

January 20, 2005

### **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. OBPA will only process supplemental requests in exceptional circumstances.

The Office of Budget, Planning and Analysis (OBPA) 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 OBPA 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 Jim Bolton 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 print a copy, provide the requested information and send to Jim Bolton in Room 167A Bascom Hall.

Please contact Jim Bolton (263-2995, [jmbolton@vc.wisc.edu](mailto:jmbolton@vc.wisc.edu)) or Bill Richner if you have any questions regarding program/segregated revenue position authority.

