

# Departmental Salary and Wage Budget Sheet

**Department:** Human Resources

**Budget Period:** July 2024 - June 2025

**Prepared by:** Jane Doe

**Date:** June 7, 2024

Position Title	Employee Name	FTE	Base Salary / Hourly Rate	Budgeted Hours	Total Salary / Wage
HR Manager	John Smith	1.0	\$85,000	-	\$85,000
Recruiter	Emily Brown	1.0	\$55,000	-	\$55,000
HR Assistant	Michael Lee	0.5	\$24/hour	1,040	\$24,960
Intern	--	0.3	\$16/hour	624	\$9,984
Total					\$174,944

## Important Notes

- All salary and wage estimates are for planning purposes and subject to approval.
- Ensure FTE and hours comply with institutional policies and labor regulations.
- Include only budgeted and authorized positions.
- Update this sheet with any personnel changes throughout the budget period.
- Review for accuracy before final submission to Finance.