



Position Action Request (PACT)
(REGULAR GRANT POSITIONS ONLY)
Form is emailed to next step as shown in process flow on page 2

POSITION NUMBER* _____ FISCAL YEAR _____

*If new position #required, budget adds at step 5

1. Attach Job Description and Organizational Chart. Search materials cannot be processed without Presidential approval.
2. Complete the following: Incumbent Name (if applicable) _____

Type of Position/Employee Action Requested: **(GRANT position)**

- ___ Grants Full Time (___ 10 or ___ 12 Month) (Check One)
- ___ Grants Permanent Part Time (___%)
- ___ 13-D
- ___ Fill Vacancy at Current Title: _____
- ___ Change Status to ___ **Full-time** or ___ **Part-time (Check One)**
- ___ Create New Position (Title) _____

3. **Is this position grant-funded:** ___yes, ___no (if no, use the Workflow PACT)

Notes:

Request Initiated By _____ Budget Unit Manager _____

Human Resources _____ Date _____

Office of Research and Sponsored Programs _____

Vice President Recommendation _____ Date _____

Budget Office (if new position # is required) _____ Position# _____ Date _____

Fund# _____ Organization# _____ Account# _____ Program# _____

President Approval _____ Date _____

Human Resources: HR Log # _____ Final Distribution _____

Paper PACT (Grant Funded Positions)

