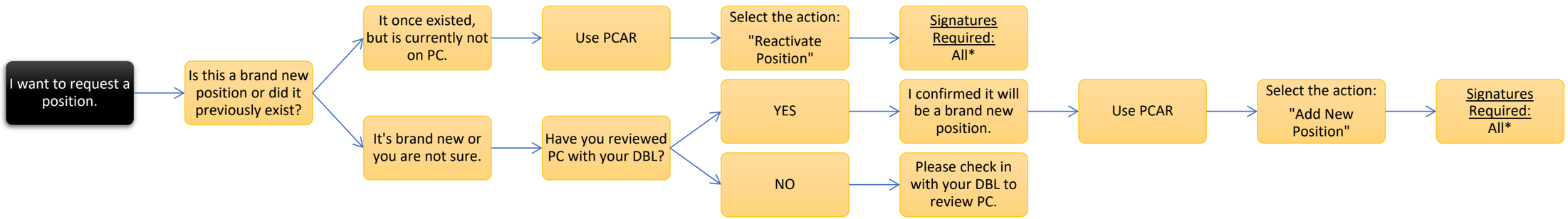
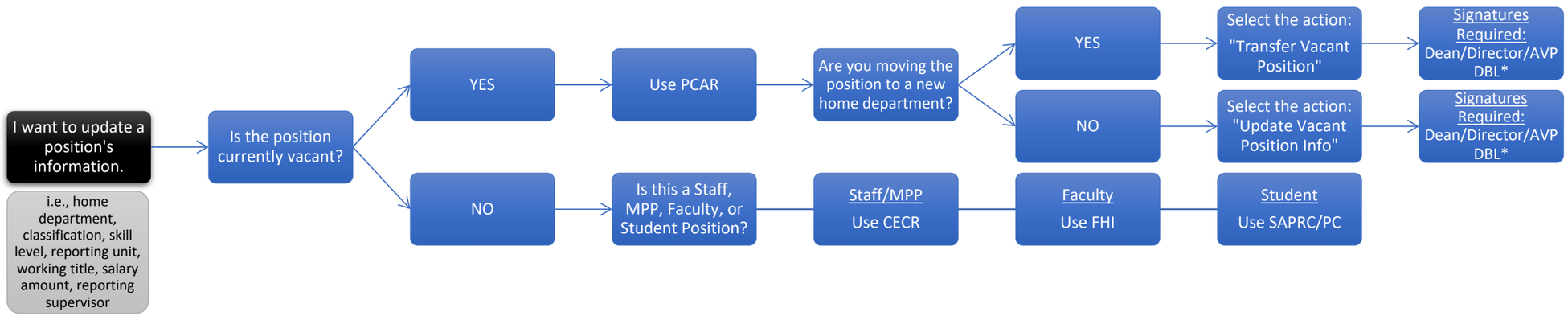
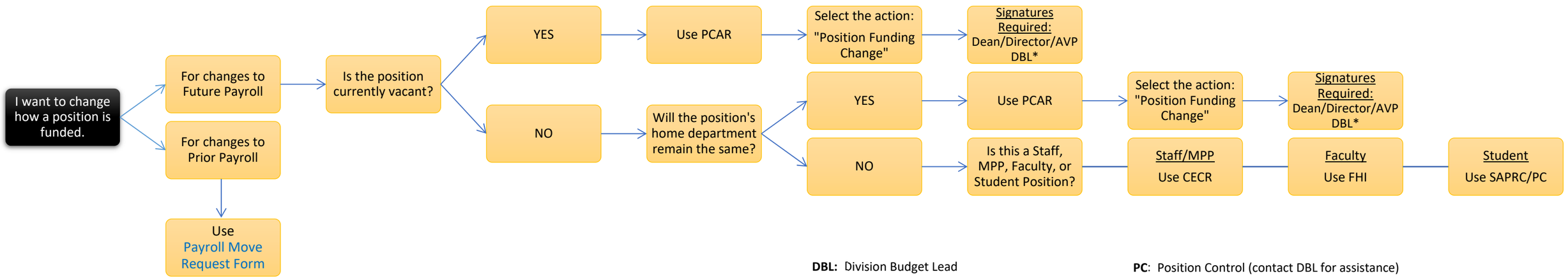
CALIFORNIA STATE UNIVERSITY BAKERSFIELD™ | Human Resources

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







DBL: Division Budget Lead
CECR: Current Employee Change Request form
FHI: Faculty Hire Information form
HR: Human Resources (661) 654-2266

PC: Position Control (contact DBL for assistance)
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.*

Updated June 2022