



Funding Details Required Within Uvic Careers

Notes for required funding details:

- Where no additional funds are required for a recruitment then the position number must be listed on the requisition
- Where additional funds are required due to reclassification of a position, the position number plus base budget fund, orgn, account codes must be provided
- When a new position is being established the funding source must include fund, orgn and acct; or if a position(s) is to be disestablished to fund the new position then provide the position number(s) that will be effected.
- Any position being established by a recently announce retirement must have the retirement letter or PSCR attached. This is to avoid any confusion on our front where the job record for the employee has not been update. If the employee has retired already then no backup is required.
- Best practice would be to look within accounts to ensure sufficient base is available in the specified accounts prior to submission of requisition

Instructions	Screen Shots
<p>An example of funding coming from disestablishing positions</p>	<p>SOURCE OF BUDGET FUNDING ⓘ *</p> <p>Position 998756 & 995878 plus 10000-80500-7390</p> <p>ADDITIONAL INFORMATION</p> <p>Position 998756 currently encumbered by Jane Smith who will be retiring June 30, XXXX (see retirement letter attached). Posn 995878 is currently vacant.</p> <p>ⓘ</p> <p>Required Documents attached to requisition:</p> <ul style="list-style-type: none"> • Classification Memo from HR • Retirement Notice from employee
<p>An example of funding coming from multiple accounts for a new position</p>	<p>SOURCE OF BUDGET FUNDING ⓘ *</p> <p>10000-80500-7390 & 10000-80501-6404</p> <p>ADDITIONAL INFORMATION</p> <p>Position to be funded from base in accounts above. Base available within those accounts is \$86,534</p> <p>ⓘ</p> <p>Required Documents attached to requisition:</p> <ul style="list-style-type: none"> • Classification Memo from HR



<p>An example of position flexibility request for soft funding to be base funded later</p>	<p>SOURCE OF BUDGET FUNDING ⓘ *</p> <p>11310-80500-7994</p> <p>ADDITIONAL INFORMATION</p> <p>We are anticipating <u>posn 998754</u> retirement within the next two years at which time this position will be disestablished. Anticipated budget requirement is \$75K a year which is offering salary plus 10% benefits. Total two year requirement will be \$150K with carry over currently at \$220K within this account. </p> <p>ⓘ</p> <p>Required Documents attached to requisition:</p> <ul style="list-style-type: none"> • Classification Memo from HR
<p>An example of a new position being funded from a revenue source</p>	<p>SOURCE OF BUDGET FUNDING ⓘ *</p> <p>10000-80500-5431 & 10000-80500-7390</p> <p>ADDITIONAL INFORMATION</p> <p>Ongoing fee revenue within the account above has increased by \$23,000 annually. Remainder of base to come from 10000-80500-7390 (base budget currently at \$80,000)</p> <p>ⓘ</p> <p>Required Documents attached to requisition:</p> <ul style="list-style-type: none"> • Classification Memo from HR
<p>An example of a pre-existing position replacing a retirement</p>	<p>SOURCE OF BUDGET FUNDING ⓘ *</p> <p>Position 998785</p> <p>ADDITIONAL INFORMATION</p> <p>Current incumbent Lisa Smith will be retiring June 30, XXXX (see attached retirement notice) but will have 3 months of overlap with new employee which will be funded from 11310-80500-7994 (current balance of \$50,510)</p> <p>ⓘ</p> <p>Required Documents attached to requisition:</p> <ul style="list-style-type: none"> • Classification Memo from HR • Retirement Notice from employee



<p>An example of hiring within a pre-existing term positions</p>	<p>SOURCE OF BUDGET FUNDING ⓘ *</p> <p>10000-80500-6204</p> <p>ADDITIONAL INFORMATION</p> <p></p> <p>ⓘ</p> <p>Required Documents attached to requisition: None required</p>
<p>An example of hiring a new term position</p>	<p>SOURCE OF BUDGET FUNDING ⓘ *</p> <p>10000-80500-6204</p> <p>ADDITIONAL INFORMATION</p> <p></p> <p>ⓘ</p> <p>Required Documents attached to requisition:</p> <ul style="list-style-type: none"> • Classification Memo from HR
<p>An example of hiring a term replacement</p>	<p>SOURCE OF BUDGET FUNDING ⓘ *</p> <p>10000-80500-6400</p> <p>ADDITIONAL INFORMATION</p> <p>Jane Smith is going on Maternity and Parental leave. </p> <p>ⓘ</p> <p>Required Documents attached to requisition: None required</p>



<p>An example of hiring a regular continuing employee from a term position that is being regularized</p>	<p>SOURCE OF BUDGET FUNDING ⓘ *</p> <p>10000-80500-6404</p> <p>ADDITIONAL INFORMATION</p> <p>Position 998564 was a term but has met the regularized rules and will now be regular continuing. Base plus benefits can be taken from the term pot listed above (current balance is \$85,456) </p> <p>ⓘ</p> <p>Required Documents attached to requisition: None required</p>
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