

POSITION MANAGEMENT CROSSWALK

Budget Planning & Administration

The crosswalk below illustrates proper steps to take when requesting position changes. All linked forms can be found on the BPA webpage under Forms.

<p>REPORTS-TO</p>	<p>Submit a "Reports To" Change request.</p> <p><i>*Reports-to changes should not be processed through ePTF or IRT ticket.</i></p>
<p>WORKING TITLE</p>	<p>Submit email to Class & Comp (staff/MPP) or Faculty Affairs (faculty).</p>
<p>FUNDING SOURCE/DEPT ID/JOB CODE/GRADE</p>	<p>If the staff/faculty position is filled, submit an ePTF. If the staff/faculty position is vacant, submit a New/Update Position Number Request.</p> <p><i>*Job code changes require an approved position description.</i></p>
<p>INACTIVATION</p>	<p>Submit email to BPA with list of position numbers to deactivate.</p>
<p>NEW PERMANENT POSITION (OUTSIDE OF BUDGET CALL PROCESS)</p>	<p>Submit email to BPA, including:</p> <ol style="list-style-type: none"> 1. New Position Questionnaire 2. Position Description 3. Dept Org Chart 4. Workload Analysis 5. Memo/Justification Signed by Division VP 6. Hiring Freeze Exception <p><i>*A workflow of this process can be found on the BPA webpage.</i></p>
<p>NEW TEMPORARY POSITIONS (STAFF/FACULTY)</p>	<p>Submit a New/Update Position Number Request with approved position description. Hiring Freeze Exception will be verified.</p> <p><i>*Pooled position numbers (students, faculty addtl appt., etc.) can be requested via the Request for New Pooled Position.</i></p>