

October 15, 2013

Program/Segregated Revenue Position Request Procedure

UW-Madison has authority to create or abolish positions funded by auxiliaries, general operations receipts, segregated funds and federal indirect cost reimbursement. We are required to report quarterly on program and segregated revenue funded positions created and abolished in the previous quarter with their funding source. That information is forwarded to UW System Administration, the Department of Administration and the Legislature's Joint Finance Committee. As such, it remains in our best interest to manage this flexibility wisely. **FTE planning should primarily take place in the budget process.** Please refer to the annual budget instructions, which specify a mid-March due date for FTE requests. The Madison Budget Office will only process supplemental requests in exceptional circumstances.

The Madison Budget Office monitors authorized position levels, filled position levels and vacancies. Each division can verify the status of their own situation by accessing the Position Control Report available at the Madison Budget Office website, <http://www.mbo.wisc.edu/>. Units requiring additional FTE authorization should request positions through the Budget Office by submitting a completed request form, accompanied by a narrative which provides a brief position justification as noted in the attachment. Send the completed request to Philip Braithwaite as shown on the form.

The next page contains the form that should be used when submitting program and/or segregated revenue position requests. Please email the requested information to Philip Braithwaite (pcbraith@vc.wisc.edu).

Please contact Philip Braithwaite or Tim Norris if you have any questions regarding program/segregated revenue position authority.

**UNIVERSITY OF WISCONSIN-MADISON
REQUEST FOR PROGRAM AND SEGREGATED REVENUE POSITIONS**

Dept ID	Fund – Program Code	Job Description	Job Code	Classified or Unclassified	Project or Permanent	Pay Basis	Full-Time Base Rate	FTE

School/College: _____

APPROVALS:

Department Chair

Date

Dean/Director

Date

****Please Note: This completed request form must be accompanied by a narrative which provides a brief justification for each position requested. The justification(s) should identify the need which you wish to address and should demonstrate that careful consideration has been given to your division's current position vacancy rate and that which has existed over the past several months.****