

Position Control (Part 2)

Forms for Exercises

(forms for in-class exercises)

February 2009

POSITION ACTION / PRR

Check if this is a Position Review Request (PRR). Attach position description or questionnaire and organization chart.

WASHINGTON STATE UNIVERSITY
Pullman, WA 99164-1041

See Business Policies and Procedures Manual 58.02.

1 Person to contact with questions		2 Phone No.		3 E-Mail Address		4 Mail Code		Posn Type	Tran Type	Control No.	5 Position No.
6 WSU Organization Name - Department and College or Area						7 File Number 1			8 Effective Date mm/dd/yy		
9 Types of Actions						10 Position Location (if not Pullman)			11 Date Prepared mm/dd/yy		
						12 Position Begin Date (mm/dd/yy)			13 Position End mm/dd/yy		

14 Reason for Action or Comments: (If PRR use additional pages as required)

EXERCISE 1

NOTE: When completing an action supported by sponsored programs (11-14) enter the social security numbers of associated employees.

POSITION CONFIGURATION BEFORE CHANGE

15 Area 71	16 Dept 0071	17 Perm/Temp P	18 Title Description Office Assistant 3			19 Position Identifying Description Jackson, Vicki					
20 Title Code 100J	21 Position Term (Mo.) 12	22 Cycle Start Date (Mo./Day) 07 01	23 Full Time Monthly Base Rate 2426	24 Position Allocation % (Perm. Only) 100.00	25 Mo. Allocation Amt (Perm. Only) 2426	26 Position Effort % 100.00	27 Range/Step 31E				

PROPOSED POSITION CONFIGURATION AFTER CHANGE *(Complete only those items that change.)*

28 Area	29 Dept	30 Perm/Temp	31 Title Description			32 Position Identifying Description					
33 Title Code	34 Position Term (Mo.)	35 Cycle Start Date (Mo./Day)	36 Full Time Monthly Base Rate	37 Position Allocation % (Perm. Only)	38 Mo. Allocation Amt (Perm. Only)	39 Position Effort %	40 Range/Step				

ASSIGNMENT OF ACCOUNTS FOR POSITION

41 Admin Initials	42 Acct Area #	43 Expense Type	44 Fund	45 Sfund	46 Program	47 Budget	48 Project	49 Differential Amount	50 Assignment Percentage	51 Assignment Begin Date mm dd yy	52 Assignment End Date mm dd yy
		REG	001	01	06D	8501	0001		100.00		99/99/99

Your signature at right means that:
 (1) You agree that a review should be done, and
 (2) Monies are available to fund the request, or
 (3) The abolishment or reduction of the position is justified due to lack of funding or lack of wok.

55 Submitting Officer (PI for Sponsored Projects)	Signature X	Date
56 Director / Dean	Signature X	Date
57 Vice Pres. / Provost	Signature X	Date

Sponsored Programs Services Use Only				
BUDGET/PROJECT	LEAD DATE	CHECKED BY	SPFO	DATE

Budget Office Use Only		
Signature of Budget Officer		Date
J.V. From/To	J.V. By	Budget Office Date Stamp
J.V. Amount	J.V. Date	

Copies to: * Position Control * Payroll
 * Originating Department * Dean/Director
 * HRS

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1 Person to contact with questions		2 Phone No.		3 E-Mail Address		4 Mail Code		Posn Type	Tran Type	Control No.	5 Position No.
6 WSU Organization Name - Department and College or Area						7 File Number 3			8 Effective Date mm/dd/yy		
9 Types of Actions						10 Position Location (if not Pullman)			11 Date Prepared mm/dd/yy		
						12 Position Begin Date (mm/dd/yy)			13 Position End mm/dd/yy		

14 Reason for Action or Comments: (If PRR use additional pages as required)

EXERCISE 2

NOTE: When completing an action supported by sponsored programs (11-14) enter the social security numbers of associated employees.

POSITION CONFIGURATION BEFORE CHANGE

15 Area 68	16 Dept 0068	17 Perm/Temp P	18 Title Description Professor			19 Position Identifying Description Johnson, Andrea					
20 Title Code 0290	21 Position Term (Mo.) 9	22 Cycle Start Date (Mo./Day) 08 16	23 Full Time Monthly Base Rate 15,000	24 Position Allocation % (Perm. Only) 100.00	25 Mo. Allocation Amt (Perm. Only) 15,000	26 Position Effort % 100.00	27 Range/Step				

PROPOSED POSITION CONFIGURATION AFTER CHANGE *(Complete only those items that change.)*

28 Area	29 Dept	30 Perm/Temp	31 Title Description			32 Position Identifying Description					
33 Title Code	34 Position Term (Mo.)	35 Cycle Start Date (Mo./Day)	36 Full Time Monthly Base Rate	37 Position Allocation % (Perm. Only)	38 Mo. Allocation Amt (Perm. Only)	39 Position Effort %	40 Range/Step				

ASSIGNMENT OF ACCOUNTS FOR POSITION

41 Admin Initials	42 Acct Area #	43 Expense Type	44 Fund	45 Sfund	46 Program	47 Budget	48 Project	49 Differential Amount	50 Assignment Percentage	51 Assignment Begin Date mm dd yy	52 Assignment End Date mm dd yy
		RGA	001	01	08B	4301	0001		100.00		99/99/99

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 (3) The abolishment or reduction of the position is justified due to lack of funding or lack of work.

