

NCTA Internal Budgeting Procedures

Request for Temporary Employees

November, 2015

All budget requests are to be delivered electronically to this address: NCTA-BudgetOffice@unl.edu.

TEMPORARY EMPLOYEE BUDGETING PROCESS

1. Approval for hiring all temporary employees except adjuncts will follow this process. Funds for student workers will be allocated through this process. The allocation of funds will occur each semester however, managers may request annual fund allocation and annual contracts for temporary employees during the fall semester request.
2. All funds allocated to temporary employee hiring will be held in a central account.
3. Administrators can submit a request for funding from this pool. Requests for the next fiscal year are due by November 1.
4. Budget requests are considered by Executive Staff by December 15.

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Name and contact information for unit requesting funds to hire temporary employee:

Position and Dollars requested:

Justification:

Please explain how this request is prioritized in the strategic plan:

Executive committee recommendation:

Final outcome:

Socioeconomic