

## **Position Information**

**Permanent positions** may only have one employee assigned to them, and have an undetermined end date.

- Requests for new permanent positions on state funds must be requested prior to April 1 for the Proposed budget; Effective July 1
  - Must be requested prior to September 1 for the Revised budget; Effective January 1
- Part-time positions may be requested at any point during the year, but department is required to fund them with a ***permanent*** reduction in its operating budget
- Positions on *restricted* funds may be requested at any time during the year

**Group positions** may have multiple employees assigned to the same position number, and should have a predetermined end date. These are not permanent assignments.

Examples: Temporary, Extra Service Pay, Graduate Assistant, Adjuncts, Student Work-Aid

- All of the positions noted above are different positions, thus requiring different position numbers
  - Note: Extra Service Pay position number is **NOT** your primary/regular position number
- All actions submitted through People Admin must have a position number included
- Position numbers are tied to FOAPs. If ***any*** part of the FOAP changes, the position number changes.
- All assignments to group positions must be funded by the department by budget revision
  - Excludes department head stipends and degree incentives

**Salary Savings** are funds budgeted for a position that are not currently being used for an employee assignment. May be used to increase other accounts. Position must be vacant before funds can be removed.

### **Need a position?**

Send a request by email to the Budget Office explaining the type of position, the FOAP, and the FSLA status (hourly-non-exempt, monthly-exempt). Send requests to Ms. Noor Latif at [\*\*NLatif@tnstate.edu\*\*](mailto:NLatif@tnstate.edu).

## **Most Commonly Used PARFs** (All PARFs are found on HR Website)

**Account Change** - Are only used for *account changes* only, not a change in position. Position number remains the same, but the FOAP/Account number is changing.

**Extra Service Pay** - Do not use your regular position number, and must be funded from your budget. The FOAP should be included on form. We also need beginning and end dates, so that HR will know to end the assignment to avoid overpayment, and so Budget will know how much is actually needed to fund the ESP assignment. Exceptions are department chair stipends and degree incentives.

**Transfer/Promotion** - This form is used to transfer a person from one position to another, or to provide promotion information. *Transferring* of an employee will require two different position numbers. *Promotions* may or may not have two different position numbers on the form. But this form shows promotion/transfer activity, the FOAP, and the salary information that we need in the Budget Office.

**Temporary Appointment** - For temporary assignments only. The information needed on this PARF is:

- **Title.** HR determines the FLSA status, but based off the title, it gives Budget and HR an idea of what type of work the temp employee will be completing and how they should be classified
- **Dates.** Dates are required so that we will know how long we will be paying the temp for their services
- **Hours.** If the hours to be worked are less than 37.5 hours a week, that needs to be put on the form. If we do not see the hours on the form, we will assume that the contract needs to be budgeted for 37.5 hours a week, and will expect you to provide funding for those hours.
- **Salary.** Total/Annual means total salary if it is less than a year, annual salary if it is an annual assignment. If they are working less than a year, please do not put an annualized salary amount there.
  - ❖ For hourly, the number of hours worked a week x the number of weeks x the pay rate (or for monthly: monthly rate x number of months). This will be checked and is expected to be funded by the department.
    - Example: If a temp is working 5 months at \$1,000 per month, please do not send a temp appointment form for \$1,000 total salary. The appointment form should say \$5,000 for total salary.