

POSITION ACTION REQUEST FORM

DATE PREPARED

TRACKING #

SCD CODE

SCD TITLE

HOME ORG CODE

HOME ORG TITLE

POSITION CLASS CODE

**POSITION CLASS
TITLE**

POSITION #

REPLACING

| | | | | | | | | | | |
|-----------|---|------------------|--------|-----------|---------|-------------------------------|--|-----------|----------|--|
| TO POST | ACADEMIC | TENURE TRACK | NEW | FULL TIME | SUBSIDY | TEMPORARY RECLASSIFICATION | | | | |
| TO CREATE | NON-ACADEMIC | NON-TENURE TRACK | OLD | PART TIME | 9 MONTH | PERMANENT RECLASSIFICATION | | | | |
| TO CHANGE | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">POOLED</td> <td style="width: 50%;">YES</td> </tr> <tr> <td></td> <td>NO</td> </tr> </table> | | POOLED | YES | | NO | | TEMPORARY | 12 MONTH | |
| POOLED | YES | | | | | | | | | |
| | NO | | | | | | | | | |

POST POSITION

CHECKLIST OR DESCRIPTION ATTACHED YES NO
 (PLEASE ATTACH DESCRIPTION / CHECKLIST) APPT %

REFER APPLICANTS TO ADDRESS PHONE

CREATE POSITION

BUDGET FTE END DATE ANNUAL SALARY BUDGET

IF BUDGET REQUIRES CHANGE FROM APPROVED BUDGET AMOUNT

ANNUAL SALARY BUDGET

POSITION INCREASE DECREASE FROM TO

| | |
|--|--|
| | |
| | |
| | |

POSITION LABOR DISTRIBUTION

INDEX FUND ORGANIZATION ACCOUNT PROGRAM SALARY BUDGET PERCENT

BUDGET CHANGE POSITION ATTRIBUTES

ACTIVE INACTIVE CANCELLED FROZEN

STATUS FROM

STATUS TO

FROM

TO

POSITION CLASS CODE

POSITION CLASS TITLE

HOME ORGANIZATION CODE

POSITION BUDGET FTE

ANNUAL BUDGET SALARY

IF BUDGET AMOUNT CHANGES FROM FUNDED AMOUNT

ANNUAL SALARY BUDGET

POSITION

INCREASE

DECREASE

FROM

TO

| | |
|--|--|
| | |
| | |
| | |

CURRENT POSITION LABOR DISTRIBUTION

INDEX

FUND

ORGANIZATION

ACCOUNT

PROGRAM

SALARY BUDGET

PERCENT

NEW POSITION LABOR DISTRIBUTION

INDEX

FUND

ORGANIZATION

ACCOUNT

PROGRAM

SALARY BUDGET

PERCENT

COMMENTS

ORGINATOR

NAME PHONE DEPT

SIGNATURE

DEAN / DIRECTOR / EXECUTIVE OFFICER

DATE

PROVOST OR CLASSIFICATION & COMPENSATION

DATE

BUDGET / PERSONNEL PROCESSING & RECORDS

DATE