***Position Management Form***

**NEW TEMPORARY POSITION REQUEST**

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

**pmf@ihis.org**

**1.** 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

HFS Combo Code (Service-Site-Primary): Enter combo code

Temp Position FTE: Enter FTE Temp Position Cost: Total position cost

Estimated Start Date: Click to enter start date. Estimated End Date: Click to enter end date

Estimated Length of Positon: Enter expected timeframe of position

**2**. 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.

**3**. Is Position currently in Peoplesoft as an existing Temporary, or Proposed Position? Choose one

 If YES, Position #

 **FUNDING DETAILS (including any revenue offsets)/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**