, MARGARET 0U23-45-6789 9 MONTH BASE: 90,000 REVIEW: C5 099-210
 POS-# : 391256-9999 POS-STATUS: ACTIVE HIRE DATE: 01/01/1992
 TITLE : FACULTY FUNDING: FULL ASG-DUR: 9.0 ASG-START: 09/01 REP-STAT: NREP NORM HOURS:
 STANDARD POSITION DATA: PCT-TIME: 100.00 SEARCH: NO GRADE: 05 HOUR-RATE:
 ASG-DUR: 9.0 PCT-TIME: 100.00
 HOME BASE: 0-099-210-0900

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET	REVISED BUDGET	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	ANNL AMT	COMMITT	COMMITT	AMOUNT	AMOUNT	
-> 0-099-210-0900	90,000		90,000		90,000		
0-099-210-0901	10,000	-0-	10,000	-0-	10,000	-0-	Chair appt ends 8/09.
<i>Repl by P Adler</i>							
Totals	100,000	90,000	100,000	90,000	100,000	90,000	

1 RANK: PROFESSOR
 099-210 SAMPLE DEPARTMENT
 SALARY: 90,000 09/01/2008

RANK DATE: 01/01/1992 JOINT
 TENURE TEN DATE: 01/01/1992

2 RANK: PROFESSOR
 099-310 OTHER DEPARTMENT
 STIPEND:

RANK DATE: 01/01/1992 JOINT
 CONTRACT START/END:

2 RANK: CHAIRMAN
 099-210 SAMPLE DEPARTMENT
 STIPEND: 10,000

CURRENT CONTRACT START/END: 09/01/2008 08/31/2009

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009

0-099-210-0900 SAMPLE DEPARTMENT INSTR. & RES FULL-TIME

FORD, RICHARD 0U91-02-7149 9 MONTH BASE: 35,000 REVIEW: C5 099-210
 POS-STATUS: ACTIVE HIRE DATE: 09/01/2004
 POS-# : 321687-9999 FUNDING: FULL ASG-DUR: 9.0 ASG-START: 09/01 REP-STAT: NREP NORM HOURS:
 TITLE : FACULTY PCT-TIME: 100.00 SEARCH: NO GRADE: 05 HOUR-RATE:
 STANDARD POSITION DATA: ASG-DUR: 9.0 PCT-TIME: 100.00
 HOME BASE: 0-099-210-0900

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET	REVISED BUDGET	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	ANNL AMT	COMMITT	COMMITT	AMOUNT	AMOUNT	
-> 0-099-210-0900	35,000		35,000	17,500	35,000		LOA SEM I NO PAY

Totals	35,000		35,000	17,500	35,000		
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1 RANK: ASSISTANT PROFESSOR RANK DATE: 09/01/2004
 099-210 SAMPLE DEPARTMENT ON TRACK REV YR: 2013
 SALARY: 35,000 09/01/2008 CURRENT CONTRACT START/END: 09/01/2007 08/31/2010

0-099-210-0900 TOTALS: 158,000 158,000 140,500 158,000

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009

0-099-210-0901 SAMPLE DEPARTMENT INSTR. & RES PART-TIME & SUPP

BAKER, MARGARET 0U23-45-6789 9 MONTH BASE: 90,000 REVIEW: C5 099-210
 POS-STATUS: ACTIVE HIRE DATE: 01/01/1992
 POS-# : 391256-9999 FUNDING: FULL ASG-DUR: 9.0 ASG-START: 09/01 REP-STAT: NREP NORM HOURS:
 TITLE : FACULTY PCT-TIME: 100.00 SEARCH: NO GRADE: 05 HOUR-RATE:
 STANDARD POSITION DATA: ASG-DUR: 9.0 PCT-TIME: 100.00
 HOME BASE: 0-099-210-0900

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET	REVISED BUDGET	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	ANNL AMT	COMMITT	COMMITT	AMOUNT	AMOUNT	
0-099-210-0900	90,000		90,000		90,000		
-> 0-099-210-0901	10,000	-0-	10,000	-0-	10,000	-0-	Chair appt ends 8/09.
<i>Repl by P Adler</i>							
Totals	100,000	90,000	100,000	90,000	100,000	90,000	

1 RANK: PROFESSOR RANK DATE: 01/01/1992 JOINT
 099-210 SAMPLE DEPARTMENT TENURE TEN DATE: 01/01/1992
 SALARY: 90,000 09/01/2008

