Is the position benefit eligible and vacant?

Do not use these forms. Position Numbers are not required for non-benefit eligible positions. The Position Budgeting Form is only required to request a new PCN or change vacant, benefit eligible positions. Proceed directly to PageUp or HCM for employee actions.

Is the position irregularly funded benefit eligible?

Submit the Irregular Funded Position Justification Form and include position end date

We will need the justification for the irregular position to assign a 5000+ position number (PCN). These PCNs may NOT be reused by an area after the position is vacated and a new form will need to be submitted.

Are you requesting a new Position Number?

No

Do you have the minimum Base (All Fund Types) Budget in the position for the paygrade?

Yes

You may initiate recruitment in PageUp or the action in HCM


No

Contact Compensation & Classification to determine Job Code

Will the position use an unchanged job standard that already exists or do you have an email from Comp & Class listing the Job Code?

No

Submit the Position Form and attach the job standard or Comp & Class email (& Base Budget Transfer if needed)

A Position Number will be assigned to a new position when the form is approved and completed.

Yes

Was the Form Approved & Completed?

No

Contact your Budget Analyst for more information

Yes

You may initiate recruitment in PageUp or the action in HCM