

UC Agriculture and Natural Resources

Staff Position Management Form

Once all approval signatures obtained, submit to: humanresources@ucanr.edu and track via Zendesk ticket

Initiator Name:

Initiator Email:

Submission Date:

POSITION INFORMATION

Request Type:

Position Effective Date:

Zendesk Ticket #:

Employee Class:

Proposed Job Title:

Proposed Job Code:

Department:

Proposed Start and End Dates:

% Time:

Salary Plan:

[Location Code](#) :

Office/Room/Cube #:

Fixed

Variable

[Salary Plan Info](#)

Supervisor Full Name:

Supervisor Position Number:

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Information Populated By HR Ops if NEW;
Populated by location if VACANCY

Timesheet Approver Name:

Timesheet Approver Email:

Position Number:

Backup Timesheet Approver Name:

Backup Timesheet Approver Email:

Position Status:

RECRUITMENT INFORMATION

Identified Candidate:

Yes

No

Candidate Name:

Rehire:

Yes

No

Position Working with Youth:

Yes

No

Fingerprint/ Background Check Type:

Student Status:

Yes

No

Campus Enrolled:

Units Enrolled:

Position Desc. Submitted:

Yes

No

Posting Length Requested:

JUSTIFICATION

Justification should include reason for position request, source of funding, any budgetary restrictions or relevant information about the contract/grant. For instance, if there are insufficient funds in the account for term of employment, identify how the position will be paid. If applicable, also provide: Previous Incumbent name, title, pay rate, % FTE, account.

BUDGET AND FINANCIAL INFORMATION								
Fund Type:			Composite Benefit Rate:		Provision Amount (\$):		New Provision:	
Fund Effect. Date	Fund End Date	Earn Code	Chart of Account (Entity-Fund-Financial Dept-Purpose-Program-Project-Activity-Task-Award)				Pay Dist % (Must add up to 100% per Earn Code)	
							TOTAL:	

Funding for Fingerprint/ Background Check:
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ROUTING INFORMATION	
Select the applicable routing option to ensure you receive appropriate and timely approvals.	
Select Routing Flow*	Statewide Program Research and Extension Center UCCE Administration Unit
Identify Financial Control Point:	UCPath Departments and Business Officer List
SIGNATURES	
Please sign the form electronically and send, by email, to the appropriate parties. Missing signatures could mean significant delays in approval and processing.	
Supervisor (1)	Vice Provost (4b)
Director (2)	RPM@ucanr.edu (5)
Financial Control (3)	HR (6)
Statewide Program Director (4a)	Additional Approvals

*Routing Flow:

STATEWIDE PROGRAM = Initiator -> Supervisor -> Director-> Financial Control -> SW Program Director -> RPM -> HR -> HR Ops

REC = Initiator -> Supervisor -> Director-> Financial Control -> Vice Provost -> Financial Control -> RPM -> HR -> HR Ops

ALL OTHERS = Initiator -> Supervisor -> Director-> Financial Control -> RPM -> HR -> HR Ops