



## **Budgeting Requirements for the UHR Process Role of Position Control (PC)**

- PC checks for budget availability when a UHR is submitted.
  - Budget availability can mean:
    - Is there a new position? If so, has it been built in BusinessPLUS and assigned budget to it?
    - Is there a vacancy?
      - Did someone submit separation paperwork to HR?
      - Has HR processed the separation paperwork?
- PC does not authorize budget. (They verify, not authorize.)
  - The Board of Trustees authorizes budget in cooperation with the Budget Office.
  - Nothing is authorized until the budget for the new fiscal year is approved by the Board of Trustees. This includes newly funded positions.
- UHR Prioritization
  - PC makes every effort to process all UHR's in a timely manner, but there are times when priority is assigned. Below is the standard list of how UHR's are prioritized during high volume times.
    - Postings
    - Payroll dates
    - New hires for login credentials