

FY'11 Performance Planning and Budgeting
New Position Request Form

- This form must be completed during the Performance Planning and Budgeting process for every new position requested during the FY'11 Performance Planning and Budgeting Process.
- The Division of Human Resources will determine a title and salary to be included in Performance and Budget plans.
- One form for each position is due to your portfolio owner by **November 12, 2009**, and to the Division of Human Resources by **November 19, 2009**.
- HR title and salary recommendations do not constitute final approval of these positions. These positions must be approved both in the Performance Plan and in the FY'11 Budget and vacancy management process.

Portfolio:	Department:
<u>Required for all positions:</u>	
Expected effective date of hire or promotion:	
Proposed Title:	
Proposed Salary:	
Reporting Relationships:	
Reports To:	
Positions Supervised:	
Please attach the following information:	
<ol style="list-style-type: none"> 1. Position Justification: Summary of critical business need for position to include position impact on Rensselaer services and/or Performance Plan Initiatives. 2. Position Summary: A brief description of position. 3. Summary of Job Duties 	
<u>Funding Source for this Request</u>	
Is this position funded in your FY'10 Budget? _____ Yes _____ No	
a) If yes, please specify the FY10 budget amount: _____	
b) If no, are you requesting E&G funds to be allocated to your FY'11 Budget? ____ Y or ____ N	
c) If no, source of funding: _____	

Signature: _____ **Date:** _____
Portfolio Owner

For HR Use Only:

Recommended Title		
Recommended Hiring Range		
Position Number		Signature