Updated: 04/19/2024



## Position Evaluation Form (PEF) – New Position Request



Only complete this packet when there is a need for a new position (the position is not posted in the Job Description Library).

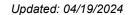
The department manager/leader completes the packet. The requesting manager is required to gain approval by the division/department leaderships (inclusive of the budget/business operations manager) prior to the submission of the packet to the Human Resources Business Partner (HRBP) for review and consultation with the Compensation Department. All items required for this request are included in this packet.

All Academic Units will be required to submit to the Office of Academic Strategy and Finance for review and approval before submission to your HRBP.

| NEV | <b>N POSITION REQUEST EVALUATION CHECKLIST:</b> **REQUIRED**  Consult with your Human Resources Business Partner (HRBP), prior to submission  |
|-----|---|
|     | Complete the PEF and Job Description Template, include the Word version of the job description  |
|     | Obtain approvals.   |
|     | For managerial positions and/or positions that impact the overall span and/or scope of a department; attach a copy of the current <u>and</u> proposed organization chart indicating the new position alignment in the structure, utilizing current titles |
|     | If available, provide a copy or web link of an industry specific salary survey or resources to assist with market reviews   |
|     | Forward completed packet and required attachments such as the drafted Job Description to the HRBP   |

Once the HRBP validates the packet has all required information, it will be submitted as a request to compensation through the <u>HR ServiceNow Module</u>. As needed, provide a copy of the employee's most current application and/or resume.

Once entered into the HR ServiceNow system, please allow up to seven (7) business days for review, recommendation and/or completion communication through the system.





## Position Evaluation Form (PEF) – New Position Request (Please complete all fields)

| Completed By:   | Proposed Title:  |                            |                             |  |
|---|--|----------------------------|-----------------------------|--|
| Division/Department:  | Salary Expectation:  |                            |                             |  |
| Funding Type/Sources to be used for this re   | quest (Please sele   | ct all that apply and ente | er amounts)                 |  |
| Current Position Salary Budget: \$  | (enter tot   | al budgeted amount)        |                             |  |
| Allocated Budget amount and source for inc  | rease: (Enter all th   | at are applicable and the  | e amounts from each source) |  |
| Source(s):  | Amount:  | Allocation %:              | Funding Code:               |  |
| Position Salary budget: (salary savings):   | \$   |                            |                             |  |
| Vacant position salary budget:  | \$   |                            |                             |  |
| Foundation funding:   | \$   |                            |                             |  |
| Grant/limited term funding:   | \$   |                            |                             |  |
| Operations Budget:  | \$   |                            |                             |  |
| If using Operations Budget, will the permane operational needs? ☐ Yes ☐ No If yes, ex   |  | is impact the departme     | ent's ability to meet       |  |
|   |  | ds impact the departme     | ent's ability to meet       |  |
| operational needs? ☐ Yes ☐ No If yes, ex  | kplain:  |                            | ent's ability to meet       |  |
| operational needs? ☐ Yes ☐ No If yes, expending the selection of the sele | kplain:<br>edule, for PT 20 hou  |                            | ent's ability to meet       |  |
| operational needs? ☐ Yes ☐ No If yes, expending the selection of the sele | edule, for PT 20 houer week)   | urs or more per week)      | ent's ability to meet       |  |
| Please select one:  □ Regular Full-time or Part-time (regular sche  | edule, for PT 20 hou<br>er week)<br>of usually less than s<br>the calendar year) | urs or more per week)      | ent's ability to meet       |  |

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| ls | there a | possible | impact | on curre | nt staff | members? |
|----|---------|----------|--------|----------|----------|----------|
|    |         |          |        |          |          |          |

Units):

**Units**)

Cabinet/VP: (\*Academic

| Official Name  | Employee<br>ID #                                 |                                 | Current Title           |                 |
|--|--|---------------------------------|-------------------------|-----------------|
|  |  |                                 |                         |                 |
| b Comparisons: ernal Comparison: (completed by sed on what you know about other nen identifying these matches, cons            | positions within the University, ide             | ntify positions th              |                         | s position.     |
| List Internal Job Title  |  | Departmen                       |                         | KSU Pa<br>Grade |
|  |  |                                 |                         |                 |
|  |  |                                 |                         |                 |
|  |  |                                 |                         |                 |
| ease indicate if there are any externatch to this position?  | nal positions in other <mark>USG or highe</mark> |                                 | <br>                    |                 |
| ease indicate if there are any exterr  |  | ınd?                            | stitutions, or industri |                 |
| eternal: (completed by the requesto<br>ease indicate if there are any externatch to this position?  List External Job Title(s) | where is the position for                        | ınd?                            | <br>                    |                 |
| ease indicate if there are any externatch to this position?  | where is the position for                        | ınd?                            | <br>                    |                 |
| ease indicate if there are any externatch to this position?  | Where is the position for (i.e., company, indust | ınd?<br>ry)                     | Notes/Comment           |                 |
| ease indicate if there are any externatch to this position?  List External Job Title(s)  | Where is the position for (i.e., company, indust | ind?<br>ry)<br>e or through Doc | Notes/Comment           |                 |

\*Academic Units, once the Dean/AVP reviews and signs, the completed form must be submitted to Margarita Almeda, Director of Academic Operations. The AVP will collect all submissions and will review with the Provost. If approved, please submit the signed form to your HR Business Partner.

Date: