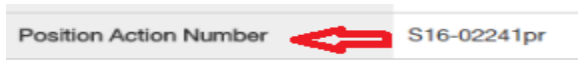




Budget FTR's for New and/or Modified Positions in Niner Talent


1. To create a new position or to modify an existing position you must complete a position request in NinerTalent and submit a related Budget FTR.
2. The related Budget FTR should be done as follows:
 - a. For **new** SHRA, EHRA faculty, and non-faculty positions, when the new position is requested
 - i. NOTE: If the expected salary is not known, the lower amount of the anticipated salary range may be used
 - b. For **existing** SHRA, EHRA faculty, and non-faculty positions, when the Niner Talent Action is approved in the department/college
 - c. The position number (new or existing) is a required field on the Budget FTR request for permanent position budget revision
 - d. Processing a position budget revision for a particular amount does not imply or indicate approval of the position action; only Human Resources has that approval authority
3. The Niner Talent Action number is located on the Niner Talent **Summary** tab.



4. For SHRA actions in Niner Talent, Position Number is located here on the **Summary** tab.

Personnel Budget Management Use Only	
Budget Code	16050 Currently: blank
Program Code	17000 Currently: blank
Fund Org Code	13115 Currently: blank
Position Number	000147 Currently: blank
FTE	1 (40 hours/week, 12 months) Currently: blank

5. For EHRA non-faculty actions in Niner Talent, Position Number is at the top of **Position Details**.

 **Position Details** [Edit](#)

Employee Information

Employee First Name	
Employee Last Name	
Position Number	003957

6. The Funding Source tab in Niner Talent has a checkbox to indicate if a Department Budget Revision is required to provide funding for the new position or existing position change. It is located below the Primary Source of this Fund (screenshot below). If a budget revision is required, check the box. “Click here” is a url link to the Department Budget Revision FTR form.

Funding Source Save << Prev Next >>

[Check spelling](#)
* Required Information

Funding Source

Index / Fund: 501721

Account: 911100 - EHRA Non-Faculty

Amount: 85000

Percent of Annual Funding: 100
What percentage of the total annual salary is being funded by this fund & account?

Indicate the primary source of this fund number: Non-General

Departmental Budget Revision Required? * This field is required. [Click here](#)
To create a Departmental Budget Revision, click here

Remove Entry?

Add Funding Source Entry

Save << Prev Next >>

- a. On the Department Budget Revision FTR, the Position Number is required, and the Niner Talent Action Number should be entered in the Explanation field along with any other useful information; having the changes cross-referenced between the two systems will enable necessary administrative review.

Financial Transaction Request Information

*Transaction Type: Departmental Budget Revision

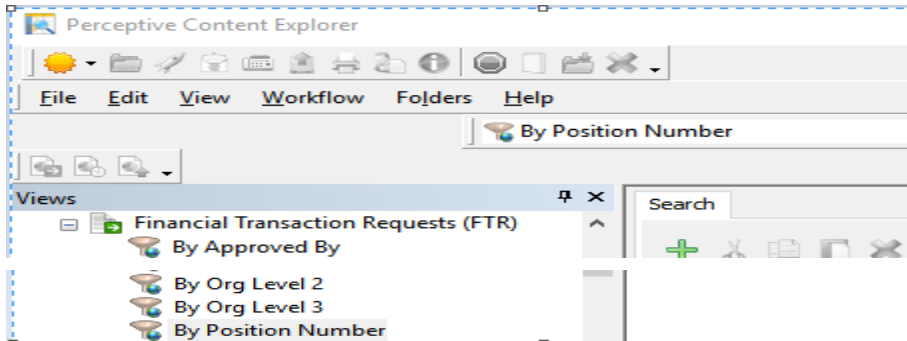
Transaction Type Info:

Position #	*Index/Fund	*Account
000147	<input type="checkbox"/> New/Abolish	111111
		912100

***Explanation**

Permanent budget for Niner Talent Action S16-02241pr

- b. When a **new** position is being budgeted, all related fringe benefits must be included; this includes an additional budget amount for a one-time medical insurance fringe benefit; when an existing position is abolished or being moved from a general fund to a non-general fund, that additional amount is no longer required
 - i. Check the “New/Abolish” box on the FTR to include medical costs
 - c. When changing the funding source of a position from one program code to another, medical insurance fringe benefits must be included. If the first 3 digits in the fund numbers being used are different, then you will need to check the "New/Abolish" box on the FTR so medical is populated and moved to the correct program code. (Example, moving position from 101xxx to 116xxx will need to include the medical fringe.)
7. Search for an FTR with a particular Position Number in Perceptive Content
- a. When prompted, enter the six-digit position number and the date range you want to search in



Updated January 2023