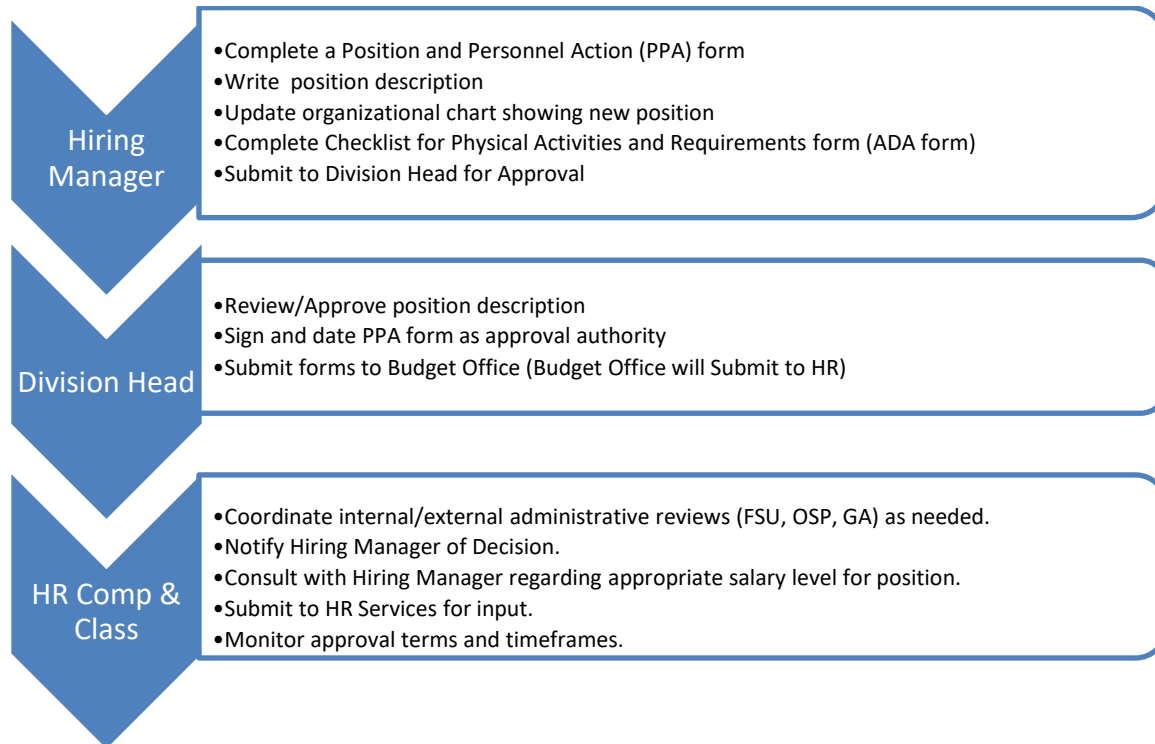


Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the establishment of a new SHRA position. At A Glance:



More Details:

1. Submit **POSITION AND PERSONNEL ACTION (PPA)** form, with appropriate signature approvals
2. Attach **Position Description**, dated and signed by supervisor (**CB-102 Position Description Form**).
3. Attach **Organizational chart** reflective of the new position and reporting relationships (signed and dated by department head). (See FSU o-chart standards)
4. **Checklist for Physical Activities and Requirements (ADA)** form signed and dated, also found on HR's website under FORMS.

A complete package with all of the attached forms should be submitted for approval by the supervisor to the appropriate Department Head/VC. The completed package should then be forwarded to the appropriate budget office. From the budget office, the package will be forwarded to HR. HR will acknowledge receipt and contact you if there are questions/concerns and will notify you upon approval of the appropriate approving authority. The Position and Personnel Action form can be found at [http://www.uncfsu.edu/Documents/hr/forms/Position%20and%20Personnel%20Action%20Form%20\(1\).pdf](http://www.uncfsu.edu/Documents/hr/forms/Position%20and%20Personnel%20Action%20Form%20(1).pdf)