

PART-TIME SALARIES BUDGET WORKSHEET

FY 200__-20__

Cost Center Number: _____

Cost Center Name: _____

	Position Name	Justification	No. of Pos.	Hours per week	No. of Weeks	Pay Rate	Office Hourly 1340	Support Hourly 1440	Stud. Asst, Admin. 1530	Stud. Asst., Instructional 1535	Other (i.e. Lab Assts) 1635
1											
2											
3											
4											
5											
TOTAL											

EXAMPLE:

	Position	Justification	No. of Pos.	Hours per week	No. of Weeks	Pay Rate	Office Hourly 1340	Support Hourly 1440	Student Asst, Admin. 1530	Student Asst., Instructional 1535	Other (i.e. Lab Assts) 1635
1	Cashier	Needed during registration periods	5	19	3	6.83	\$1,950.00				
2	Student Assistants	Assistance with office filing, copying and assist students	8	19	32	5.41			\$13,157.00	\$13,157.00	
TOTAL							\$1,950.00		\$13,157.00	\$13,157.00	