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| POSITION MANAGEMENT FORM  For new positions or changes to an existing position. |  |

## REQUESTOR INFO AND POSITION NUMBERS

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| --- | --- | --- | --- | --- |
| Requester: | | | | |
| Date of Request: |  | | Effective Date | (must be prior to date of hire) |
| Create new position number?\* | Yes  No | Headcount: | | (# of positions needed) |
| \* Check with Financial Analyst to review existing position numbers in your dept | | | | |

## CHANGES TO EXISTING POSITION NUMBER ONLY

|  |  |
| --- | --- |
| Existing position number:       New head count total: | Reason: |

## NEW OR UPDATED POSITION MANAGEMENT NUMBER INFORMATION

|  |  |  |
| --- | --- | --- |
| Payroll Title:       Job Code:       PPSM or Union Code: | | |
| [Home Dept Org Node](http://diversity.berkeley.edu/sites/default/files/ei_home_dept_org_nodes.pdf):       Dept ID (L7): | |
| Location: Campus Off-campus | |
| Standard hours worked per week/FTE: | Work days (if part-time): |
| Supervisor Name:       Supervisor EID: | |
| Is this a permanently budgeted position?  Yes  No | | |

## POSITION FUNDING

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| %/Hrs | Fund | Dept ID | Prg | ChartField1 | ChartField2 | ERNCD |
|  |  |  |  |  |  | REG-Regular Pay |
|  |  |  |  |  |  | REG-Regular Pay |
|  |  |  |  |  |  | REG-Regular Pay |
| Please describe if actual funding numbers are unknown: | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **REQUIRED APPROVALS** You may submit approvals electronically instead of obtaining original (aka “wet”) signatures.  For this option, save email approval(s) in PDF form and submit using ServiceNow. | | | | | | | |
| Program/Dept Manager | Print  Name: |  | Signature | X | Date: |  |
| Financial  Analyst | Print  Name: |  | Signature | X | Date: |  |
| Executive Director | Print  Name: |  | Signature | X | Date: |  |