

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 consists 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