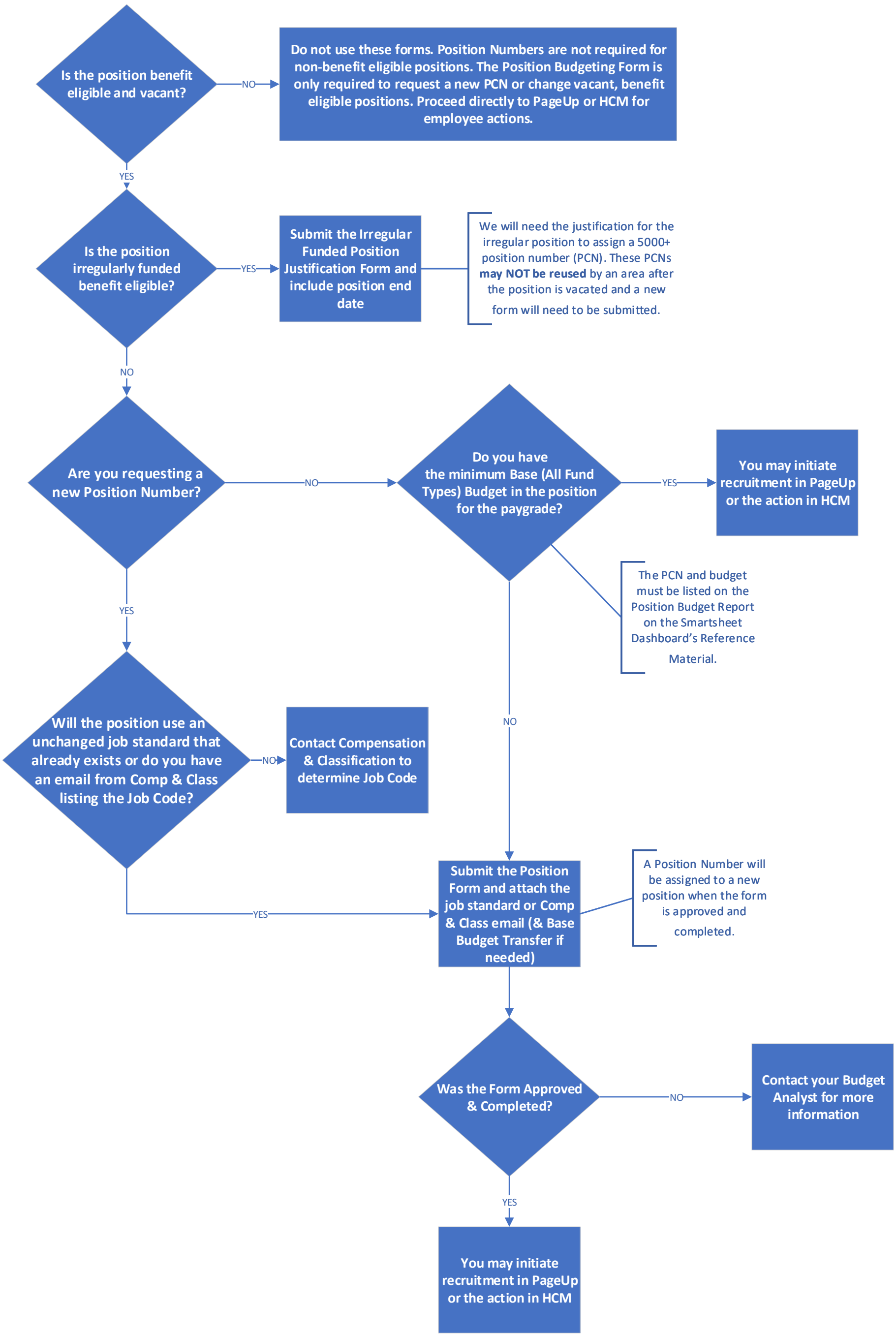
Is the position benefit eligible and vacant?
NO
Do not use these forms. Position Numbers are not required for non-benefit eligible positions. The Position Budgeting Form is only required to request a new PCN or change vacant, benefit eligible positions. Proceed directly to PageUp or HCM for employee actions.
YES
Is the position irregularly funded benefit eligible?
YES
Submit the Irregular Funded Position Justification Form and include position end date
We will need the justification for the irregular position to assign a 5000+ position number (PCN). These PCNs may NOT be reused by an area after the position is vacated and a new form will need to be submitted.
NO
Are you requesting a new Position Number?
NO
Do you have the minimum Base (All Fund Types) Budget in the position for the paygrade?
YES
You may initiate recruitment in PageUp or the action in HCM
The PCN and budget must be listed on the Position Budget Report on the Smartsheet Dashboard's Reference Material.
YES
Will the position use an unchanged job standard that already exists or do you have an email from Comp & Class listing the Job Code?
NO
Contact Compensation & Classification to determine Job Code
NO
YES
Submit the Position Form and attach the job standard or Comp & Class email (& Base Budget Transfer if needed)
A Position Number will be assigned to a new position when the form is approved and completed.
Was the Form Approved & Completed?
NO
Contact your Budget Analyst for more information
YES
You may initiate recruitment in PageUp or the action in HCM