2 RANK: PROFESSOR RANK DATE: 01/01/1992 JOINT
 099-310 OTHER DEPARTMENT
 STIPEND: CONTRACT START/END:

2 RANK: CHAIRMAN
 099-210 SAMPLE DEPARTMENT
 STIPEND: 10,000 CURRENT CONTRACT START/END: 09/01/2008 08/31/2009

ADLER, PAMELA 0U78-45-4321
 Home-base: 0-099-210-0900
 Position #: 456212
 0-099-210-0901

See page 1232
 Appointed Chair
 09/09-08/10

10,000 10,000

10,000

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009

0-099-210-0901 SAMPLE DEPARTMENT INSTR. & RES PART-TIME & SUPP

POS-# : G99210-9999 POS-STATUS: ACTIVE
 TITLE : FACULTY FUNDING: FULL ASG-DUR: 4.5 ASG-START: 09/01 REP-STAT: NREP NORM HOURS:
 STANDARD POSITION DATA: ASG-DUR: 4.5 PCT-TIME: 225.00 PCT-TIME: 225.00
 HOME BASE: 099-210-0901

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET AMOUNT	REVISED BUDGET AMOUNT	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANLN AMT	ANLN AMT	COMMITT	COMMITT			
-> 0-099-210-0901					45,000	50,000	

0-099-210-0901 TOTALS: 10,000 10,000 55,000 60,000

PLEASE PROVIDE AN ESTIMATED OVERALL GROUP POSITION FTE

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009

0-099-210-0903 SAMPLE DEPARTMENT ADMINISTRATION FULL-TIME

DONOVAN, SHIRLEY 0U45-96-9263 12 MONTH BASE: 34,500 REVIEW: C6 099-210
 POS-STATUS: ACTIVE HIRE DATE: 02/14/1995
 POS-# : 369246-9999 FUNDING: FULL ASG-DUR: 12.0 ASG-START: REP-STAT: NREP NORM HOURS:
 TITLE : COORDINATOR, PROJECT PCT-TIME: 100.00 SEARCH: NO GRADE: 73 HOUR-RATE:
 STANDARD POSITION DATA: ASG-DUR: 12.0 PCT-TIME: 100.00
 HOME BASE: 0-099-210-0903

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET	REVISED BUDGET	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	ANNL AMT	COMMITT	COMMITT	AMOUNT	AMOUNT	
-> 0-099-210-0903	30,500	22,425	30,500	22,425	30,500	22,425	
0-099-210-0903-76549	4,000	-0-	4,000	-0-	4,000	-0-	
0-099-210-0903-00001		12,075		12,075		12,075	35% Normally funded by
<i>grants. Source # to be</i>							
Totals	34,500	34,500	34,500	34,500	34,500	34,500	determined

OPEN/

HALL, JOAN 0U81-96-7592 12 MONTH BASE: 30,000 REVIEW: C6 099-210
 POS-STATUS: ACTIVE HIRE DATE: 12/01/1993
 POS-# : 312651-9999 FUNDING: FULL ASG-DUR: 12.0 ASG-START: REP-STAT: NREP NORM HOURS:
 TITLE : ASSISTANT, DEPARTMENT PCT-TIME: 100.00 SEARCH: NO GRADE: 72 HOUR-RATE:
 STANDARD POSITION DATA: ASG-DUR: 12.0 PCT-TIME: 100.00
 HOME BASE: 0-099-210-0903

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET	REVISED BUDGET	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	ANNL AMT	COMMITT	COMMITT	AMOUNT	AMOUNT	
-> 0-099-210-0903	30,000		30,000	-0-	30,000		Resigned 04/30/2009
Totals	30,000		30,000	-0-	30,000		

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009

0-099-210-903 SAMPLE DEPARTMENT ADMINISTRATION FULL-TIME

WINSTON, GARY

0U37-12-0155

12 MONTH BASE: 39,000

OPEN/ NOVAK, KIMBERLY

POS-STATUS: ACTIVE

POS-# : 395680-9999

FUNDING: FULL

ASG-DUR: 12.0

ASG-START:

REP-STAT: NREP

NORM HOURS:

TITLE : MANAGER

PCT-TIME: 100.00

SEARCH: 40,000

GRADE: 75

HOURLY-RATE:

STANDARD POSITION DATA:

