EHRA Position Management

Create New Position Description

Initiator

Creates Position Action
Enters/verifies title, requirements, essential functions, primary purpose, requested salary, funding information.

Budget Approval

Reviews Funding
Reviews/approves funding and assigns a position number (new). (Can route to additional PBM* and/or GCA staff, as necessary)

Initiator

Creates Position Action
Enters/verifies title, requirements, essential functions, primary purpose, requested salary, funding information.

Approver

Reviews/Approves
Reviews, Verifies and makes necessary edits to position details. Approves funding. (Can have multiple approvers, as necessary.)

Budget Approval

Reviews Funding
Reviews/approves funding and activates new position in Banner. (Can route to additional PBM* and/or GCA staff, as needed).

Human Resources

Reviews/Approves
Verifies position and recommended salary. Reviews position description for completeness and accuracy. Approves new positions and/or position modifications.

*PBM – Personnel Budget Management (general funds)
GCA – Grants and Contracts Administration (other funds)

Revised 02/06/2018
Modify Position Description

- **Initiator**
  - Creates Position Action
  - Enters/verifies title, requirements, essential functions, primary purpose, requested salary, funding information.

- **Approver**
  - Reviews/Approves
  - Reviews, Verifies and makes necessary edits to position details. Approves funding. (Can have multiple approvers, as necessary.)

- **Budget Approval**
  - Reviews Funding
  - Reviews/approves funding and assigns a position number (new). (Can route to additional PBM* and/or GCA staff, as necessary.)

- **Human Resources**
  - Reviews/Approves
  - Verifies position and recommended salary. Reviews position description for completeness and accuracy. Approves new positions and/or position modifications.

*PBM – Personnel Budget Management (general funds)
GCA – Grants and Contracts Administration (other funds)