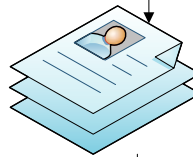


POSITION CONTROL PROCESS FLOW



RESPONSIBLE BRANCH/SCHOOL/COLLEGE/DEPARTMENT/UNIT

Submits Position Maintenance Form with approved supporting documentation for New/Revised Position to appropriate HR/EDC Office



HR/EDCs

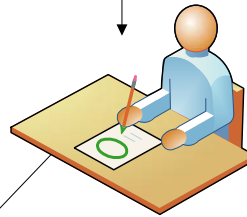
Assigns position number, if applicable, and creates position in Banner HR
Notifies OPBA of position number

OFFICE OF PLANNING, BUDGET, & ANALYSIS

Analyzes availability of funding; obtains approval from Contract & Grant Accounting, if applicable

Activates Position

Notifies Dept and appropriate HR/EDCs



DEPARTMENT and HUMAN RESOURCES/ EMPLOYMENT DATA CENTERS

Posts and Hires Position



HR/EDCs
Job Record
is established