

NEW POSITION FAQ

What if I need to create a new position that was not submitted during the annual budget cycle?

Request approval from the Budget Office, HR and the financial lead for your major org structure (Provost, EVP or President's Office financial lead).

What if I need to hire a support position in my unit that has a centralized department dedicated to the type of support required?

- * Obtain recommendation from the Vice President of the centralized area before submitting a request to hire a position that has centralized functions.
- * The VP will evaluate the job description, determine if existing centralized resources can be redeployed, and make a recommendation regarding reporting structure.
- * Once VP recommendation is received, the unit requesting the position must request approval from the Budget Office, HR and the financial lead of your major org structure before submitting the request in the system.
- * Once all approvals are obtained, and to expedite processing, WebForm and TalentLink position submissions must include approval documentation in the comments/notes section.

