Position Changes Flow Chart

Change in Org Charts, Account Codes, Supervisor, FTE, Continuation of Temporary Assignment OR Redescription of Position
(Attach Updated Position with SF-1 or HRD1)

Is this for APT/Faculty or Civil Service?

APT/Faculty

Civil Service Position

Complete SF-1
(pink paper)

Complete HRD1

Route for Signatures:
1st: Dean/Director/Designee
2nd: Fiscal Administrator
3rd: VP/Senior VP/Chancellor

Submit to HR for Approval

For APT Only

Administrator/Supervisor enters approved Position Description in Position Description Generator (PDG)

Digitally routes within PDG:
1st: HR
2nd: Vice Chancellor of Administration Services
3rd: Chancellor