Budget Administration Position Control Guidelines

Budget Administration is responsible for the:

- Creation of University positions in the Oracle HR System
- Verification that all University permanent non-faculty positions are restricted to one employee (occupant), except for temporary training (transition) purposes.

Position strings consist of three (3) segments:

- Organization – HR Organization
- Position Number - 5 digit number
- Year-Month-Date – Creation or reclassification date

Example: 010000000.00101.071001

There are two person categories (non faculty and faculty) and two position classifications (permanent and seasonal) taken into consideration when outlining the guidelines for a position:

- **Non faculty - Permanent**
  - Allowable assignment categories
    - Full time (01) or part-time (03)
  - For a new position number Budget requires an E-mail request to Budget Administration. The email should include:
    - A statement that the position is Permanent
    - The Organization for the position
      - Example: 11XX01000 Department Name
    - The Job Title for the position
      - Example: FRXXXX.JobTitle
    - If the job title changes after initial request, it would be critical that Budget Administration be contacted to link the new job title with the position number.
  - A Position date prior to the date of hire
    - The date should be at the beginning of the pay period in which recruitment will begin
  - Position date guidelines for reclassifications
    - Position date is the same as the effective date of the compensation memorandum
    - A biweekly reclassified position’s effective date is required to be at the beginning of a pay week. Normally, a monthly reclassified position’s effective date begins at the beginning of a pay period.

- **Non faculty - Seasonal**
  - Assignment Categories
    - Temporary Full time (02), Part time Irregular (04), Student (06), Residents (07), Work Study (11), Postdoctoral trainee (20), Postdoctoral employees (21) or Supplemental (99)
  - For a new position number Budget requires a
    - Blank position string on the ACT document or an
    - E-mail request to Budget Administration. The email should include:
      - A statement that the position is Seasonal
      - The Organization for the position
        - 1. Example: 11XX01000 Department Name
      - The Job Title for the position
        - 1. Example: FRXXXX.JobTitle
        - 2. If the job title changes after initial request, it would be critical that Budget Administration be contacted to link the new job title with the position number.
- A Position date prior or equal to the date of hire
  1. The date should be at the beginning of a pay period

### Faculty - Permanent
- Assignment categories
  - Full time (01) or part-time (03) "permanent" positions
- For a new position number Budget requires an
  - E-mail request to Budget Administration. The email should include:
    - A statement that the position is Permanent
    - The Organization for the position
      1. Example: 11XX01000 Department Name
    - The Job Title for the position
      1. Example: FRXXXX.JobTitle
      2. If the job title changes after initial request, it would be critical that Budget Administration be contacted to link the new job title with the position number.
- A Position date prior to the date of hire
  1. The date should be at the beginning of the pay period in which recruitment will begin
- Position date on reclassification or advancement should match the faculty reclassification or advancement date

### Faculty - Seasonal
- Assignment Categories
  - Temporary Full time (02), Part time Irregular (04), or Supplemental (99)
- For a new position number Budget requires an
  - Blank position string on the ACT document or an
  - E-mail request to Budget Administration. The email should include:
    - A statement that the position is Seasonal
    - The Organization for the position
      1. Example: 11XX01000 Department Name
    - The Job Title for the position
      1. Example: FRXXXX.JobTitle
      2. If the job title changes after initial request, it would be critical that Budget Administration be contacted to link the new job title with the position number.
- A Position date prior or equal to the date of hire