NEW TEMPORARY POSITION OR UPDATE TO VACANT POSITION REQUEST FORM INSTRUCTIONS

Budget Planning & Administration

WHEN SHOULD YOU USE THIS FORM?

Use this form to request:

- a new MPP, staff, or faculty **temporary** position number
- an update to any existing MPP, staff, or faculty **vacant** position number.

Examples include creating a new temporary position number; repurposing a vacant position; changing a vacant position's information; or verifying a vacant position for recruitment. For other changes positions and when to use this form, refer to the Position Management Crosswalk on our website.

BEFORE COMPLETING THE FORM

- Confirm the position is vacant when the request concerns a vacant-position action. If the position is filled, stop and reach out to BPA for the best course of action.
- Gather the position number, job code/classification, grade, FTE, department, fund, class code, reporting information, effective date, and salary details.
- Confirm the funding source and available amount with the division budget liaison. Have the funding explanation ready if the request increases ongoing or one-time costs.
- Use the effective date that should govern the requested position action. If timing is uncertain, coordinate with the division budget liaison before submitting.

HOW DO I COMPLETE THE FORM?

- **Request Information:** Enter the submitter's name, department, division, and submission date.
- **Request Type:** Select all applicable actions requested.
- **Position Information:** For a Current Position complete all applicable position details in the Current Position column as well as the position detail updates in the Proposed Position/Updates column. For a New Position, complete the Proposed Position/Updates column.
- **Position Funding Information:** For current positions enter Current Annual Salary ($) and Current FTE. If there are salary or FTE changes, enter those under Maximum Annual Salary ($) and/or Proposed FTE. The salary difference will automatically be calculated under the Annual Salary Differences ($) cell. Then select all applicable funding types, such as ongoing/base funding, one-time funding, existing position savings, grant or auxiliary funding, additional budget requested or other.
- **Funding Source Detail:** List each funding source supporting the request. Include the fund, department ID, class code, source position number when using existing position savings, amount available, percentage of funding, whether the funding is ongoing or one-time, and any relevant notes. Be as detailed as possible, especially if using multiple funding sources.
- **Additional Budget Requested ($):** If additional budget is requested, enter the dollar amount as well as a funding explanation. If the request increases ongoing or one-time costs, explain how the division will fund the increase and whether an additional budget allocation is being requested.
- **Funding Confirmation:** The division budget liaison must confirm and approve that the listed funding is available for the anticipated position costs. BPA will not approve a position request without prior division budget approval.

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IMPORTANT FUNDING CONSIDERATIONS

- If ongoing or base funding is selected, provide enough detail for BPA to understand the funding plan.
- The division is responsible for ensuring that the funding source is sufficient for the requested salary and applicable benefits. If funding is not available, the position should not be hired.
- Funding must remain consistent with the selected fund, department ID, and class code.

HOW DO I SUBMIT THE REQUEST?

The **New Temporary Position or Update to Vacant Position Request Form** is available on the BPA Forms page as an Adobe Sign workflow. Submit any required supporting documentation to bpa-01@csus.edu. BPA will review the request, confirm the position setup and funding information, and provide the new position number(s) after processing.

WHO IS MY DIVISION BUDGET LIASION?

Adobe workflow routing will require you to enter your Division Budget Liaison in the workflow. Please use the following individuals as Division Budget Liaisons for your division:

- Academic Affairs – Kat Hughes (katherynhughes@csus.edu)
- Administration & Business Affairs – Margaret Hwang (mh227@csus.edu)
- Information Resources & Technology – Michele Vesely (m.vesely@csus.edu)
- People & Climate – Deborah Ceryes (ceryes@csus.edu)
- Student Affairs & Inclusive Excellence – Shannon Ainger (slainger@csus.edu)
- University Advancement – Tatiana Azad (azadt@csus.edu)
- University Affairs - Nicholas Hodge (n.hodge@csus.edu)

RELATED RESOURCES

BPA Forms and position management resources: Budget Planning & Administration website
Position Management Policy Guidelines: Position Management Policy Guidelines