***Position Management Form***

**CHANGE TO AN EXISTING POSITION REQUEST**

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

**pmf@ihis.org**

**1.** **Existing Position - Type of Change Requested:** Choose an item.Effective Date:Click or tap to enter a date.

Position #: Enter position # Position Classification: Enter text Job Code: Enter code

Current FTE: Enter current FTE New FTE: Enter new FTE **Change in FTE:** FTE change

**Net Savings/Cost:** Enter budget savings or cost

**Is a New Position Required?** Choose an item. - *If yes, complete Section 4.*

**2**. **Change in FTE distributed as follows:**

*Postion #1*

Position Classification: Enter text Job Code: Enter code Position #: Enter position #

Current FTE: Enter FTE New FTE: Enter new FTE **Change in FTE:** FTE change

**Net Savings/Cost:** Enter budget savings or cost

*Postion #2*

Position Classification: Enter text Job Code: Enter code Position #: Enter position #

Current FTE: Enter FTE New FTE: Enter new FTE **Change in FTE:** FTE change

**Net Savings/Cost:** Enter budget savings or cost

**3.** **Funding Details/Additional Comments:**

 Enter any further details on position changes.

**Estimated Net Cost/Savings of Changes:** Enter net cost/savings of all changes in sections 1, 2 & 4. **Source of Funding/Savings:** Enter combo code **Net FTE Change:** Enter net FTE change in sections 1, 2 & 4.

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

 **Reviewed by Dept. Executive Director Date**

**5)**

 **Approved by Chief Financial Officer Date**

**4**. **Detail on New Position (If Applicable):**

Position Classification: Enter text Job Code: Enter code Location: Enter Location

Position Working Title: Enter text Peoplesoft Department ID & Title: Enter Dep’t ID & Title

Reports to Position #: Supervisor position # HFS Combo Code (Service-Site-Primary):Enter combo code

Position FTE: Enter FTE Position Cost (including replacements/premiums): Total Position Cost

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

 If YES, Position #

 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.