

**TEMPLE UNIVERSITY: Full Time Administrative Positions
Modifications of Administrative Full Time Salaries/Positions**

Department: _____

Home Dept. Number: _____

10 Fund Budgeted Salary Changes

Other Budgeted Salary Changes

Position Number	Action Code*	Employee Name/Title	Acct	Center	10 Fund Budgeted Salary Changes	Acct	Center	Other Budgeted Salary Changes	Total Annual Salary Changes
Changes for Account #:	_____								

		Subtotal for Account #:			<input type="text"/>			<input type="text"/>	<input type="text"/>
Changes for Account #:	_____								

		Subtotal for Account #:			<input type="text"/>			<input type="text"/>	<input type="text"/>
Changes for Account #:	_____								

		Subtotal for Account #:			<input type="text"/>			<input type="text"/>	<input type="text"/>
		Total Changes			<input type="text"/>			<input type="text"/>	<input type="text"/>

1. This form should be used to add all approved budgeted Full-Time positions currently not on the B-2 report.
 2. Positions with multiple funding sources will require multiple lines, the respective FTE should be calculated for funding source.
 3. Since only Full Time Administrative Positions are being added to Position Control, the total FTE for an added position should always equal 1 FTE.
 * A=Addition of New Position (Leave Position Number Field Blank), D=Deletion of Existing Position, M=Modification of Existing Position, W=Workshop Funding