

PERSONNEL COMMITMENTS FINANCIAL REVIEW

<p style="text-align: center;">VP AREA:</p> <input type="checkbox"/> ACADEMIC-COM, SGS <input type="checkbox"/> ACADEMIC- CHRP, CON <input type="checkbox"/> ACADEMIC - SPH <input type="checkbox"/> ACADEMIC AFFAIRS <input type="checkbox"/> ADMINISTRATION <input type="checkbox"/> FINANCE <input type="checkbox"/> PRESIDENT'S AREA <input type="checkbox"/> HOSPITAL <input type="checkbox"/> CENTERWIDE DIVISION: _____	<p style="text-align: center;">FUNDING SOURCE:</p> <input type="checkbox"/> STATE <input type="checkbox"/> UNIVERSITY HOSPITAL <input type="checkbox"/> IFR ___ KCHC AFFILIATION IFR ___ VA IFR ___ RESEARCH FDN IFR ___ OTHER IFR <input type="checkbox"/> DORMITORY <input type="checkbox"/> OTHER: _____	<p style="text-align: center;">TRANSACTION DESCRIPTION:</p> <input type="checkbox"/> Post <input type="checkbox"/> Hire <input type="checkbox"/> Also Receives <input type="checkbox"/> Salary Increase-Temporary* *Attach 2 UP2 forms with Start & End Date <input type="checkbox"/> Salary Increase-Permanent <input type="checkbox"/> Extra Service <input type="checkbox"/> Other: _____ EFFECTIVE DATE: _____
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	PREVIOUS INCUMBENT (if applicable)	NEW POSITION / EMPLOYEE
Name		
Budget Position Title		
Local Title		
Rank		
Line Number		
Account Code(s) / Distribution %		
Position FTE (% Effort)		
Prior / New Salary		
Effective Date of Separation (if applicable)		

BUDGETARY IMPACT (\$) - Please note the difference between Previous Commitment and Requested Action:

Current Fiscal Year:	Annual:
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Describe the transaction in detail:

Funding is available for this transaction because:

1 It is specifically budgeted within the VP area allocation.

It is specifically budgeted within the Division's allocation. Yes _____ No _____ If no, fill in next line:

Permanent / Temporary Base Funding Transfer from Division _____ to Division _____ required.

Specify account for base funding transfer: From _____ To _____ Amount _____

2 It is funded via an incremental revenue stream (e.g. IFR, UHB Revenue,...).

3 It replaces other planned actions (must be specified below to be processed).

4 It is funded via an unplanned vacancy due to:

___ Early Retirement ___ Retirement ___ Resignation ___ Promotion ___ Other (please specify _____)

Effective Date of Vacancy / Other Info: _____

5 Other (must be specified below to be processed).

Chair/Department Head Signature: _____ Date: _____

FOR DEAN/VICE PRESIDENT USE:	
V.P. Fiscal Officer	Date
APPROVED BY:	
Dean/Vice President	Date
Budget Office	Date
Expense Review & Control Committee	Date