ASG-DUR: 12.0

PCT-TIME: 100.00

HOME BASE: 0-099-210-0903

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET	REVISED BUDGET	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	ANNL AMT	COMMITT	COMMITT	AMOUNT	AMOUNT	
-> 0-099-210-0903	40,000	39,000		39,000	40,000		Hired 04/01/2009
							Excess funds to remain
							in position
Totals	40,000	39,000		39,000	40,000		

0-099-210-0903 TOTALS: 100,500 **91,425** 60,500 **61,425** 100,500 **92,425**

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009
 ADDITIONAL PERSONNEL

UNIT-DEPT-OBJECT: 0-099-210-0904

NAME: _____ Emp#: _____ mo Base: _____ REVIEW: _____

HIRE DATE: _____

POS-# : _____ Ver#: _____ ASG-DUR: _____ When not 12,..Month-start and Month-end _____

TITLE : OVERBASE PAY PCT-TIME: _____ SALARY GRADE: _____ Normal Hours: _____

Hourly-Rate: _____

HOME BASE: _____

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	PROJCTD INCUMB	PROJCTD BUDGET	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	COMMITT	AMOUNT	

<u>0-099-210-0904</u>			<u>3,000</u>	
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Position Totals: 3,000

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009

0-099-210-0905 SAMPLE DEPARTMENT SUPPORT STAFF FULL-TIME

SMITH, DOROTHY 0U16-98-8769 12 MONTH BASE: 24,000 REVIEW: CO 099-210
 POS-STATUS: ACTIVE HIRE DATE: 05/22/1993
 POS-# : 329764-9999 FUNDING: FULL ASG-DUR: 12.0 ASG-START: REP-STAT: L2324 NORM HOURS: 35.00
 TITLE : SECRETARY, EXECUTIVE PCT-TIME: 100.00 SEARCH: NO GRADE: 25 HOUR-RATE: 13.1868
 STANDARD POSITION DATA: ASG-DUR: 12.0 PCT-TIME: 100.00

HOME BASE: 099-210-0905

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET	REVISED BUDGET	COMMENTS
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	ANNL AMT	COMMITT	COMMITT	AMOUNT	AMOUNT	
-> 0-099-210-0905	24,000		24,000	19,846	24,000	20,677	
0-099-210-0906				3,323		3,323	6/22/2009 - 08/21/09 28 hours per week. Temporary Change.
Totals	24,000		24,000	23,169	24,000	24,000	

0-099-210-0905 TOTALS: 24,000 24,000 19,846 24,000 20,677

POSITION ADMINISTRATION AND SALARY SYSTEM
 FY-2010 SALARY BUDGET SPECIFICATION FORM
 AS OF March 12 , 2009

0-099-210-0906 SAMPLE DEPARTMENT SUPPORT STAFF PART-TIME & SUPP

OWENS, TIMOTHY 0U32-54-8732 12 MONTH BASE: 21,000 REVIEW: CO 099-210
 POS-STATUS: ACTIVE HIRE DATE: 08/14/1995
 POS-# : 128354-9999 FUNDING: FULL ASG-DUR: 12.0 ASG-START: REP-STAT: L2324 NORM HOURS: 21.00
 TITLE : SECRETARY PCT-TIME: 60.00 SEARCH: NO GRADE: 23 HOUR-RATE: 11.5384
 STANDARD POSITION DATA: ASG-DUR: 12.0 PCT-TIME: 60.00
 HOME BASE: 0-099-210-0906

ACCOUNTING DISTRIBUTIONS	PROJCTD ACTUAL	REVISED ACTUAL	PROJCTD INCUMB	REVISED INCUMB	PROJCTD BUDGET	REVISED BUDGET	COMMENTS	
FD-UNIT-DEPT-OBJ-SOURCE	ANNL AMT	ANNL AMT	COMMITT	COMMITT	AMOUNT	AMOUNT		
-> 0-099-210-0906	12,600		12,600		12,600			
0-099-210-0906						1,488	08/24/2009 - 06/18/2010	
							<i>Increase hours to 24 per</i>	
Totals							14,088	week - Continuing

0-099-210-0906 TOTALS: 12,600 12,600 12,600 14,088

SMITH, DOROTHY 0U16-98-8769
 (Home-base: 0-099-210-0905)
 Position #: 329764
 0-099-210-0906

-	3,323	3,323
<u>12,600</u>	<u>15,923</u>	<u>17,411</u>

Please Note for Hourly Paid Employees:

For budget purposes, the fiscal year on a 12 month assignment consists of 52 weeks, which begins on 06-22-2009 and ends on 06-18-2010.

