NEW POSITION/MODIFICATION PROCEDURES
POSITION CONTROL ACTION FORM (PCA)
GENERAL FUND, GRANT AND DESIGNATED POSITIONS

Hiring authorities and Human Resources are to follow this process when seeking to create a position not budgeted in the General Fund, Auxiliary Funds or Grant Funds at the start of each fiscal year, or to modify an existing position.

CREATING A NEW POSITION:

1.   When seeking to create a new position, the Hiring Authority must first secure funding support.

2.   HR will help the Hiring Manager create the PCA which will include the appropriate Class/Grade, Title, FTE (annual percentage) , Salary and Effective Date, in addition to making sure the funding source is indicated on the PCA. After all departmental authorized signatures are obtained (*please follow the approval route found in the Policies & Procedures – University Position Control*), HR will approve and route the PCA, along with any documentation such as Organizational Chart and/or attachments related to this action which have been indicated on the PCA, to the University Budget Office for approval. If a funding source is not indicated on the PCA, the University Budget Analyst will contact the Hiring Authority for this information.

3.   If this is a Grant position, the PCA must have Grant Accounting approval before it is received in the University Budget Office.

4.   When the University Budget Analyst receives the PCA, the position will be created in Banner and the position number communicated to Human Resources. The University Budget Analyst will create and input the appropriate journal entries to fund the new position budget.

5.   The original PCA and respective paperwork will remain in the University Budget Office files.

MODIFICATIONS

1.   The Hiring Authority may request a pre-printed PCA from either HR or the Budget Office.

2.   The Hiring Authority will work with HR regarding Class/Grade, Title, Salary, FTE, and Effective Date.

3. HR will send the approved PCA (with identified funding source) to the University Budget Office. The University Budget Office will verify the funding source, make the changes in Banner and create and input the appropriate journal entries with the funding source(s).

4. If there is an employee in the position that is being modified, a Personnel Action Form (PAF) must accompany the PCA.