New Position Request Workflow Division Requesting New **Budget Planning &** Classification & CFO & President's Approval **Position** Administration Compensation New position need is determined by the division Documents needed to request a new position: New Position Questionnaire - Draft Position Description -Department Org Chart -Memo/Justification signed by Division VP* Not complete - -Department submits packet to BPA for review via BPA reviews: bpa-01@csus.edu CFO/Presidential approval needed? Yes 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

^{*}Required for new positions requested outside of the Budget Call