

Request for “Staff Position Base Revision” Instructions

(Change in Employment Plan)

This form is used to request revisions to the staff position base budget. The staff position base represents the university’s annual employment plan for the fiscal year and is approved by the President during the budget process. Any changes to the university’s annual employment plan (i.e. base-budgeted positions) require approval by the President. The Budget Office will facilitate this approval once the request has been received from the VP or VP designee.

1. This form should be submitted along with any requests made to Human Resources for position additions or changes so it accompanies a Recommendation for Classification, Recommendation for Reclassification or PAR.
2. Select the appropriate response on the PAR under the Position Funding Information section which appears as follows:

Does this action require a change to the Staff Position Base? <input type="radio"/> Yes <input type="radio"/> No (If Yes, a Request for Staff Position Base Revision form is required by the Budget Office.)

3. Please complete all fields on the form; the Increase and (Decrease) Amount column Totals should balance. When changes to benefits are required, please use the Fringe Benefits Pool Commitment Item (520000). Complete a separate line, if necessary, to identify additional funding required for the position base change. A brief description of the purpose of the revision is required in the Explanation section.
4. Complete the initiator contact information section to ensure that follow-up is directed to the proper person.
5. Forward the completed form to the VP or VP designee for approval. Email submission of the form is acceptable.
6. Forward approved Request form to the Budget Office.
7. A Budget Transfer is still required to be completed by the initiating unit to move the necessary funds.
8. Contact Kim Schave at ext. 7712 or schavek1@nku.edu for additional assistance.