

Boise State University

Budget/Position Action Request (BPAR) Instructions

NOTE: This is not a “Budget Transfer” or “Request for use of Institutional Salary Savings” form. Each of those processes has a separate form & procedure.

Budget Transfer <http://finad.boisestate.edu/budget/pdf/BT.pdf>

Request for use of Institutional Salary Savings <http://finad.boisestate.edu/images/ReqUseInstitu.pdf>

DEPARTMENT INFORMATION/REQUEST

- **Department Information**—Provide information about the department, contact name and phone number. Include the proposed effective date of the request.
- To request a **new position (new FTE)**, complete Sections A, C and D A new position is defined as new FTE.
- To request a **change in an existing position (including changes from Classified to Professional Staff)**, complete sections B, C and D.
- **Type of position (Sections A & B)**—Check appropriate position type. BSU Policy 5110-A “Procedure to Establish a New Position or Change a Current Position” provides definitions of positions types: http://www.boisestate.edu/policy/policy_docs/7110_proceduretoestablishnewpositionorchangeacurrentposition.pdf
- **Estimated Budget Impact (Sections A & B)**—To calculate fringe benefit costs, see the Budget Office website at: <http://finad.boisestate.edu/budget/budget.html>
- **Fund Source Change (Section B)**—Use a BPAR form to change fund sources for Appropriated or Local funded classified positions. To change fund sources for Grant funded classified positions changing to another grant fund, send to HRS via memo or e-mail at least one week prior to the effective date. Non-classified appropriated or local funded positions are changed using an electronic Employee Action Form (E-EAF). Non-classified grant funded positions are changed using either a Grant Funding Distribution Form <http://ora.boisestate.edu/GrantMngtForms.html> or an EAF.
- **Fund Source Details (Section C)**—The BPAR form will not be processed without permanent Funding. Provide details on funding source(s) (account numbers) and distribution percentages for multiple sources. For new appropriated money, an approved Supplemental Funding Request <http://finad.boisestate.edu/budget/pdf/sfr.pdf> or Permanent Budget Transfer: <http://finad.boisestate.edu/images/SuppFundReq.pdf> must be attached. Provide additional information required for appropriated and grant funded positions. If additional explanation is needed regarding the funding source for the position, include this information in the justification (Section D; see below).
- **Justification (Section D)**—Attach a justification explaining the reason/basis for the request. Examples might be new programs added, reorganization of a department, etc. Include in justification where funding is coming from and why it is being moved. For new positions, include a brief summary of the position’s duties for State Board reporting information.

AUTHORIZATION

- The BPAR must be approved by the Supervisor or Department Chair, Dean or Director, and President, Provost or appropriate Vice President. After these individuals approve the action, the Budget Office reviews the request for budget availability.
- These approvals are required regardless of funding source.

HUMAN RESOURCE SERVICES/BUDGET

- When the BPAR is approved by all parties, the form will be routed to Human Resource Services (HRS) and a copy will be sent to the originating department by the Budget Office.
- HRS will coordinate placement of the required action on the State Board of Education agenda and reporting to outside agencies such as the Division of Financial Management and the State Controller’s Office, as needed.
- Other documentation, such as a job description (PDQ or JDQ) and/or other items may be requested as part of the process to establish or change a position. See BSU Policy 5110-A “Procedure to Establish a New Position or Change a Current Position” http://www.boisestate.edu/policy/policy_docs/7110_proceduretoestablishnewpositionorchangeacurrentposition.pdf. HRS will let you know if anything else is needed to complete the requested action.
- You will be notified by HRS when the action has been authorized and completed.
- After a position is established or a vacant position is changed, you can begin recruitment procedures as follows: Classified positions: Contact Viola Boman, Employment Manager, X 61617; Professional Staff positions: Complete a “Recruitment Order Form” <http://hrs.boisestate.edu/forms/recruitmentorderform.pdf> Faculty positions: Gain approval through your Dean & Provost so that item will appear on the Provost Office’s “Official Faculty Recruitment Plan”.

For help with this form or process, please contact Irene Pedraza in the Budget Office at X6-1277 or Joan Thies in Human Resource Services at x 6-1648

