Stage I New Position Request Template

Instructions and Guidelines

If you are requesting funding for any new positions, the Stage I New Position Request Template should be completed and submitted with your Stage I materials. The template is intended to capture and track all new position requests.

For each position on the template, a temporary position number will be assigned. All approved positions must still be created in SAP via a Create Position form. The assigned temporary number will be available for you to note on the Create Position form. Adding this number to the form will allow the Budget Office to track the creation of approved new positions, as well as indicate to us the source of funding.

Please complete the template according to the guidelines below, and add the corresponding funding request to your Stage I Funds Management Template. The request should be added to the Salaries and Wages Uncommitted Commitment Item, with a variance explanation of “New,” as well as the Position Description that you have placed in Column B of the Position Request Template.

Be sure to add a separate line on the Funds Management Template for each new position request. If the request for funding is split among more than one Funds Center, please add a line to each Funds Center on the template with the appropriate amount of funding on each.

Examples below:
Funding for existing positions should not be added to the New Position Request Template; it is intended for new position requests only. Funding requests for existing positions should appear only on the Funds Management Template, with the position number in the variance explanation field, as shown in the example above.

**Description of Fields and Guidelines for input:**

**Master Cost Center:**

Input the anticipated Master Cost Center for the requested position. Be sure to list the same Master Cost Center for a position that has more than one line of distribution.

**Position Description:**

This field should be input with the anticipated Position Long Title that will be added to the Create Position form. It is understood that the position title may change prior to the creation of the position in SAP.

**Employee Group:**

This field contains a drop-down menu for selecting the appropriate employee group. As with the position description, it is understood that this employee group may not match that of the position that is eventually created in SAP.

**Assignment Duration:**

Input the anticipated assignment duration for the position in months, regardless of whether the position will be paid on a weekly or monthly basis.

**Cost Center, Internal Order, WBS Element:**

Add the appropriate Cost Object(s) for the position. If a position is to be split over more than one Cost Object, please add a separate line for each, as shown in the example above.

**Comments:**

Add a brief (50 characters or fewer) comment, describing the need for the position.

**Stipend Amount:**

If appropriate, add an amount to this field. If no stipend is associated with the position, the field should be left blank.

**Cost Distribution %:**
Add the appropriate Cost Distribution percent for the corresponding Cost Objects in columns E, F, and G. All positions must include a Cost Distribution that adds up to 100%. If a position is anticipated to be funded in part from an Internal Order, or from a department outside of your area, please add a line for these Cost Objects to the template, even though you are not requesting funding for these portions of the position.

% Time:

Input the anticipated percent time of the position.

Position Budget:

Input the total position budget, across all lines of funding. Please do not split the position budget according to the cost distribution percentages. This calculation is done by the budget planning module upon upload of the positions. For part-time positions, the position budget amount should represent the salary amount required for the position, not the 100% rate. In the example above, the Associate Director position has a budget of 90,000 at 75% time. The 100% rate of 120,000 should not appear on the template.

For positions where funding is not being requested, or where only a portion of the funding is being requested, please input the entire anticipated position budget on the New Position Request Template. For planning purposes, it is important to create a record of the position with its full budget. In these cases, please list only the funding being requested on the Funds Management Template. Please be sure to note this on the Funds Management Template.