



BROWARD COLLEGE
BUDGET: FULL TIME POSITION REQUEST
Modifications / New Position
 Administrative, Faculty, Professional/Technical

**Broward College * Finance Office * 225 East Las Olas Blvd * Fort Lauderdale, FL 33301 *954-201-7435*

Modification to Existing Position

Modify Existing Position

Position #: _____ Proposed Effective Date: _____

Incumbent Name: _____

Budget Cost Center Number Change

Old #: _____

New #: _____

Budget Dollar Value Change

Old salary + fringe \$ _____

New salary + fringe \$ _____

Job Title / Pay Grade / Weekly Hours

Current: _____ / _____ / _____

New: _____ / _____ / _____

New Position Request /

Create New Position

Budget Account #: _____

Job Title _____ Job Class _____ Pay Grade _____ Weekly Hours _____
 _____ / _____ / _____ / _____

Salary Budget + Fringe

Permanent/Regular Position (no end date)

Temporary Position – provide end date: _____

Remarks _____

Approvals

 Department Head/ Director Date

 AVP, Budget Date

 Dean / AVP Date

 V.P. Finance Date

 Vice President / Provost Date

 Dist Dir, Compensation & HRIS Date

 Position Control Date

 V.P. Human Resources Date

 President Date

Budget Office Use:

Funding required: \$ _____

Source of funds: _____