

POSITION CONTROL PROCEDURE

Overview

All positions within the University have unique position numbers. The position numbers are used to track any changes to the position itself; i.e., FTE changes, New Positions, Elimination of Positions, Account Changes, Reclassifications, and a Position Freeze.

There are three separate funds in which positions are tracked from the University Budget Office. The General Fund – position numbers start with 11; Designated and Grants – position numbers start with 33 or 55, respectively, and Auxiliary – position numbers start with 44. University Budget does not track Faculty, Lecturers, Temporary, Students, Graduate Assistants, or Employee Consultant positions.

When creating or making a change/addition to a position, the individual departments initiate a PCA (Position Control Action Form). They work closely with Human Resources to make sure the Salary and Grade/Class are appropriate for the changes they propose. Human Resources and the department are responsible for obtaining appropriate approval signatures. The PCA is then submitted to Budget for approval. Budget's part is to identify a funding source, and make sure there are adequate funds available for the action. Budget will sign off, and initiate the paperwork to transfer the funds for the current fiscal year (Budget Transfer Form), as well as the next fiscal year (Base Budget Development Form).

After the close of the Base (no more actions are recorded on the Base, usually occurring in April), Budget prepares for publication of the Personal Services Roster. The Personal Services Roster has to be approved by the Board in June of each year, before it is published.

In summary, any changes to a position are made on a PCA. Any changes for an employee are made on a Personnel Action Form (PAF). Budget has to approve all changes for both the position and the employee. Budget works with the departments to identify funding sources. At the end of the fiscal year, the General Fund positions are published (Personal Services Roster).

4/13/10

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