

IMMEDIATE NEED REQUEST

2021-22

Requested by: Human Resources			
		Date to VP: 12/7/21	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Human Resources		
		Date to Cabinet: 12/7/21	
Division:		Outcome:	
Vice President:	Sokha Song (Acting VPHR)		
		<i>Suchakong</i>	
Budget Request(s)	Justification for Request(s)	Funds Requested **	
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time
			Ongoing
1. Non-Academic, Non-Classified Employee Funds (NANCE)	As a result of the January 1 2022, minimum wage increase, President's Cabinet requested an analysis to determine the impact on individual department budgets. Human Resources there are currently 419 positions that span over approximately 60 organizations on campus that are potentially impacted. Based on the average number of hours worked over the last 12 months, it was determined that the minimum additional cost due to the minimum wage increase is approximately \$36,785. Given that the campus was primarily remote for seven of the 12 months and during the campus closure the average number of short-term/temporary employees was less than previous years, we are requesting \$50,000 to account the steady increase in entry level NANCE positions across the campus.	\$50,000	X
Account Number(s):			
2.			
Account Number(s):			

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.