



GENERAL INFORMATION

Completed By:	Extension:	Date Completed:
Action Requested: <input type="checkbox"/> New Position Request <input type="checkbox"/> Update Vacant Position Info. <input type="checkbox"/> Transfer Vacant Position <input type="checkbox"/> Position Funding Change <input type="checkbox"/> Inactivate Position <input type="checkbox"/> Reactivate Position		
Effective Date/Term:	Employee Name:	CSUB ID #: Record #:

CURRENT POSITION CONTROL INFORMATION (for all action requests)

UPDATED POSITION CONTROL INFORMATION

Home Dept. Name:	Dept ID:
Position #:	Temp/Regular:
Job Code:	Skill/Range:
Reporting Unit:	
Classification Title:	
Working Title:	
Full Time Salary:	Actual Salary:
<input type="checkbox"/> Per Month	<input type="checkbox"/> Per Hour
Reports to (Name):	Reports to Position #:

Home Dept. Name:	Dept ID:
Position #:	Temp/Regular:
Job Code:	Skill/Range:
Reporting Unit:	
Classification Title:	
Working Title:	
Full Time Salary:	Actual Salary:
<input type="checkbox"/> Per Month	<input type="checkbox"/> Per Hour
Reports to (Name):	Reports to Position #:

FUNDING INFORMATION

Use this section to identify the funding source(s) from which this position is to be paid.

Fund	Dept ID	Program*	Project/Grant*	Class*	Percent	Monthly Salary Amount	Pay Begin Date	Pay End Date	Paytape Periods	
									Start	End

*Only if applicable. The use of fund BKRAE requires a program and project code; the use of fund BK002 requires a project code.

If funding is to be reallocated from another existing position control line(s), complete this section:

Reallocate from Position #:	Recent Incumbent Name:	Current PC Max \$	To Reallocate \$	New PC Max \$
Reallocate from Position #:	Recent Incumbent Name:	Current PC Max \$	To Reallocate \$	New PC Max \$

Additional Notes:

SIGNATURES (REVIEWERS AND APPROVERS)

Print Name	Signature	Date	Comments
PI Approval (for grants):			
Dean/Director/AVP Approval:			
Division Budget Lead Review:			
Division VP Approval:			
SPPA Reviewer (for grants):			
SPPA Approver (for grants):			
AVP/Chief Budget Officer:			
Chief Financial Officer:			
Human Resources Administrator:			
Position Control Analyst:			

Submit completed form to the Human Resources Office with the appropriate supplementary documentation for the request.

For HR Use Only	<input type="checkbox"/> Create Pool ID	PC Analyst to Complete:	ID/Record:	Home Dept:	Pool ID:	PC Max:
	<input type="checkbox"/> Create/Update Appointment		Position #	New: <input type="checkbox"/> Existing: <input type="checkbox"/>	Job Code:	Account: