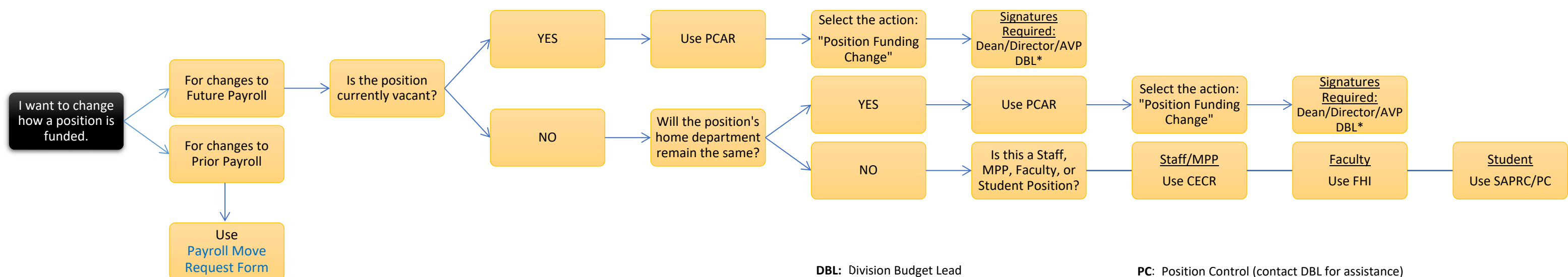
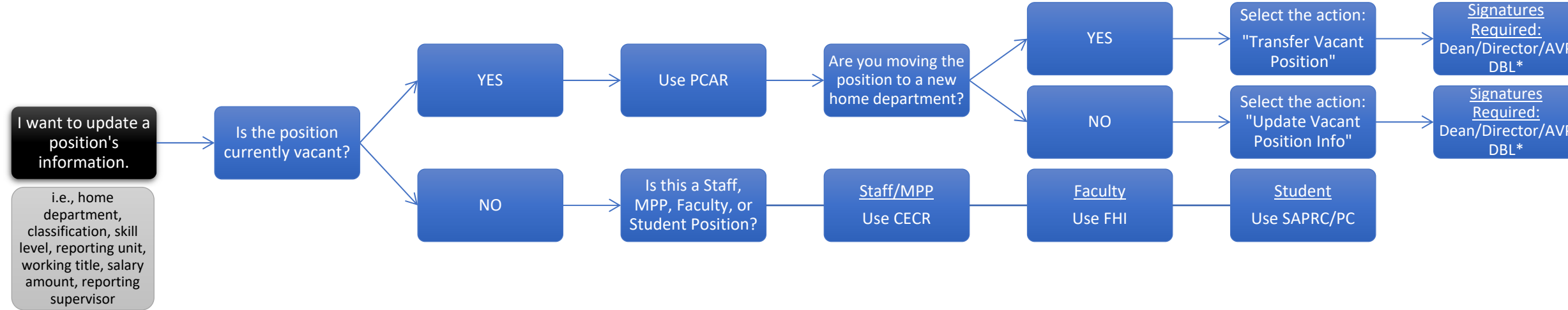
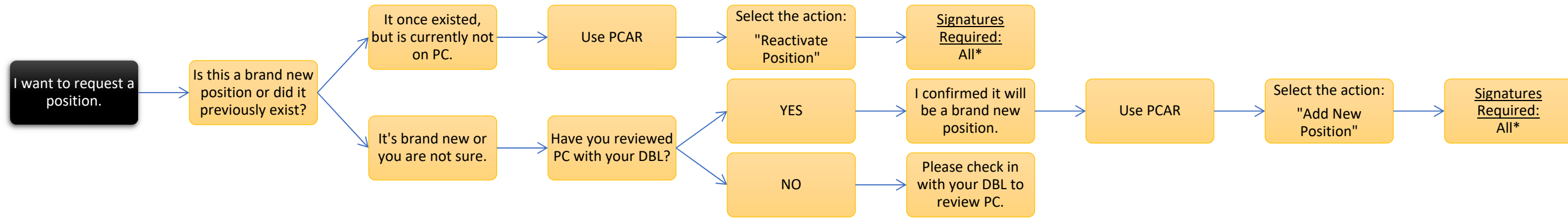


When & How to Use *Position Control Action Request* vs. Other Forms



DBL: Division Budget Lead
CECR: [Current Employee Change Request form](#)
FHI: [Faculty Hire Information form](#)
HR: [Human Resources](#) (661) 654-2266

PC: Position Control (contact DBL for assistance)
PCAR: [Position Control Action Request form](#)
SAPRC/PC: [Student Assistant Pay Rate Change/Position Change](#)
SPPA: [Sponsored Programs Post Award](#) (661) 654-2754

*SPPA signers must be included only if the position's funding is tied to a grant(s).
 *All requests require the signatures of the HR Administrator and the HR Position Control Analyst.
 *Cabinet members may require signing off on every form; kindly confirm with your DBL for your respective division's signature process.