***Position Management Form***

**NEW PERMANENT POSITION REQUEST**

***Once completed, please email electronic version of document to***

**pmf@ihis.org**

**1.** Initiative/Investment Description Indicate how funding was approved

**2**. Job Code: Enter code Working Title: Enter text Union: Choose Union Type

 Position Classification: Enter text Reports to Position #: Supervisor position #

 Peoplesoft Dep’t ID & Title: Enter code & title Location: Enter location code/name

Effective Date: Click to enter a date. HFS Combo Code (Service-Site-Primary): Enter combo code.

Funding account code: Indicate where funding is located

Current Account balance: Enter funding available in account

Position FTE: Enter FTE Position Cost (including replacement/premiums): Total position cost

Total replacement/premium costs included above? Indicate amount

**3**. Is Position currently in Peoplesoft as a Temporary or Proposed Position? Choose one

 If YES, Position #

**4**. Has PSC Confirmed Position Classification: Choose one

 If YES, attach PSC Classification Decision, or indicate similar position #: Enter similar position #

 If NO, attach Request for Review Checklist from HR.

 **FUNDING DETAILS/COMMENTS:**

 Click or tap here to enter text.

1**)** Input Department Manager Name Click to enter a date

 **Reviewed by Department Manager Date**

**2)** Input Fiscal Analyst Name Click to enter a date

 **Reviewed by Fiscal Analyst Date**

**3)** Input HR Manager Name Click to enter a date

 **Reviewed by HR Department Representative Date**

**4)** Input Executive Director Name Click to enter a date

 **Authorized by Dept. Executive Director Date**

**5)**

 **Approved by Chief Financial Officer Date**