



Budget Request Form FY2015

Department should complete one form for each individual request

Department: Student Organization Finance Center

Program, Service, or Operation Requested

Business Associate II position

SAFAB Use Only	
YES	NO

General Description:

The Business Associate II position will assume the role as cashier to assist with the increased traffic within the SOFC office.

Request Type: Full Increase One-Time Partial/Matching

Type of Funds Requested UAF Other

General Questions:

Why is this important to your department? How does this increase impact students, and what motivated this request?

The SOFC office has experienced a tremendous increase in the volume of forms and deposits that must be processed daily. The Business Associate II position is needed to alleviate the customer’s wait time and help to reduce the current document turnaround time for processing. This position will also be beneficial in addressing our customer’s frustration as well as employee burnout.

Is it part of your strategic plan? What will be the impact if it is not funded?

The addition of this staff member will not only be instrumental in ensuring that lines are well managed and that the documents are processed in a more timely fashion, but this position will be very involved in bringing the proposed on line processes to fruition. If this position is not funded, it will be difficult to have an adequate staffing pattern to efficiently manage the proposed on line processes needed by our staff and students to ensure compliance and efficiency within their organization’s financial areas of operation.

How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

Currently, we do not have any additional funding options.

What sort of input did you receive (student, faculty, staff, other) to determine this need?

The Department of Student Activities and the SOFC unit performed focus group meetings with student organization advisors and student leaders of varying levels of participation. The requests that we have made are based upon the suggestions of those who participated, as well as the comments made by General Weber during the presentation of those results.

What actions have you implemented internally to address the identified need?

The SOFC office has given student workers additional access in order to address the identified constraints at the front window in processing documents and setting up new vendors. The schedules of the students have tended to fluctuate significantly semester to semester which has caused some inconsistencies in filling the needed slots and having consistent help.

Generally, what assessment tools will you use to evaluate this program/service?

We will utilize the University's Annual Performance Evaluation.

Funding Description:

	Dollar Amount
Total Estimated Cost @ \$11.98/hr	\$32,393.00
(Salary \$24,918 + Benefits \$7475)	
Professional Development	\$400.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL UAF INCREASE REQUEST	\$32,793.00

SAFAB Comments/Notes: