Completing a Position Authorization Form

SECTION 1 – Action/Reason

Effective Date: Date the Position Authorization (PA) action is effective

Position Number: Preprinted for existing positions; blank for new positions

Post/No Post: Use for filling new positions or when replacing a current vacant position

Action/Reason: Select the appropriate reason(s) for Authorization
⇒ New Position: create a new position
⇒ Replacement: fill a currently vacant position
⇒ Changes to Position: change attributes of a position
⇒ Changes to Position with Appointment Extension: change attributes of a position while concurrently extending a terminal appointment
⇒ UCCS Re-Evaluation: select when requesting a rewrite of an existing Staff Compensation System position
  • Attach a completed Job Profile Questionnaire to the PA

SECTION 2 - POSITION DATA

CURRENT POSITION DATA: This column is preprinted with current position information.
⇒ If creating a new position, this column will be blank
⇒ If there appears to be discrepancies in this section, contact the Office of University Budgets (7-4275)

REQUEST/CHANGE: Indicate changes to position data here
⇒ Position Grade and Pay Type are determined by Human Resources and can only be changed via a Requested Reevaluation
⇒ If position is terminal, indicate Appointment Ending Date
⇒ Position FTE will be calculated by the Office of University Budgets
⇒ Incumbent information reflects data from the last incumbent to hold the position (even if position is currently vacant)

BOTTOM SECTION:
⇒ If filling a position, indicate the date the position will be vacant and the date the position can be filled
⇒ Indicate the shift the incumbent will be working
⇒ If transferring/promoting an incumbent from within the department, indicate person here (this is a NO POST)
⇒ If filling a position, and the Hiring Agent wants HR Services to Prescreen Applicants, circle “YES” (otherwise circle “NO”)
⇒ Complete the Contact Person’s/Hiring Agent’s Name & Phone Number
⇒ ALWAYS indicate the funding source for the position
⇒ Comments are encouraged for clarification

AUTHORIZING SIGNATURES

The Department Chair/Director/Supervisor signs the form first, and forwards the form to the next office. Each office is responsible for forwarding the form to the next office.