

## FINANCIAL REVIEW PERSONNEL COMMITMENTS

<p><b>VP AREA:</b> (Please check one):</p> <input type="checkbox"/> ACADEMIC-DR. FEIGELSON <input type="checkbox"/> ACADEMIC-DR. BRADLEY <input type="checkbox"/> ADMINISTRATION <input type="checkbox"/> FINANCE <input type="checkbox"/> PRESIDENT'S AREA	<p><b>FUNDING SOURCE:</b> (Check all that apply):</p> <input type="checkbox"/> STATE <input type="checkbox"/> UNIVERSITY HOSPITAL <input type="checkbox"/> IFR ___ KCHC AFFILIATION IFR ___ RESEARCH FDN IFR ___ OTHER IFR <input type="checkbox"/> DORMITORY <input type="checkbox"/> OTHER: _____	<p><b>NATURE OF TRANSACTION</b> (Please check one):</p> <input type="checkbox"/> Post & Hire <input type="checkbox"/> Hire <input type="checkbox"/> Separation <input type="checkbox"/> Salary Increase <input type="checkbox"/> Other (please specify): _____
<p>DIVISION: _____</p> <p>DEPARTMT: _____</p>		<p>Effective Date Requested: _____</p>

	PREVIOUS INCUMBENT (if applicable)	NEW POSITION / EMPLOYEE
Name		
Budget Position Title		
Local Title		
Rank		
Line Number		
Account Code(s) / FTE (% Effort)		
Prior / New Salary		
Effective Date of Separation (if applicable)		

**Budgetary Impact:**

Fiscal Year \$ \_\_\_\_\_

Annual \$ \_\_\_\_\_

Chair/Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FOR DEAN/VICE PRESIDENT USE:**

The transaction is fiscally prudent and maintains a balanced budget since:

- It is specifically budgeted within the VP area allocation.
- It is funded via an incremental revenue stream (e.g. IFR, UHB Revenue,...).
- It replaces other planned actions (must be specified below to be processed).
- It is funded via an unplanned vacancy due to:

<input type="checkbox"/> Early Retirement	Date: _____
<input type="checkbox"/> Retirement	Date: _____
<input type="checkbox"/> Resignation	Date: _____
<input type="checkbox"/> Promotion	Date: _____
<input type="checkbox"/> Other (please specify): _____	

Other (must be specified below to be processed).

For Post & Hire Actions, posting must begin within three months from Finance approval date below. Hire must be finalized within six months of Finance approval date below. If this period lapses, a new financial review and approval form will be required.

**REVIEWED BY:**

Dean/V.P. Fiscal Officer \_\_\_\_\_

\_\_\_\_\_ Date

**APPROVED BY:**

Dean/Vice President \_\_\_\_\_

\_\_\_\_\_ Date

Finance \_\_\_\_\_

\_\_\_\_\_ Date