55 Submitting Officer (PI for Sponsored Projects)	Signature X	Date
56 Director / Dean	Signature X	Date
57 Vice Pres. / Provost	Signature X	Date

Sponsored Programs Services Use Only				
BUDGET/PROJECT	LEAD DATE	CHECKED BY	SPFO	DATE

Budget Office Use Only		
Signature of Budget Officer		Date
J.V. From/To	J.V. By	Budget Office Date Stamp
J.V. Amount	J.V. Date	

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1 Person to contact with questions		2 Phone No.		3 E-Mail Address		4 Mail Code		Posn Type	Tran Type	Control No.	5 Position No.
6 WSU Organization Name - Department and College or Area							7 File Number 5		8 Effective Date mm/dd/yy		
9 Types of Actions							10 Position Location (if not Pullman)		11 Date Prepared mm/dd/yy		
							12 Position Begin Date (mm/dd/yy)		13 Position End mm/dd/yy		

14 Reason for Action or Comments: (If PRR use additional pages as required)

EXERCISE 3

NOTE: When completing an action supported by sponsored programs (11-14) enter the social security numbers of associated employees.

POSITION CONFIGURATION BEFORE CHANGE

15 Area 65	16 Dept 0065	17 Perm/Temp P	18 Title Description Professor		19 Position Identifying Description Peters, Doug						
20 Title Code 0290	21 Position Term (Mo.) 9	22 Cycle Start Date (Mo./Day) 08 16	23 Full Time Monthly Base Rate 9000.00	24 Position Allocation % (Perm. Only) 100.00	25 Mo. Allocation Amt (Perm. Only) 9000.00	26 Position Effort % 100.00	27 Range/Step				

PROPOSED POSITION CONFIGURATION AFTER CHANGE *(Complete only those items that change.)*

28 Area	29 Dept	30 Perm/Temp	31 Title Description		32 Position Identifying Description						
33 Title Code	34 Position Term (Mo.)	35 Cycle Start Date (Mo./Day)	36 Full Time Monthly Base Rate	37 Position Allocation % (Perm. Only)	38 Mo. Allocation Amt (Perm. Only)	39 Position Effort %	40 Range/Step				

ASSIGNMENT OF ACCOUNTS FOR POSITION

41 Admin Initials	42 Acct Area #	43 Expense Type	44 Fund	45 Sfund	46 Program	47 Budget	48 Project	49 Differential Amount	50 Assignment Percentage	51 Assignment Begin Date mm dd yy	52 Assignment End Date mm dd yy
		RGA	001	01	06D	5130	0003		100.00		99/99/99

Your signature at right means that:
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 (2) Monies are available to fund the request, or
 (3) The abolishment or reduction of the position is justified due to lack of funding or lack of work.

55 Submitting Officer (PI for Sponsored Projects)	Signature X	Date
56 Director / Dean	Signature X	Date
57 Vice Pres. / Provost	Signature X	Date

Sponsored Programs Services Use Only				
BUDGET/PROJECT	LEAD DATE	CHECKED BY	SPFO	DATE

Budget Office Use Only		
Signature of Budget Officer		Date
J.V. From/To	J.V. By	Budget Office Date Stamp
J.V. Amount	J.V. Date	

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1 Person to contact with questions Rick Cougster		2 Phone No. 335-9876		3 E-Mail Address rcougster@wsu.edu		4 Mail Code 7564		Posn Type	Tran Type	Control No.	5 Position No. 123456
6 WSU Organization Name - Department and College or Area COE						7 File Number 7			8 Effective Date mm/dd/yy 1/1/2010		
9 Types of Actions						10 Position Location (if not Pullman)			11 Date Prepared mm/dd/yy		
						12 Position Begin Date (mm/dd/yy)			13 Position End mm/dd/yy 99/99/99		
14 Reason for Action or Comments: (If PRR use additional pages as required)											
EXERCISE 4											
NOTE: When completing an action supported by sponsored programs (11-14) enter the social security numbers of associated employees.											

POSITION CONFIGURATION BEFORE CHANGE

15 Area 70	16 Dept 0070	17 Perm/Temp P	18 Title Description Program Assistant			19 Position Identifying Description Peterson, Debbie					
20 Title Code 107M		21 Position Term (Mo.) 12	22 Cycle Start Date (Mo./Day) 07 01	23 Full Time Monthly Base Rate 2542	24 Position Allocation % (Perm. Only) 100	25 Mo. Allocation Amt (Perm. Only) 2542	26 Position Effort % 100	27 Range/Step 32G			

PROPOSED POSITION CONFIGURATION AFTER CHANGE *(Complete only those items that change.)*

28 Area	29 Dept	30 Perm/Temp	31 Title Description			32 Position Identifying Description					
33 Title Code		34 Position Term (Mo.)	35 Cycle Start Date (Mo./Day)	36 Full Time Monthly Base Rate	37 Position Allocation % (Perm. Only)	38 Mo. Allocation Amt (Perm. Only)	39 Position Effort %	40 Range/Step			

ASSIGNMENT OF ACCOUNTS FOR POSITION

41 Admin Initials	42 Acct Area #	43 Expense Type	44 Fund	45 Sfund	46 Program	47 Budget	48 Project	49 Differential Amount	50 Assignment Percentage	51 Assignment Begin Date mm dd yy	52 Assignment End Date mm dd yy
			001	01	04B	5130	0013		100.00		99/99/99

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55 Submitting Officer (PI for Sponsored Projects)	Signature X	Date
56 Director / Dean	Signature X	Date
57 Vice Pres. / Provost	Signature X	Date

Sponsored Programs Services Use Only				
BUDGET/PROJECT	LEAD DATE	CHECKED BY	SPFO	DATE

Budget Office Use Only		
Signature of Budget Officer		Date
J.V. From/To	J.V. By	Budget Office Date Stamp
J.V. Amount	J.V. Date	

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FMP 08/08/05

WSU1162-GENEX106-0902