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| POSITION MANAGEMENT FORMFor 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

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

## NEW OR UPDATED POSITION MANAGEMENT NUMBER INFORMATION

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| 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

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| --- | --- | --- | --- | --- | --- | --- |
| %/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:       |

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| **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/DeptManager | Print Name: |       | Signature | X | Date:  |       |
| Financial Analyst | Print Name: |       | Signature | X | Date:  |       |
| ExecutiveDirector | Print Name: |       | Signature | X | Date: |       |