

POSITION MANAGEMENT CROSSWALK

Budget Planning & Administration

The crosswalk below illustrates proper steps to take when requesting position changes.

REPORTS TO	<p>Submit a "Reports To" Change request form.</p> <p><i>*Reports To changes cannot be processed through ePTF or IRT ticket.</i></p>
WORKING TITLE	<p>Send email to Class & Comp (staff/MPP) or Faculty Affairs (faculty), or forward approval email/position description to BPA.</p>
FUNDING SOURCE/DEPT ID/JOB CODE/GRADE	<p>If the staff/faculty position is filled, submit ePTF. If the staff/faculty position is vacant, send detailed email to BPA. Including CHRS position number, approved position description and the following:</p> <ul style="list-style-type: none"> - Job Code - Position Grade - Working title - Reports-to name - Reports-to position number - Temp/Regular - FTE (Full-Time Equivalency) - Dept. ID - Fund - Class Code (if applicable)
INACTIVATION	<p>Send BPA email with list of position numbers to deactivate.</p>
NEW PERMANENT POSITION (OUTSIDE OF BUDGET CALL PROCESS)	<p>Send email to BPA, including:</p> <ol style="list-style-type: none"> 1. New Position Questionnaire 2. Draft Position Description 3. Dept Org Chart 4. Workload Analysis 5. Memo/Justification Signed by Division VP <p><i>*A workflow of this process can be found on the BPA webpage.</i></p>
NEW TEMPORARY POSITIONS (STAFF/FACULTY)	<p>Send email to BPA, including approved position description (if applicable) and the following:</p> <ul style="list-style-type: none"> - Job Code - Position Grade - Working title - Reports-to name - Reports-to position number - Temp/Regular - FTE (Full-Time Equivalency) - Dept. ID - Fund - Class Code (if applicable) <p><i>*Student position numbers can be requested via Acrobat Sign</i></p>