

POSITION DATA UPDATES

Purpose: Prevent input errors; ensure accuracy; save time; permit all funding sources to be identified.

Steps:

- 1) Enter position number, using leading zeros, into Search Page on Position Data. (Locate position in employee's Job Data Page [Work Location Tab] or use FAES college personnel database – REPORTS CAN BE PROVIDED BY DEPARTMENT HRP.
- 2) Verify Jobcode and Title [Position Data (Description Tab)].
- 3) Verify incumbent, if appropriate. [Position Data (Budget & Incumbents Tab)].
- 4) Funding source must be documented in comment box as follows before approval can be made:
11XXX-_%; 55XXX-_%; 56XXX-_%
- 5) Note all other changes to position in comments box.
For example: -Change to FTE
 -Update to Pos. Desc.
 -Reclassification
 -Vacancy of ...
 -Supervisor's Name
- 6) For positions requiring immediate or same day approvals, notify the appropriate college contact by phone or email.