

# Hourly Position Budget Approval

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours anticipated hourly employee will work \_\_\_\_\_\_\_\_\_\_\_\*

X Hourly salary rate $ \_\_\_\_\_\_\_\_\_\_\_

Estimated salary during appointment $ \_\_\_\_\_\_\_\_\_\_\_

Budget index: \_\_\_\_\_\_\_\_\_\_\_

Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hiring Manager Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: Vice President/Dean Date

**For Budget Office Use Only:**

Budget available: \_\_\_Yes \_\_\_No Date

Budget Analyst Initials \_\_\_\_\_\_\_\_\_\_\_\_\_

\*Note: Any temporary employee, other than a student, whose total hours exceed 600 hours in a calendar year become eligible for PERS participation, with the additional 14.79% of base earnings. This 600 hour threshold is cumulative, comprised of all hours worked in one or more temporary roles during the year. Please consider this additional cost in your budgetary planning.