

Fontbonne University  
New Position Budget Request Form

Job Title: \_\_\_\_\_

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

**Personnel Office Use Only:**

JAQ Complete: Y or N

Job Code: \_\_\_\_\_

Grade: \_\_\_\_\_

FLSA Status: \_\_\_\_\_

**Salary:**

Non-Exempt Position (hourly rate \* yearly # of hours)

F/T = 2080    3/4 = 1560    1/2 = 1040

\$ \_\_\_\_\_

Exempt Position (either (monthly rate \* 12) or (yearly rate \* 1))

\_\_\_\_\_

**FICA:** (.0765 \* Salary)

\$ \_\_\_\_\_

**Benefits:**

Health/Dental and Other Insurance

\$ 4,400

Retirement (.07 \* Salary) (if eligible)

\$ \_\_\_\_\_

Educational (i.e. Tuition Remission) (if known)

\$ \_\_\_\_\_

**Professional Developmental Funds:**

Faculty (\$515.00 a year)

\$ \_\_\_\_\_

Staff (please explain)

\$ \_\_\_\_\_

**Office Furnishings, Equipment and Computer Equipment:**

Furnishings

\$ \_\_\_\_\_

Computer Equipment (CPU, Monitor, Printer and Other)

\$ 1,500

Other Equipment (if necessary)

\$ \_\_\_\_\_

**Search and Hiring Costs:**

\$ \_\_\_\_\_

**Office Supplies:**

\$ \_\_\_\_\_

**Total Funds Requested:**

\$ \_\_\_\_\_

**Approvals:**

Department Supervisor: \_\_\_\_\_ Department VP: \_\_\_\_\_

Personnel: \_\_\_\_\_ Controller: \_\_\_\_\_

VP Finance and Administration: \_\_\_\_\_

President or Executive VP: \_\_\_\_\_