

# Position Management: Position Request

## Purpose

For new positions and updates to vacant positions

## Decision Points

1. UCB Initiator
2. UCB Approver(s)

## Templates

- Position Request

## Data needed for transactions

Position Request	
With Validation	<ul style="list-style-type: none"><li>• Job Code</li><li>• Department</li><li>• Location</li><li>• FTE</li><li>• Salary Plan/Grade</li><li>• FLSA Status</li><li>• Reports To</li><li>• Position Pool ID (<i>for WorkStudy positions</i>)</li></ul>
Freeform Entry (no validation)	N/A

**Approvers are not able to edit any fields on the Position Request template.**

Have a question about UCPath? Email us at [ucpathberkeleyinfo@lists.berkeley.edu](mailto:ucpathberkeleyinfo@lists.berkeley.edu)

## Guiding Principles

### Sponsor Alignment

- Develop efficiency in end-to-end business process
- Use UCPath delivered functionality
- Minimize additional cost
- Eliminate double data entry

### Diverse Campus Stakeholders

- Involve both academics and staff (at multiple levels)
- Maintain a customer focus

### Disciplined Process

- Ensure implementation focus
- Use UCPath delivered templates and approval workflow
- Document decisions for clarity and commitment

### Openness to Change

- Maintain enterprise-wide perspective
- Be open to process and role changes
- Be transparent with communications