

Position Control (Part 2)

Exercise Solutions

February 2011

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 Kim Robinson	2 Phone No. 335-6666	3 E-Mail Address krobinson@wsu.edu	4 Mail Code 1002	Posn Type	Tran Type	Control No.	5 Position No. 199900
6 WSU Organization Name - Department and College or Area CUB				7 File Number 2		8 Effective Date mm/dd/yy 2/1/2010	
9 Types of Actions Change in position allocation Change assignment of accounts and reduction in effort				10 Position Location (if not Pullman)		11 Date Prepared mm/dd/yy 2/1/2010	
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) Voluntary reduction in effort by employee ID# 12336843							
SOLUTION TO 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	25 Mo. Allocation Amt (Perm. Only) 2426	26 Position Effort % 100	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) 80	38 Mo. Allocation Amt (Perm. Only) 1940.80	39 Position Effort % 80	40 Range/Step

ASSIGNMENT OF ACCOUNTS FOR POSITION

41 Admin Initials	42 Accnt Area #	43 Expense Type	44 Fund	45 Sfund	46 Progrm	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		01/31/2010
		REG	001	01	01M	8601	0002		80	2/1/2010	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 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	

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

FMP 08/08/05

WSU1162-GENEX106-0902

POSITION ACTION / PRR

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See Business Policies and Procedures Manual 58.02.

1 Person to contact with questions Kim Robinson	2 Phone No. 335-6666	3 E-Mail Address robins@wsu.edu	4 Mail Code 1002	Posn Type	Tran Type	Control No.	5 Position No. 186237
6 WSU Organization Name - Department and College or Area College of Nursing				7 File Number 4		8 Effective Date mm/dd/yy 4/1/2011	
9 Types of Actions Change title, title code, term, cycle start date, full time monthly base rate, assignment change, monthly allocation amount, allocation lines				10 Position Location (if not Pullman)		11 Date Prepared mm/dd/yy 1/18/2010	
14 Reason for Action or Comments: (If PRR use additional pages as required)				12 Position Begin Date (mm/dd/yy)		13 Position End mm/dd/yy 99/99/99	

Reconfigure position to align with current appointment ID# 60933215 REQ# 2001 **SOLUTION TO 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 0117	29 Dept	30 Perm/Temp	31 Title Description Dean and Professor		32 Position Identifying Description		
33 Title Code 0117	34 Position Term (Mo.) 12	35 Cycle Start Date (Mo./Day) 07 01	36 Full Time Monthly Base Rate 20,000	37 Position Allocation % (Perm. Only)	38 Mo. Allocation Amt (Perm. Only) 20,000	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 Progrm	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	08B	4301	0001		100.00		3/31/2011
		REG	145	01	11B	4815	5116		100.00	4/1/2011	4/30/2011
		REG	001	01	06B	4302	0002		100.00	5/1/2011	99/99/99

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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	

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

FMP 08/08/05

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See Business Policies and Procedures Manual 58.02.

1 Person to contact with questions Rick Cougster	2 Phone No. 335-9876	3 E-Mail Address rcougster@wsu.edu	4 Mail Code 4561	Posn Type	Tran Type	Control No.	5 Position No. 123561
6 WSU Organization Name - Department and College or Area Budget Office				7 File Number 6		8 Effective Date mm/dd/yy 1/16/2010	
9 Types of Actions Add permanent ADR, change allocation amount, change title				10 Position Location (if not Pullman)		11 Date Prepared mm/dd/yy 1/18/2010	
				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) Adding ADR for a new director ID# 99223456 REQ# 6547 SOLUTION TO 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.) 12	22 Cycle Start Date (Mo./Day) 07 01	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 Director & Professor		32 Position Identifying Description		
33 Title Code 0105	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) 9900.00	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 Progrm	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	5130	0003		100.00		99/99/99
		ADR	001	01	06D	5130	0003	900.00		1/16/2010	99/99/99

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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 rcouster@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 8		8 Effective Date mm/dd/yy 1/1/2010	
9 Types of Actions Reclassification				10 Position Location (if not Pullman)		11 Date Prepared mm/dd/yy 1/18/2010	
				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)							
Employee performing duties out of classification ID# 91245765				SOLUTION TO 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 Program Coordinator		32 Position Identifying Description		
33 Title Code 107N	34 Position Term (Mo.)	35 Cycle Start Date (Mo./Day)	36 Full Time Monthly Base Rate 2724	37 Position Allocation % (Perm. Only)	38 Mo. Allocation Amt (Perm. Only) 2724	39 Position Effort %	40 Range/Step 37D

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	04B	5130	0013		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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