

Budget Form Instructions

2025-26 New Position Request

SECTION 1: For Requestor - New Position Request

The Requestor will fill out the new position(s) requested information, along with their signature. If the new position(s) requested is Fund 199/General Fund, the request will then be sent to the Cabinet Members for the completion of Section 2.

If the new position(s) requested is federally funded, this form must be sent to federal programs for funding/compliance verification BEFORE it is sent to the Cabinet Members for the completion of Section 2.

SECTION 2: For Respective Cabinet Member - Acknowledgment of Request

The Respective Cabinet Member will sign to acknowledge the new position(s) being requested. The form will then be sent to the Associate Superintendent for HR, Governance and Support Services for the completion of Section 3.

SECTION 3: For HR Assoc. Supt. - Position Approval for Setup

The Associate Superintendent for HR, Governance and Support Services will sign to approve the new position(s). The form will then be sent to the HR Office for the completion of Section 4.

SECTION 4: For HR Office - Position Details for Setup

The Respective HR Personnel will fill out the required position details for position setup. The form will then be sent to the Position Control office for the completion of Section 5.

SECTION 5: For Position Control - Position Setup

The Position Control office will review funding options, sets up position(s), and notify appropriate personnel of funding status. The form will then be sent back to the Respective HR Personnel for the completion of Section 6.

SECTION 6: For HR - Notify Requestor of Position Status

The Respective HR Personnel will notify the requestor of the position(s) details and status.

Form Questions? [Click Here](#)

Budget Form

2025-26 New Position Request

SECTION 1: For Requestor - New Position Request

Requestor Name		Campus/ Department		Date of Request	
Requested Position Title				# of Employees .5 for PT & 1 for FT	
☐ Auxiliary	☐ Paraprofessional	☐ Professional	Position Start Date		

Please select the funding source for the requested position(s):

☐ Federal Funds

[Requires Federal Program Signature](#)

Funding Signature

☐ General/199 Fund


Continue to Section 1 Below

SECTION 1: For Requestor - New Position Request Continued

Rationale/Justification (Please include a job description with your request, and any implications for not adding this position.)

Other Possible Funding Options (were other options considered such as vacancies, reassignments, and/or budget manager funds)

Estimated Budgetary Impact in Cells Below

Totals Will Auto-Calculate (Do not Use Commas)

Position Budgetary Impact	
Salary (Based on Full Time MidPoint)	
Group Health & Life	
FICA-Medicare (.0145 x Salary)	
Worker's Comp (.0338 x Salary)	
TRS	
Computer (\$1,000)	
Number of Employees (carries from top of form)	
Total Estimated Budget Impact per Position	
Total Salary Impact	
Total, Including Other Costs	

Pay Grade

Position Days/Year

[Click Here to Access BISD Salary Schedules](#)

Stipend Budgetary Impact Complete if your request includes stipend(s)	
Stipend (Annual Amount)	
FICA-Medicare (.0145 x Salary)	
Worker's Comp (.0338 x Salary)	
Number of Employees	
Total Estimated Budget Impact per Person	
Total Impact	

Requestor Signature

CLICK HERE to send to Cal

SECTION 2: For Respective Cabinet Member - Acknowledgment of Request

Respective Cabinet Member signature is simply an acknowledgment of the new position request being submitted.

Cabinet
Signature

[CLICK HERE to send to Assoc. S](#)

SECTION 3: For HR Assoc. Supt. - Position Approval for Setup

☐

[Position Approved for Setup](#)

Assoc. Supt. for HR,
Governance and Support
Services Signature

[CLICK HERE to send to HR Pe](#)

SECTION 4: For HR Office - Position Details for Setup

Position
Title

Comments/Notes:

Job Class

[CLICK HERE to send to Position C](#)

SECTION 5: For Position Control - Position Setup

This new position will be funded by:

☐

[Position Reassignment/Restructure](#)

☐

[Contingency](#)

☐

[Adding New Position to Budget](#)

Date Received

Position Control #

Effective Date

Comments/Notes:

[CLICK HERE to send to HR](#)

SECTION 6: For HR - Notify Requestor of Position Status