**Request for Additional FTE (Academic and Non-Academic)**

*(To be completed for: New Position Hire (Permanent and Fixed Term) / Conversion from Fixed Term to Permanent / Conversion from Casual to Fixed Term or Permanent in support of the Snap hire request)*

|  |  |
| --- | --- |
| **Title** |  |
| **Request Date** |  |
| **Proposed by** |  |
| **Department** |  |

**Purpose *(To be completed by Requesting Department)***

**Justification *(To be completed by Requesting Department)***

**Background *(To be completed by Requesting Department)***

**Financials *(To be completed by Finance)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2021 Budget** | **2021 Forecast** | **2021 Forecast vs 2021 Budget** | **2020 Actual** |
| **EFTS (#)** |  |  |  |  |
| **Revenue ($)** |  |  |  |  |
| *Labour ($)* |  |  |  |  |
| *Class Mat ($)* |  |  |  |  |
| *Overheads ($)* |  |  |  |  |
| **Total Expenses ($)** |  |  |  |  |
| Contribution Margin ($) |  |  |  |  |
| Contribution Margin (%) |  |  |  |  |

***\* Add more information as may be relevant.***

**Comments by Finance Management Accountant *(To be completed by Finance)***

**Comments by HR Business Partner *(To be completed by HR)***

**Next Steps**

*To be attached to the Snaphire request for ELT approval*