## New Position Request Exception\* Workflow Division Requesting New **Budget Planning &** Classification & CFO & President's Approval **Position** Administration Compensation New position need is determined by the division Documents needed: Questionnaire - Memo/Justification signed by VP - Draft PD - Department Org Chart - Workload Analysis - Hiring Freeze Form Not complete-Department submits packet to BPA for review via bpa-01@csus.edu **BPA** reviews packet Prepares packet documents, routes to CFO & President review CFO and President via and approve or disapprove position Adobe Sign for review and approval **Notify Division** -Not Approved-Receives approved request and submits Approved packet to Class & Comp for review and notifies Division of status Position evaluation and classification Receives position classification information and Requestor can begin establishes a position recruitment process number for new position and notifies Division Requestor provides clarifying information to ----Needs more information --Class & Comp

<sup>\*</sup>For new positions requested outside of the Budget Call