

Do I need a Position Authorization or a Transaction form?

April 2023

POSITION AUTHORIZATION

- The position is or will be vacant and you need to hire
- You're creating a new position
- You'd like the position to be re-evaluated
- There's an attribute change to the position
 - Cost center (department number)
 - Manager (reports to)
 - Physical location
 - FTE
 - Appointment type (continuing/terminal)
 - Appointment period (Fiscal year/academic year/etc.)

The **Budget Office** tracks and manages positions for the university. If you need a PA, contact your budget representative at the link below, or use wmu-univbudgets@wmich.edu

When requesting a position authorization (PA), please provide:

- Position Number – if not available, provide the most recent employee in the position
- Whether it's faculty or staff
- VP/College/Department initiating the request

TRANSACTION FORM

- Employee is separating from the university (retirement, resignation, etc.)
- Permanent or temporary pay change
- Appointment Extension

If you need a Transaction form, contact **Human Resources** at hr-hris@wmich.edu

When requesting a transaction form, please provide:

- Employee Name
- Employee ID
- Cost Center (department number)
- Position Number

Have a question? We're happy to help! Find your budget representative here:
<https://wmich.edu/budget/officers>

Office of University Budgets and Financial Planning
<https://wmich.edu/budget>