

University of Nebraska Kearney Position Justification

Organizational Unit Name: _____

Organizational Unit ID: _____

Former Incumbent: Name: _____

Employee #: _____

Current Commitment

| Cost Center | Cost Element | Job | | Position # | Budget | FTE |
|-------------|--------------|-------|------|------------|--------|-----|
| | | Title | Code | | | |
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| Total | | | | | | |

Proposed Commitment

| Cost Center | Cost Element | Job | | Position # | Budget | FTE |
|-------------|--------------|-------|------|------------|--------|-----|
| | | Title | Code | | | |
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| | | | | | | |
| Total | | | | | | |

This action: Fills an Existing Position
Creates a New Position
Increases Budgeted FTE
Changes Major Personnel Category

Employee Subgroup: A1 Reg Other Acad Salary
B1 Reg Mgr/Prof Salary
C2 Reg Office/Svc Hourly
J1 Reg Specific Fac Salary
K1 Reg Tenured Fac Salary
L1 Reg Special Fac Salary
M1 Reg Acad Admin Salary
N1 Reg Admin Salary
Other:

Effective Date of Proposal: _____

Pay Grade: _____

Appt Term: 12 month (fiscal year)
 Academic Year
 Other:

Justification: (attach additional pages as needed)

Dean/Director Approval (Signature)

DATE

Human Resources Approval

DATE

For Office Use Only

Planned Hiring Date

9/2014