# POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____     Business Unit Number: _____

## SECTION I – TYPE OF REQUEST

| Function | Check Applicable | | Comments |
|---|---|---|---|
| Position Update | | | May require Commissioners Court approval |
| Position Reclassification | | | May require Commissioners Court approval |
| New Position Request | | | Requires Commissioners Court approval |
| Is computer usage < 25%? | Yes | No | Does not require annual Cybersecurity training if "Yes" |

## SECTION II – REASON FOR REQUEST

## SECTION III – PROPOSED EFFECTIVE DATE

| | | |
|---|---|---|
| Proposed Effective Date | _____ | Date must be the beginning of a pay period.  For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval. |
| Grant Effective Date | From: _____     To: _____ | |

## SECTION IV – POSITION DATA

| Current<br>*Use "Pos_List_File" (PCN Download) to complete all fields* | | Proposed<br>*Complete all fields for a new position or change appropriate field(s) for existing position.* | |
|---|---|---|---|
| | | Number of Positions | |
| Position Title | | Position Title (30 Spaces Maximum) | |
| Job Code Number | | Job Code Number | |
| Job Code Description | | Job Code Description | |
| Position Number | | Position Number (HRRM Use Only) | |
| Company (CS, FC, HC, JV or PA) | | Company (CS, FC, HC, JV or PA) | |
| Business Unit | | Business Unit | |
| Home Department ID Number | | Home Department ID Number | |
| Location | | Location | |
| Full Time, Part Time or Temporary | | Full Time, Part Time or Temporary | |
| Budgeted Hours | | Budgeted Hours | |
| Salary Range Maximum | | Salary Range Maximum | |
| FLSA Code | | FLSA Code | |
| Reports To Position Number | | Reports To Position Number | |
| Fund Code | | Fund Code | |
| Funding Department ID Number | | Funding Department ID Number | |
| Account *(Same for all Business Units)* | *510010* | Account *(Same for all Business Units)* | *510010* |
| Business Unit PC *(Projects or Grants only)* | | Business Unit PC *(Projects or Grants only)* | |
| Project/Grant *(Projects or Grants only)* | | Project/Grant *(Projects or Grants only)* | |
| Activity ID *(Projects or Grants only)* | | Activity ID *(Projects or Grants only)* | |

_____          _____

**Business Unit Approval (Business Unit Head or Designee)                    Date**