

Please do not complete and submit this document. This document is meant to serve as a guide for the information needed to complete the online form. Please complete the online form using this link: https://berkeley.qualtrics.com/jfe/form/SV_5vi13tBe9tmeUPY

FTE Justification Form (2021-22) Guide

Please complete this FTE Justification Form for new or replacement staff positions, extension or renewal of contract or LTE positions, and increasing FTE of an existing employee.

The information provided in this form will be used by the Personnel Committee in their decision-making process, so please complete all fields.

1. Requester Information

Name of Person Submitting Request

Email address

Department/Program

Hiring Manager/Supervisor

2. Please indicate the type of FTE request this is:

New position (includes converting a limited or contract position to a career position)

Replacement for an existing vacant position

Renewal/Extension of Contract or Limited (LTE) position

Change in FTE of an existing position (e.g., 50% FTE to 100% FTE)

3. Name of previous employee to hold the position

4. Name of current employee

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5. Please indicate the type of position you are requesting

Career (permanent staff position)

Contract (temporary employment contract for non-represented positions)

Limited (900 hours/year)

6. Duration of appointment

Indicate length of appointment (e.g., 1 year, 3 months, etc.)

7. Please indicate the position details. Note: a full time 40 hour a week position is 100%

FTE (% of Full-time)

Payroll Title (e.g., Events Spec 2)

Title Code (e.g., 006292)

Working Title (e.g., Events Manager)

8. Please describe the rationale for this request. What unit or departmental risks will occur if this position is not approved?

9. Please describe how functions/tasks/projects will be accomplished if this request is not approved.

10. Is this request currently budgeted?

Yes

No

I am not sure

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11. What is the target salary for this position?

12. Have you verified the budget with your financial analyst? (Please note the Personnel Committee will not consider the request without verification of funding)

Yes

No

I am not sure

13. Please provide verification of the position budget from your financial analyst (e.g., upload an email from your FA). (Please note the Personnel Committee will not consider the request without verification of funding)

14. Please note your request will not be reviewed by the Personnel Committee until position funding is verified.

15. How is this position funded?

Department budget

Faculty research funds

Extramural (contracts & grant) funds

Other / I am not sure

Please indicate the employee's physical work location when returning to campus.