



BUDGET NEW PERSONNEL REQUEST

Purpose: This process is designed to request new or additional personnel for new programs or program redesign. This is the final step to provide information within the budget cycle. Program study, design and feasibility should already be performed and approved through institutional process.

Budget number	_____
Department	_____
Position title	_____
Salary	_____
Benefits (22%)	_____
Travel	_____
Consumables	_____
Recruiting costs	_____
Number of positions	_____
Total Dollars	_____

Attachments:

- Position Description
- Salary justification: This is a product of internal and external salary equity as well as any special market adjustments. Comparison of similarly responsible positions within Blinn College and within the applicable recruitment area should be made and documented. The Decision Band Method protocol is required.

Signatory Review and Approvals:

Department Director _____ Date _____

Vice President _____ Date _____

Director Human Resources _____ Date _____

Budget Manager _____ Date _____

Compensation Manager _____ Date _____