



New Electronic Request Form for New Positions & Position Changes

We are excited to announce new HCM functionality to request new positions as well as position changes. This will replace the previous paper Position Initiation and Modification form. Decentralized Human Resources Representatives (DHRs) can now initiate requests for new positions as well as position modifications directly within HCM. This will streamline approvals to occur directly within HCM.

Two new pages are now available within HCM; Request New Position and Request Position Change. The Request New Position page can be used for requesting net new benefited position numbers as well as terminal leave position numbers. The Request Position Change page will be used to make modifications such as changes in title, department, FTE and to request position audits.

After the request is entered, the transaction will route through the same approvals the current paper form processes including the department's management chain to the Vice President level, Budget Office and HR Classification Compensation.

The below Quick Reference Guides are available to aide DHRs in completing these transactions. In addition, a demonstration of the process was provided during the [August 19th Finance and HR Deep Dive](#).

- [Request a New Position](#)
- [Request a Position Change](#)