

# OFFICE OF HUMAN RESOURCES

## NEW POSITION AUTHORIZATION REQUEST

A. NEW POSITION AUTHORIZATION PROCESS		
<b>POSITIONS COVERED</b>		
1. All newly-created positions whether they are submitted as part of the current fiscal year budget, or in addition to the current fiscal year budget that have never been activated or filled. This definition applies to “proposed” or “frozen” positions in PeopleSoft. 2. <b>REQUIRED APPROVALS:</b> A Cabinet Officer, a Finance Designee and a Human Resources designee must approve the position before creating the Electronic Personnel Action Request (ePAR). 3. <b>RECRUITMENT:</b> Once the new position authorization is finalized, position number assigned, and the ePAR is approved, the normal recruitment process will commence.		
Please note the following:		
A. A verbal or written (formal or informal) job offer must be approved by the Department of Recruitment in the Office of Human Resources <b><i>prior to any employee working.</i></b> B. The <b>“FINAL”</b> salary amount offered may be equal to or less than the approved salary on the New Position Approval Request (nPAR), but cannot be greater. If a counteroffer is requested that is greater than the approved salary, an exception must be requested through the Director of Compensation and Performance Management.		
B. NEW POSITION INFORMATION		
<b>Position Data</b>		<b>Requester Data</b>
Position Title: _____	Eff. Date: _____	Cabinet Officer Name: _____
Partially Grant Funded: <input type="checkbox"/> Yes ___% (enter % funded) No	Position Type: Wage Student Staff Faculty Graduate Asst	
Desired Base Salary: _____	Total Budget: _____	Submitted by: _____
Department #: _____	Headcount: _____ FT/PT: _____	Submitters phone no.: _____
Dept Name: _____	Dept Head: _____	Submitter's email: _____
Reports To Pos No: _____	Activate Pos No: _____	Submission Date: _____ / _____ / _____
C. BUDGET OFFICER/HR STRATEGIC BUSINESS PARTNER APPROVAL AND SIGNATURE		
Is the headcount budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No		HRBP Approval: _____
Is the headcount approved? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the vacancy mandated for legal, regulatory or accreditation reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No		HR Strategic Business Partner (check one): <input type="checkbox"/> Charles Pugh <input type="checkbox"/> Kemi Akinfeleye <input type="checkbox"/> Cherise Rhyns
Budget Officer Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____ / _____ / _____		
D. CABINET APPROVAL AND SIGNATURE		
Cabinet Officer: _____	Date: _____ / _____ / _____	Note: The Cabinet Officer must approve the nPAR. Approvals may not be designated.
E. HUMAN RESOURCES APPROVAL AND SIGNATURE		
Michelle Lamb Moone, Senior Director of Talent Management		
Signature: _____		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Decision (more info required)		Date: _____ / _____ / _____
F. COMPENSATION APPROVAL		
Approved Job Title: _____		Position Number(s) Activated: _____
Job Code: _____	Grade Level: _____ PD received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved Position Title: _____		Date Assigned: _____ / _____ / _____
Market Analysis Completed: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Recommended starting range: _____ - _____		Date Approved: _____ / _____ / _____
Approved by: _____		
<b>Starting Salary Override Approval:</b> _____		