Enter the Labor Distribution to build the position in Banner. This should reflect how the employee’s paycheck will be charged and how the position should be budgeted in NBAPBUD.

This section should reflect how much this position will/could cost MSU.

- **Estimated Annual Salary** – Use targeted maximum salary (i.e. if department is looking to hire in the $50-$60k range, this should reflect $60k)
  - Entering a number here does not mean that the salary is approved by HR. It indicates the maximum salary for which you’ve identified funding.
- **Estimated Benefits** – Flat health care of $12,648 (if eligible) plus associated taxes. Use linked calculator to determine the cost or contact your Budget Manager. If you have further questions, contact the University Budget Office for guidance.
- **Estimated Total Cost** - Sum of above two lines (salary + benefits)
- **Number of Vacancies** – Default should be “1”
- **Total Funding Required** – Estimated total cost * number of vacancies
The "WHERE IS THE FUNDING COMING FROM" section should reflect how you have secured budget for the position. Total funds identified should be equal to the “Total Funding Required” field from the prior section; a possible exception to this is when funding via existing positions. In this situation, please contact your Budget Manager or the University Budget Office for guidance.

- You can select one or a combination of sections A through E
  - Please complete all fields in appropriate section(s). Otherwise, form will be returned to you.
  - A. Institutional Investment – Complete if funding for this position was approved via the annual reallocation & strategic investment process
  - B. Unrestricted Labor Funding – Complete if taking budget from a different position(s) to fund this position
  - C. Unrestricted Operations Funding – Complete if taking budget from an operations account to fund this position

- D. Other Funding – Select any other applicable funding types
- Any comments as needed