

# New Position Request Form

Log #: \_\_\_\_\_

Date Rcvd: \_\_\_\_\_

**Please check one of the following:**

Is this position 100% grant funded?  Yes  No

Is this position 100% contractually externally funded?  Yes  No

Does title exist in department?  Yes  No

If No, attach required memo from the Compensation Department

**Step I: Position Attributes** (One form required for each position)

Vice President: \_\_\_\_\_

SSVP/EVP: \_\_\_\_\_

Department: \_\_\_\_\_

Initiator/Requester: \_\_\_\_\_

Position Title: \_\_\_\_\_

FTE: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Previous Incumbent: \_\_\_\_\_

Last day worked: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Cost Allocation: \_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ %

[Click here to access position attributes template](#) (Attach completed template)

**Step II: Departmental Justification** (Attach supporting documents)

- Revenue generating     
  Volume increase     
  Einstein College     
  Operational need  
 Involuntary Termination Related to Discipline Process     
  Union Contractual Obligation     
  OTPS reduction  
 New Program/IAR     
  Other

Provide explanation and detail support:

**Step III: Finance Review** (Department to complete)

	Current Month			YTD			Annual		
		Act	Budget		Act	Budget		Act	Budget
On Budget	Y	N							
Month			Revenue				Revenue		
YTD			Expense				Expense		
Annual Proj			Contr. Mgn				Contr. Mgn		
			# FTEs				# FTEs		

Budget Office validation: \_\_\_\_\_ Date: \_\_\_\_\_

\* All documents from steps 1-3 must be attached for submission to PCC

SVP/SSVP/EVP Approves to forward to PCC Administrator\*: \_\_\_\_\_ Date: \_\_\_\_\_

PCC Disposition:  Approved   
  Does not Approve   
  Moved for possible future consideration   
  Deferred pending Budget Approval

PCC Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**For internal use:** Date Received: \_\_\_\_\_ Position Number: \_\_\_\_\_

Budget uploaded: Initial: \_\_\_\_\_ Date: \_\_\_\_\_