**Position Management Form**

### Position Information
- **Action:**
- **Reason:**

### Position - Current Information
- **Position Number:**
  - Proposed
  - Approved
  - Inactive
- **VU Budget #:**
  - 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 - New Information
- **Effective Date:**
- **End Date:**
  - Proposed
  - Approved
  - Inactive
- **VU Budget #:**
  - 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 Budgeted Compensation - Current Information
- **Comp Frequency:**
  - Weekly
  - Monthly
  - Other
- **Comp Rate:**

### Position Budgeted Compensation - New Information
- **Comp Frequency:**
  - Weekly
  - Monthly
  - Other
- **Comp Rate:**

### Position Budgeted Distribution - Current Information
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<th>Job Code</th>
<th>Percent</th>
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### Human Resources Recruitment Information
- **Replacement For:**
- **Date Vacated:**
- **Date Needed:**
- **Fax #:**
- **Weekly Schedule:**
  - S
  - M
  - T
  - W
  - F
  - S
- **Posted:**
- **Job Group:**
- **Special Requirements:**
  - 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:**

### HR Routing Information
- **DestA:**
- **DestB:**
- **DestC:**
- **Auth:**