

## People Action Form

### Guidelines

The purpose of this form is to initiate the process to 1) creating a new position, 2) requesting a replacement position, or 3) requesting a job reclassification.

This form must be completed **prior** to submitting a request through SAP. Once completed, please forward this form and any required documentation to People Services for approval. A current position description should accompany this form.

### Reason for Request

Please select a reason

Requestor: \_\_\_\_\_

Department: \_\_\_\_\_

### Position Information

Position Title and Number: \_\_\_\_\_

Position Reports to: \_\_\_\_\_

Funding Source and Funding End Date: \_\_\_\_\_

Proposed Salary: \_\_\_\_\_

Is adequate office space available to accommodate this person?     Yes     No

### Justification for Requested Action

1. Please provide a detailed justification for this request, indicating metrics/quantitative and qualitative references.
  
  
  
  
  
  
  
  
  
  
2. How many similar positions do you have in the department? Please provide all similar titles and current incumbents. Can duties be reallocated to allow for greater task equity. If no, why?
  
  
  
  
  
  
  
  
  
  
3. What are the consequences of not filling this position?

### Approval

Department Administrator Signature: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

Associate Dean for Administration Signature: \_\_\_\_\_

Compensation Evaluation:

Name of Initiator

Date

**Type of Action**

Number of Positions

Create from Job

copy from position

**Please make sure to attach Job Description****Comments** (Include Compensation notes)**Position Details**

Effective Date \_\_\_\_\_ Organizational Unit \_\_\_\_\_

Position Long Name (Business Card Title) \_\_\_\_\_

**Recruitment/Hire Indicator**

Mark this position open for hire

Earliest Hire Date

Mark this position open for hire and post to HR recruitment website

Posting Date

**Other Position Information**Position overlaps an existing position Yes/No If yes, Position Number \_\_\_\_\_

Weekly Work Schedule (ex. Mon-Fri 8:30am-5pm) \_\_\_\_\_

Assignment Duration \_\_\_\_\_ Employee percentage \_\_\_\_\_

Proposed Compensation Amount \_\_\_\_\_ (dollar amount)

**Position Budget Information**

Recurring Position Budget \_\_\_\_\_ Master Cost Center \_\_\_\_\_

## Cost Distribution

Cost Center	Order	WBS Element	Percentage	Description

**Job Description Details**

--

**Job Essential Functions**

Percent	Essential Functions
---------	---------------------

**Position Requirements**

Qualification Catalog	Qualification	Proficiency
Budget Fiscal Responsibilities		
Communication/Writing		
Decision Making Responsibilities		
Education		
Independence of Action	Independence of Action Level	
Supervisory Responsibilities		
Work Experience	Work Experience Level	
Skill Set		

**Additional Position Information**

<b>Planned Work Location Info</b>	
Building _____	Office Phone _____
Mail Code _____	

**Recruiting Information** (Please note: The Recruitment Information section must be completed for regular full and part time staff positions which are to be posted on the Human Resources Job Website. Please do not complete this section for faculty, casual, academic research, non-compensated or other positions which are not hired or posted through Human Resources.

**Recruiting Department Information**

Hiring Manager Lookup _____
Recruiting Department _____

**Additional Information**

New/Existing Position
Grant Funded _____

**Recruitment Posting Information (This Information must be completed in order to post on the BU Website)**

**Posting Description for HR Website**

**Posting Requirement for HR Website**

**Recruitment Comments**

Director of People Services: \_\_\_\_\_

Date: \_\_\_\_\_