

POSITION MANAGEMENT REQUEST FORM GUIDE

Step by step guide on how to complete the Position Management Request Form

Please complete all necessary fields of the PDF form.

I. Type of Request

Select one of the three options below:

New Position: Select this option when requesting a new position.

Salary Budget Reconciliation Only: Select this option when reconciling budget for an identified position. Also select the appropriate reason from the drop-down list.

Update Position: Select this option when updating an existing position. Select all the reasons that apply.

*If updates to Check-Sort Unit, HR Dept ID, or Reports To only, then choose *No Impact To Funding* in the Salary Budget Reconciliation section.

II. Position Information



TIP: Most of the information requested in this section can be found in the Position Management query.

Position Number: A position number is required for *Salary Budget Reconciliation Only* and *Update Position* requests. A position number is not required for *New Position* requests.

Effective Date: New position hire date or date requested updates begin

HR Department ID: The HR Dept ID must include an F for faculty and students OR an S for staff and management (Ex. DF0400/DS0400)

Regular/Temporary: Select *Regular* for permanent positions

Job Class Code: Four-digit class number found online @ [CSU Salary Schedule](#)

Job Class Code Title: Description of the above number (Ex. Administrative Support Coordinator I)

Full-Time/Part-Time: Select appropriate time-base option

Grade/Range: This information can be found online @ [CSU Salary Schedule](#)

Step: This is not a required field

FTE: Full-time position = 1.0 / Part-time position = less than 1.0

Exempt/Non-Exempt: Select the appropriate option

Check Sort Unit: Select from the drop-down list the department unit the employee receives their paycheck from

Primary Fund: Select the primary fund for the position from the drop-down list

PS Chartfield String (CFS): The chartfield the position is paid from; not all positions have a class or project

Reports to: Name and position number of the position's Absence Management approver

MPP Request: Select this box if your request is for an Administrator position. Enter the MPP Working Title and MPP Code. Contact the HR Department for this information. If you are not requesting an MPP position, leave this section blank.

III. Salary Budget Reconciliation

Current Year Salary Information: Select the appropriate option for your request to explain how this position will be funded for the current year.

- **No Impact to Funding** – Select this option if you are requesting to update a position for the following reasons only: Check Sort Unit, HR Dept ID, or Reports To. No further funding information is needed.
- **Sufficient Funds Available** – Select this option if there are available funds in the CFS to cover this position and include an explanation on where the funds are coming from.
- **Additional Funding Needed** – Select this option if you need additional funds to cover this position and complete the *Salary Budget Amendment* section. This option is for budgeted funds only.

Salary Budget Amendment – Please enter the amount of funds needed and the CFS information where the funds are coming *From* and where they are going *To* (the position's chartfield string).

Permanent Salary Information: Select the appropriate option for your request to explain how this position will be funded on a permanent basis going forward. See explanations above.

IV. Additional Notes/Comments

Provide any additional notes and comments that will be useful in the processing of this request. This section can also be used to indicate if a position is split funded.

V. Approval

Provide name, signature, date, and extension of the division or college Budget/Fiscal Officer approving this request.

Submittal Process

Permanent/Temporary Faculty and Student Positions: Complete the Position Management Request Form and email to budget@csusb.edu.

Permanent/Temporary Staff and MPP Positions: Initiate the CSU Recruit position description (PD)/requisition (req) and attach the Position Management Request Form. The PM Request form will be used to create/update the position when the CSU Recruit PD or req comes to the University Budget Office for approval.