

# Position Management Form

Revised 11-8-2000

Vanderbilt University

Printed:

<b>Position Information:</b> Action: _____ Reason: _____	<b>Department Information:</b> Home Department: _____ PAF Responsible: _____ Location: _____ Initiator: _____ Phone: _____
<b>Comment:</b> _____ _____	

Position - Current Information	Position - New Information
Position Number: _____ <input type="radio"/> Proposed <input type="radio"/> Reviewed by C&C <input type="radio"/> Approved <input type="radio"/> Inactive VU Budget#: _____ <input type="checkbox"/> VMG	Effective Date: _____ End Date: _____ <input type="radio"/> Proposed <input type="radio"/> Reviewed by C&C <input type="radio"/> Approved <input type="radio"/> Inactive VU Budget#: _____ <input type="checkbox"/> VMG
Position Title: _____ Job Code: _____ Home Dept. ID.: _____ Pay Group: _____ Standard Hours: _____ Max Head Count: _____ FTE Per Employee: _____ Reg/Temp Status: _____ Full or Part time: _____ Reports to Staff Position #: _____ Reports to Faculty Position #: _____	Position Title: _____ Job Code: _____ Home Dept. ID.: _____ Pay Group: _____ Standard Hours: _____ Max Head Count: _____ FTE Per Employee: _____ Reg/Temp Status: _____ Full or Part time: _____ Reports to Staff Position #: _____ Reports to Faculty Position #: _____

Position Budgeted Compensation - Current Information	Position Budgeted Compensation - New Information
Comp Frequency: _____ Comp Rate: _____	Comp Frequency: _____ Comp Rate: _____

Position Budgeted Distribution - Current Information			Position Budgeted Distribution - New Information		
Center	Job Code	Percent	Center	Job Code	Percent

Human Resources Recruitment Information					
Replacement For:	_____	Date Vacated: _____	Date Needed: _____	Fax#: _____	
Job Group:	_____	Daily Start/Stop: _____	Weekly Schedule: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	Posted:	_____
Special Requirements:	<input type="checkbox"/> Affirmative Action Goal?				
Recruitment Note:	Staff positions must be posted 5 working days before an offer can be made.				Resumix Number: _____

Approval Signatures	
Signature/Date: _____	Signature/Date: _____
Signature/Date: _____	Signature/Date: _____

HR Routing Information:      DestA: \_\_\_\_\_      DestB: \_\_\_\_\_      DestC: \_\_\_\_\_      Auth: \_\_\_\_\_