When & How to Use Position Control Action Request vs. Other Forms

I want to request a position.

- Is this a brand new position or did it previously exist?
- It once existed, but is currently not on PC.
- Use PCAR
- Select the action: "Reactivate Position"
- Signatures Required: All*
- I confirmed it will be a brand new position.
- Use PCAR
- Select the action: "Add New Position"
- Signatures Required: All*

I want to update a position’s information.

- Is the position currently vacant?
  - YES
    - Use PCAR
    - Are you moving the position to a new home department?
      - YES
        - Use PCAR
        - Select the action: "Transfer Vacant Position"
        - Signatures Required: Dean/Director/AVP DBL*
      - NO
        - Use PCAR
        - Select the action: "Update Vacant Position Info"
        - Signatures Required: Dean/Director/AVP DBL*
  - NO
    - Is this a Staff, MPP, Faculty, or Student Position?
      - Staff/MPP
        - Use CECR
        - Signatures Required: All*
      - Faculty
        - Use FHI
        - Signatures Required: Dean/Director/AVP DBL*
      - Student
        - Use SAPRC/PC
        - Signatures Required: Dean/Director/AVP DBL*

I want to change how a position is funded.

- For changes to Future Payroll
  - Use Payroll Move Request Form
  - For changes to Prior Payroll

- Is the position currently vacant?
  - YES
    - Use PCAR
    - Select the action: "Position Funding Change"
    - Signatures Required: Dean/Director/AVP DBL*
  - NO
    - Will the position’s home department remain the same?
      - YES
        - Use PCAR
        - Select the action: "Position Funding Change"
        - Signatures Required: Dean/Director/AVP DBL*
      - NO
        - Is this a Staff, MPP, Faculty, or Student Position?
          - Staff/MPP
            - Use CECR
            - Signatures Required: All*
          - Faculty
            - Use FHI
            - Signatures Required: Dean/Director/AVP DBL*
          - Student
            - Use SAPRC/PC
            - Signatures Required: Dean/Director/AVP DBL*

* Required:
- DBL: Division Budget Lead
- CECR: Current Employee Change Request form
- FHI: Faculty Hire Information form
- HR: Human Resources (661) 654-2266
- PCAR: Position Control Action Request form
- SAPRC/PC: Student Assistant Pay Rate Change/Position Change
- SPPA: Sponsored Programs Post Award (661) 654-2754

*SPPA signers must be included only if the position’s funding is tied to a grant(s).
*All requests require the signatures of the HR Administrator and the HR Position Control Analyst.
*Cabinet members may require signing off on every form; kindly confirm with your DBL for your respective division’s signature process.

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