

Position Planning & Salary Request



January 2024

the FRIENDLIEST CAMPUS *in the* SOUTH

FY 2024-25 Position Budget Development

Position management is an important process throughout the institution. Personnel costs currently represent at least 90% of JSU's annual budget. Evaluating staffing needs is a key factor in ensuring that resources are being utilized in a manner that maximizes the quality and quantity of services provided to our diverse student population.

Also, the community we serve, and our programs are constantly evolving, thus staffing needs must be reevaluated periodically to be aligned with the needs of the community served. Additionally, given limited resources, position needs must be prioritized to ensure that positions are filled based on the level of importance and in the context of honoring JSU's mission.

As a result, JSU's position prioritization process should provide a formal, transparent method to:

- Prioritize vacant positions to ensure that positions are filled based on the level of need
- Identify and prioritize new positions
- Evaluate changes in positions resulting from workload shifts (increased/decreased responsibilities, other added/eliminated positions)



FY 2024-25 Position Budget Development

Personnel Action Change and Position Justification Requests forms are required for documenting any change requests and justification to be reviewed by the President and Cabinet. All requests are routed electronically through the appropriate chain of command to the Department of Human Resources. The HR Representative will add the request to the agenda for PAC review. The approvals/denials are then communicated to the Division Vice President/Provost and to the request originator/form initiator.

Department Reorganization

The effective date for ALL department reorganizations are October 1st of each fiscal year. Changes cannot be made after the start of a new fiscal year.

SPLIT: identify a single existing department and split it into one or more separate departments.

MERGE: identify multiple existing departments that will be combined into 1 single department.

Re-Organize: move a department between divisions or to another department within the same division

Personnel Action Request Form (ePARE):

- Promotion
- Title Changes (no reclassification or change of duties)
- Department Transfer (employee and position)
- Pay Adjustments
- Interim Appointment and/or stipend
- Department Requests
 - Department Name Change
 - Request for New Department

Position Justification Request Form (ePJRF):

- Reclassification of existing position
- Request for a new position / FTE
- Request for recruitment

All Personnel and Position Change Request Meetings are monthly, with dates to be determined.

<https://www.jsu.edu/hr/management-and-administration/personnel-actions.html>



FY 2024-25 Position Budget Development

General Funded Position Process

The review process begins with the identification of classified and management positions by JSU departments (Argo's Position Budget Reports). Next, the positions are prioritized. The position prioritization work results in three prioritized lists, one for management, faculty, and classified positions. The purpose of the priority lists is to determine which positions to fill first based on available resources. The position prioritization process will be performed during Personnel Action Committee meetings.

The weighting mechanism used to rank positions is the following:

- Based on department/institutional level needs:
 1. How do the duties and responsibilities of the position fulfill the following:
 - New or existing department/program needs
 - Needs of the department, identified through program and operation planning or , if applicable
 - JSU's Strategic plan
 2. Will this position contribute to meeting increased demand or growth?
 3. Can job duties be shared amongst current staff?
 4. Can the requested position be postponed?
 5. Will this reduce the need for hourly employees and offset the cost of hiring a permanent employee?
 6. Can process improvements or technology eliminate the need for this position?

Restricted Funded Position Process

As grant appropriations and restricted programs needs and funding sources are unique to each program, management and classified positions requested are determined through a separate process from the general fund process.

Restricted program funded management and classified position needs as determined by the Program Manager in consultation with the Vice President overseeing the program. The Vice President and Program Manager will work with Grant Accounting in the Controller's Office to identify an appropriate funding source and determine sustainability. Upon determination that the position can be sustained through the restricted funding source, the Vice President will submit the position request to Human Resources for discussion and as a recommendation to the President.

To ensure transparency, positions filled through this process will be reported as an informational item at the Budget Committee meetings.

FY 2024-25 Position Budget Development

- **Position Control** - Position control is JSU’s process for tracking and maintaining personnel actions and budgets for State funds so that personnel budgets are monitored, and units do not overspend. It also ensures there are sufficient funds to cover employee salaries.

