DIVISION OF HUMAN RESOURCES

POSITION ACTION APPROVAL FORM (PAAF)

Instructions: This form is to be used to request recruitment for established positions, to create a new position, or reclassify a vacant position. Please attach a current job description and organizational chart to this form. For Reclassification of a vacant position, also attach a proposed job description that clearly illustrates the higher level of responsibilities. If this is a new position, attach supporting justification. The account information should be provided on page 2 of this form.

I. ACTION REQUESTED

____ NEW POSITION
____ REPLACEMENT
____ RECLASSIFICATION OF A VACANT POSITION

CATEGORY OF EMPLOYMENT: (Attach a Position Announcement)
____ Civil Service  ____ Faculty  ____ Managerial
____ Professional Staff/Librarians

CATEGORY OF FUNDING:

Regular Funded – A University source for which funding is expected to continue over a fixed term (e.g., tuition, mandatory fees, state appropriation).

Contingent Funded – A non-University source for which employment is contingent on continued funding from that source (e.g., grants, contracts, revenue centers).

HIPAA EMPLOYMENT CATEGORY:

____ Healthcare Workforce Member – this position has access to student health information or other clinical HIPAA protected health information (PHI).

II. POSITION INFORMATION

____ REGULAR (Permanent)  ____ OTHER
____ PART-TIME (Percentage)

CURRENT GENERIC TITLE: ______________________________________  RANGE: __________________________

BUSINESS/FUNCTIONAL TITLE: ______________________________________

REQUESTED GENERIC TITLE: ______________________________________  RANGE ________________

BUSINESS/FUNCTIONAL TITLE: ______________________________________

SUPERVISOR NAME: __________________________  SUPERVISOR TITLE: __________________________

ANTICIPATED START DATE: __________________________  POSITION #: __________________________

INCUMBENT/PRIOR INCUMBENT: __________________________  LAST DAY WORKED: __________________________

III. DEPARTMENTAL APPROVALS

Your signature below indicates your review and approval of this request and all supporting documentation.

DEPARTMENT: __________________________

DIVISION: __________________________

REQUESTED BY: __________________________  PRINT NAME

DATE: __________________________

EXT: __________________________

CHAIR/DIRECTOR: __________________________  PRINT NAME

DATE: __________________________

DEAN/ASST. OR ASSOC. VICE PRESIDENT: __________________________  PRINT NAME

DATE: __________________________

DIVISION VICE PRESIDENT: __________________________  PRINT NAME

DATE: __________________________

BUDGET OFFICE/GRANT: __________________________  PRINT NAME

DATE: __________________________

VP FOR HUMAN RESOURCES: __________________________  PRINT NAME

DATE: __________________________

9/22/2017
### IV. POSITION BUDGET / COST ALLOCATION

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<th>COST CENTER</th>
<th>PS ACCOUNT</th>
<th>FUND</th>
<th>GRANT PROJECT</th>
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<th>COST CENTER (If splitting cost)</th>
<th>PS ACCOUNT</th>
<th>FUND</th>
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<th>SALARY EXPENSE FOR FISCAL YEAR:</th>
<th>PAAF #:</th>
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<th>TITLE OF POSITION:</th>
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<th>AUTHORIZING AGENT SIGNATURE OR CONTACT PERSON:</th>
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**NOTE:** Human Resources will automatically post the position on the following sites:

- [MSU WEB SITE](#)
- [HIGHER EDJOBS](#)
- [HIGHER EDUCATION RECRUITMENT CONSORTIUM (HERC)](#)

Indicate additional advertising venues on the Recruitment Plan.

Please also refer to Human Resources’ suggested Advertising Venues.