



GENERAL INFORMATION

Completed By: Extension: Date Completed: Action Requested: Add New Position Update Vacant Position Info. Transfer Vacant Position Position Funding Change Inactivate Position Reactivate Position Effective Date/Term: Employee Name: CSUB ID #: Record #:

CURRENT POSITION CONTROL INFORMATION (for all action requests)

Home Dept. Name: Dept ID: Position #: Pool ID: Classification Title: Skill Level/Range: CSU Class (Job Code): Reporting Unit: Working Title: Full Time Salary: Actual Salary: Per Month Per Hour Reports to (Name): Reports to Position #:

UPDATED POSITION CONTROL INFORMATION

Home Dept. Name: Dept ID: Position #: Pool ID: Classification Title: Skill Level/Range: CSU Class (Job Code): Reporting Unit: Working Title: Full Time Salary: Actual Salary: Per Month 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.

Table with columns: Fund, Dept ID, Program*, Project/Grant*, Class*, Percent, Monthly Salary Amount, Pay Begin Date, Pay End Date (if temp.), Paytape Periods Start, End. Includes checkboxes for E and N.

*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:

Table for reallocation with columns: Reallocate from Position #, Recent Incumbent Name, Current PC Max \$, Minus reallocation, New PC Max \$.

Additional Notes:

SIGNATURES (REVIEWERS AND APPROVERS)

Table for signatures with columns: Print Name, Signature, Date, Comments. Rows include PI Approval, Dean/Director/AVP Approval, Division Budget Lead Review, Division VP Approval, SPPA Reviewer, SPPA Approver, AVP/Chief Budget 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: Create Pool ID, Create/Update Appointment, PC Analyst to Complete, ID/Record, Home Dept, Position #, New/Existing, Pool ID, Job Code, PC Max, Account, DBT.