Open Banner Self-Service > [Click My Finance Query](#) > [Click New Query](#) >

Create New Query x

Select Query Type

Payroll Expense Detail ^

Budget Status by Account

Budget Status by Organizational Hierarchy

Payroll Expense Detail

Encumbrance Query

Multi Year Query

Budget Quick Query

Index

Choose Index v

Organization *

32002 Arts & Humanities Program ... x v

Account

% x v

Activity

Choose Activity v

10000 Current Unrestricted x v

Grant *

Choose Grant v

Program

% x v

Fiscal Year *

2023 x v

Fiscal Period *

14 x v

SUBMIT

➤ **Payroll Expense Detail** – gives the detail of personnel paid from the salary accounts of the budget. This will always be cumulative from the beginning of the fiscal year (October 1st).

My.Finance » My.Finance.Query » Payroll Expense Detail

Payroll Expense Detail New Query

< Dean School of A&H - 32001 🔍 ⏪ ⏩ 📄 ⓘ

Query Results ⬇

Account ^	Account Title ⇅	Employee ⇅	Last Name ⇅	Position ⇅	Suffix ⇅	Transaction Date ⇅	Finance Document ⇅	Rule Class ⇅
61020	Salaries	001132577	Smith	020326	00	10/09/2022	F0098315	HGNL
61020	Salaries	001132577	Smith	020326	00	10/09/2022	F0098315	HGNL
65005	FICA Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65005	FICA Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65005	FICA Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65005	FICA Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65010	TRS Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65010	TRS Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
Report Total (of all records)								

FY 2024-25 Position Budget Development

Root > Production > Budget Manager

Ar evisions Argos

Enter Search String...

Explorer Shortcuts Recent

Parent Folder

Name ^

- ★ Active Employee Listing (Budget Manager)
- ★ Position Budget Report
- ★ Position Budget Report - Mismatched FOAPs between NBAJOBS and NBAPBUD
- ★ Working Position Budget with Current Incumbent

Saved Dashboard Settings Reports Run


JSU Position Budget Report Data Source: ODSPROD_Dashboard

Current Fiscal Year: **2023** Orgn: -- All Organizations --

ORGN	ORGN DESC	POSITION	POSN TITLE	BUDGET SALARY	EMPL SALARY	ID	NAME	EMPLOYEE_CLA	ORIG DT OF HIRE	LD FUND	LD
------	-----------	----------	------------	---------------	-------------	----	------	--------------	-----------------	---------	----



FY 2024-25 Position Budget Development



Jacksonville State University
 Department of Human Resources
 700 Pelham Rd N., 326A Angle Hall, Jacksonville, AL 36265
 Phone: (256) 782-5007
www.jsu.edu/hr

Personnel Action Change Request Form

Select the appropriate Change Request:

- Personnel Action Change Request
- Department/Office Change Request
- Interim Appointment and/or Supplemental Pay Request

Please select if this submission is an original, or revision: Original Revision Submission Date: 11/15/2023

Personnel Action Change Request:

- Promotion
- Title Change
- Transfer
- Pay Change

Employee Name: Chloe White Employee ID#: 001203031

Requested Effective Date of Change: 1/1/2024

	Current		New
Division Name:	Finance and Administration		Finance and Administration
School (if applicable):			
Department Title:	Student Accounts		Student Accounts
Department/ORG #:	61002		61002
Position Title:	Temp Student Account Assistant		Temp Student Account Assistant
Position Number:	011215		011215
Annual Salary: (Hourly rate if bi-weekly)	10		12
Position Title Position Reports To:	Assistant Controller of Student Accounts		Assistant Controller of Student Accounts

Current FOAP
 Fund: 10000 Org: 61002 Account: 61020 Program: 70

New FOAP
 Fund: 10000 Org: 61002 Account: 61020 Program: 70

EXISTING POSITION ADJUSTMENT REQUEST FORM

- Use the [Personnel Action Request Form](#) (e-PARF)
- Requested Effective Date of Change: **on or after August 15, 2024**
- Justification: Use ORIE's Dashboards enrollment, performance evaluations, operational plans, and data qualitative information to support your requests.


JSU funds annual cost of living (COLA) salary increases that are approved by the Board of Trustees every October. A request form is required for any other additional compensation payments to a current employees for the upcoming fiscal year.

Additions to headcount, salary increases, promotions (non-academic), and position replacements which require additional funding outside of the approved fiscal year budget may need to be funded by salary savings. Salary savings from an existing position being used to permanently fund personnel requests will result in a permanent decrease in that position's budget. The final mount of salary savings available for use is determined and approved by the Office of the Provost and by the Office of Finance & Administration.

- Submit the **Personnel Action Request Form** for final VP approval to HR on **February 25, 2024**.



FY 2024-25 Position Budget Development



JACKSONVILLE STATE UNIVERSITY

Jacksonville State University
 Department of Human Resources
 700 Pelham Rd N., 326A Bibb Graves Hall, Jacksonville, AL 36265
 Phone: (256) 782-5007
www.jsu.edu/hr

Position Justification Request Form

All position action requests must be submitted and routed for approval up to the Divisional VP. Once the VP approves, the request is routed to HR at which time it will be reviewed and added to the PAC agenda. If approved at the PAC, additional actions may need to occur: update the position description, create a requisition for recruitment, etc.

Select the appropriate Request:

Position Action Request (Reclassification of existing duties, Transfer of position)
 Recruitment Request (existing position or request for a NEW FTE)

POSITION INFORMATION:

Department: Division:

Position Title:

Position Type: Staff Faculty Position Class:

Position Reports To:
(Supervisor's Position title)

REASON FOR REQUEST:

Request Type: Replacement Position New Position

Position Title:

Date the Position Vacated:

Employee being replaced:

Reason for vacancy:

Anticipated Start Date:

POSITION BUDGET INFORMATION:

Please provide budget information:

a. Current budgeted salary:

b. Proposed salary:

c. Proposed salary range:

How will/is this position funded:

Current Position Budget
 Grant
 Auxiliary
 Other

Position / Line Number:

NEW POSITION OR VACANT RECRUITMENT REQUESTS

- Submit a [Position Justification Request Form](#) (PJRF)
- Anticipated Start Date: **on or after August 1, 2024 or October 1, 2024 (non-academic)**
- Justification: Use ORIE's Dashboards enrollment data and qualitative information to support your requests.
- Attach the New Program/Initiative Request Form – See JSU's Department Head Resources Page (add link form Kim Presson)
- Submit the ***Position Justification Request Form*** for final VP approval to HR on **February 25, 2024.**



Returning Faculty

FY 2024-25 Position Budget Timeline

This timeline provides for advertising, application processing, selection, and onboarding faculty for the next academic year.

- **February 7 -25** Position Justification Request and for Personnel Action Request Forms due VP approval for approval
- **February 26, 2024** Divisional Budget Summary Form updated in the Approved folder (Cabinet Only)
- **March 13, 2024** Communicate all approved positions for recruiting and personnel actions
- **March 15, 2024** Faculty that do not plan to return to JSU for the next academic year shall submit a written resignation to his/her immediate supervisor ([Faculty Handbook Section 2.7.1](#))
- **March 25,2024** Departments initiate returning Faculty Contracts
- **April 1, 2024** Send out all returning Faculty Contracts and Department Head Letters (Only New or Changes)
- **April 19, 2024** All returning Faculty Contracts due to the Provost and Department Head Letters (Only New or Changes)
- **April 25, 2024** Signed returning Faculty Contracts and Department Head Letters (Only New or Changes) are due to Academic Affairs/Human Resources

* Returning Faculty include Full-time Faculty and Visiting Faculty

** Retiring Faculty need to indicate if they are taking accrued leave for Fall or Spring on or before March 15. This applies to 12-month faculty who earns accrued leave.



Adjunct Faculty

FY 2024-25 Position Budget Timeline

There are no final commitments related to adjuncts until their contract is returned for the respective semester(s) course. The below timeline provides time for advertising, application processing, selection, and onboarding new adjuncts or assigning overload for the next academic term, if required. Additional adjunct contracts can be issued based on course demand and full-time faculty assignments.

	<u>FALL/SUMMER</u>	<u>SPRING</u>
• Requests to fill anticipated adjunct needs	March 1	TBA
• Departments initiate returning Adjunct Contracts	March 24	TBA
• Send out all returning Adjunct Contracts	April 1	TBA
• All returning Adjunct Contracts due to the Provost	April 19	TBA
• Signed returning Adjunct Contracts due to Academic Affairs/Human Resources	April 25	TBA