# Instructions for Completing the Position Control Action Request (PCAR) Form

## Part I: General Information

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|---|---|
| Completed By: | Fill in the name of the individual completing this form |
| Extension: | Fill in the extension of the individual completing this form |
| Date Completed: | Fill in the date this form was completed |
| Action Requested | |
| Add New Position: | Select this option to request a new position. The funding must be approved by the appropriate cabinet member and the AVP/Chief Budget Officer even when it is being redistributed from another position. |
| Update Position Info.: | Select this option to update an existing vacant position's working title, classification title, skill level, job code, reporting unit, full time salary/actual salary, or the person that the position in question reports to. |
| Transfer Position: | Select this option to transfer an existing vacant position to a new home department. The default funding will be updated to the new home department unless specified otherwise in Part III: Funding Information. |
| | To submit update and transfer requests for positions that are currently filled by an incumbent, please use the "Current Employee Change Request" form. |
| Position Funding Change: | Select this option to update the funding of an existing position (for both permanent and temporary funding changes). SPPA must approve for all grant-related funding changes. |
| Inactivate Position: | Select this option to inactivate an existing position. Inactivated positions will require Cabinet-level approval for reactivation in the future. |
| Reactivate Position: | Select this to option reactivate an inactive position. The funding must be approved by the appropriate cabinet member and the VPBAS/CFO even when it is being redistributed from another position. |
| For Labor Cost Distribution (LCD) Changes Only | |
| Effective Date/Term: | Enter the requested effective date or the academic term (for academic positions - Fall/Spring/Summer/AY) |
| Employee Name: | If the position is currently filled, the incumbent's name |
| CSUB ID #: | If the position is currently filled, the incumbent's CSUB ID |

## Part II: Position Control Information (Current/Updated)

**All action requests require this section to be filled out.**

**Current**

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|---|---|
| Home Dept. Name: | Indicate the name of the home department of affected position |
| Dept ID: | Indicate the home department ID of the affected position |
| Position #: | Refer to LCD Report for position #; for NEW positions, leave blank |
| Pool ID: | Indicate the default funding pool (HR to fill this section) |
| Classification Title: | Indicate the CSU classification title of position |
| Skill Level: | Indicate the skill level/range of position affected |
| Working Title: | Required if differs from Official CSU Classification Title |
| CSU Class (Job Code): | Indicate the Job code of CSU Classification |
| Reporting Unit: | Indicate the 3-digit code that identifies the campus attendance/organizational unit |
| Full Time Salary: | Indicate the Full Time salary of affected position |
| Actual Salary: | Indicate the actual salary & indicate if monthly or hourly |
| Reports to (Name): | Indicate the supervisor the affected position reports to |
| Reports to Position #: | Indicate the position # of the supervisor the position reports to |

**This section must be filled out for the following action requests: UPD & REO**

**Updated**

| | |
|---|---|
| Home Dept. Name: | Indicate the UPDATED name of the home department of affected position |
| Dept ID: | Indicate the UPDATED home department ID of the affected position |
| Position #: | Indicate the UPDATED position number of affected position |
| Pool ID: | Indicate the UPDATED default funding pool (HR to fill this section) |
| Classification Title: | Indicate the UPDATED CSU classification title of position |
| Skill Level: | Indicate the UPDATED skill level/range of position affected |
| Working Title: | Indicate the UPDATED working title if it differs from Official CSU Classification Title |
| CSU Class (Job Code): | Indicate the UPDATED Job code of CSU Classification |
| Reporting Unit: | Indicate the UPDATED 3-digit code that identifies the campus attendance/organizational unit |
| Full Time Salary: | Indicate the UPDATED Full Time salary of affected position |
| Actual Salary: | Indicate the UPDATED actual salary & indicate if monthly or hourly |
| Reports to (Name): | Indicate the UPDATED supervisor the affected position will report to |
| Reports to Position #: | Indicate the UPDATED position # of the supervisor the position will report to |

## Part III: Funding Information

**Chartfield String**

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|---|---|
| Fund: | Required |
| Dept ID: | Required |
| Program: | If Needed |
| Project/Grant: | If Needed |
| Class: | If Needed |
| | For further Chartfield String information, please visit the Accounting webpage. |
| Percent: | Indicate the percentage of salary to be rerouted to the specified chartfield string |
| Salary Amount: | Indicate the dollar salary amount to be rerouted to the specified chartfield string |
| Pay Begin: | Indicate the start date to reroute to the specified chartfield string (HR to fill in) |
| Pay End Date: | Indicate the end date to reroute to the specified chartfield string(HR to fill in) |
| Paytape Periods: | Indicate the specific calendar months to reroute to the specified chartfield string |
| Reallocate from Position #: | The position number from which funding will be absorbed from. |
| Recent Incumbent Name: | The employee who last filled the position from which funding will be absorbed from. |
| Current PC Max $ | The total salary amount available of the position from which funding will be reallocated from. |
| Minus Reallocation: | The amount to be reallocated (must be a negative number). |
| New PC Max $ | The new salary amount available after subtracting the amount that is reallocated. |
| Additional Notes: | Available space for the person completing this form to add notes. |

## Part IV: Signatures (Reviewers and Approvers)

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|---|---|
| PI Approval (for grants): | Required for requests that include grant funding |
| Dean/Director/AVP Approval: | Required for ALL requests |
| Division Budget Lead Review: | Required for ALL requests. See list below for respective division budget leads: |
| President: | Assistant to VP/CFO BAS |
| Academic Affairs: | Academic Affairs Budget Coordinator |
| Business Administrative Services: | Assistant to VP/CFO BAS |
| Student Affairs: | SA Director of Accounting & Reporting |
| University Advancement: | UA Director of Accounting & Reporting |
| Division VP Approval: | Required for NEW or REACTIVATED requests and as deemed necessary |
| SPPA Reviewer (for grants): | Required for requests that include grant funding |
| SPPA Approver (for grants): | Required for requests that include grant funding |
| AVP/Chief Budget Officer | Required for NEW or REACTIVATED requests and as deemed necessary |
| Human Resources: | Director of Human Resources Administration |
| Pay Distribution Action: | Action needed for pay distribution update, if any (HR to fill in) |
| Processed By/Date: | Required to confirm the form has been processed (HR Position Control Analyst) |