

**Part I: General Information**

Completed By: Fill in the name of the individual completing this form  
Extension: Fill in the extension of the individual completing this form  
Date Completed: Fill in the date this form was completed

Action Requested

Add New Position: Select this option to request a new position. The funding must be approved by the appropriate cabinet member and the AVP/Chief Budget Officer even when it is being redistributed from another position.  
Update Position Info.: Select this option to update an existing vacant position's working title, classification title, skill level, job code, reporting unit, full time salary/actual salary, or the person that the position in question reports to.  
Transfer Position: Select this option to transfer an existing vacant position to a new home department. The default funding will be updated to the new home department unless specified otherwise in Part III: Funding Information.  
[To submit update and transfer requests for positions that are currently filled by an incumbent, please use the "Current Employee](#)