

**STAFF POSITION/TRANSACTION FORM**

**NOTE: STEPS I-V TO BE COMPLETED BY DEPARTMENT AND BUDGET OFFICE**

**Step I – Position Information (Check Applicable Boxes)**

<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Reclass - Employee	<input type="checkbox"/> Reclass - Vacant Position
<input type="checkbox"/> Work Hrs Adjustment	<input type="checkbox"/> Acting Appointment	<input type="checkbox"/> Return from Acting Appointment	<input type="checkbox"/> WFM *
<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
		<input type="checkbox"/> Per Diem	

Employee Name:	ID #: A
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Current Title:		Current Position #: H	
Proposed Title:			
*Reports to (Name and Position #):			
Department:		Work Location:	
Home Org #: ZK	Timesheet #: ZK	*Float District (Nursing only):	
Dates Needed: From:	To:	Hours per day:	FTE:
Daily Work Schedule: From:		To:	Hours per week:

**Step II – Timekeeper Level with Signature**

*Timekeeper Level:	
Requestor:	Signature:

**Step III – Prepare Justification Package**

<input type="checkbox"/> Job Description	<input type="checkbox"/> Justification Memo	<input type="checkbox"/> Organizational Chart	<input type="checkbox"/> Finance PIP	<input type="checkbox"/> EPAF
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**Step IV – Contact Information and Approvals**

Requestor:	Signature:	Date:	Extension:
Dept. Administrator:	Signature:	Date:	Extension:
Executive:	Signature:	Date:	Extension:

**Step V – Budget Information (WFM changes only do not require Budget signature)**

Index #: 1.		Index #: 2.	
Amount 1.	Allocation %:	Amount 2.	Allocation %:
Fund 1.		Fund 2.	
Approval Signature:	Date:	Approval Signature:	Date:

**SPTF DEFINITIONS:**

New	A funded position that does not currently exist within the department.
Replacement	A position that is replacing an employee with no change to the job title, salary table, grade, and/or status.
Reclass Employee	Current employee is being reclassified to another job title or salary grade.
Reclass Vacant Position	A position has been vacated and changes are being made to the job title, salary, table, grade and /or status.
Acting Appointment	Employee being placed temporarily into an Acting Appointment title.
Return from Acting Appointment	Employee returning to position held prior to acting Appointment.
Work Hours Adjustment	Employee work hours/status being changed.
WFM	Changes to be made only to Reports To, Float District or Timekeeper Level.
Current Title	Job title of the vacating employee.
Current Position#	Position number the employee is vacating.
Proposed Title	If requesting to reclassify position title, indicate proposed title to be used after review and approval.

**FLOAT DISTRICT (Nursing Only)**

CRITICAL CARE	Critical Care
FAMHEALTH6	Family Health 6
FAMHEALTH8	Family Health 8
MEDSURG	Medical Surgical
PERIOP	Perioperative

**TIMEKEEPER LEVEL CODE:****SDE CODE VALIDATION**

<b>Timekeeper Level</b>	<b>Timekeeper Description</b>
HR ADMINISTRATOR	The HR Administrator is responsible for maintaining new/current employee data at an organizational or regional level and daily upkeep and maintenance of the HR system.
IT ADMINISTRATOR	The IT Administrator is a Super User of the WFM system that has the ability to make system configuration changes, edit reports, and access imports/exports of the integration process from external systems at the organizational or regional level.
LVL1-TIMEKEEPERS	Level 1 timekeepers for Non - EMS employees having access to edit timesheets.
LVL1-TIMEKEEPERS-EMS	Level 1 timekeepers for EMS employees having access to edit timesheets
LVL2-TIMEKEEPERS	Level 2 timekeepers for Non - EMS employees having access to edit timesheets and approve time off requests.
LVL2-TIMEKEEPERS-EMS	Level 2 timekeepers for EMS employees having access to edit timesheets and approve time off requests.
LVL3-TIMEKEEPERS	Level 3 timekeepers for Non - EMS employees having access to edit timesheets, approve time off requests and authorize timesheets.
LVL3-TIMEKEEPERS-EMS	Level 3 timekeepers for EMS employees having access to edit timesheets, approve time off requests and authorize timesheets.
ONSITE EMPLOYEES	Employees who work on site (hospitals, medical office buildings, call centers, etc.) and are required to clock in via a timeclock.
ONSITE EMPLOYEES-EMS	EMS employees who work on site (hospitals, medical office buildings, call centers, etc.) and are required to clock in via a timeclock.
PAYROLL ADMIN	Payroll Administrator is responsible for the preparation and processing of payroll for the employees at an organizational level.
REMOTE EMPLOYEES	Employees who work at remote locations, work in transit or are authorized to clock in or out via a computer.
REMOTE EMPLOYEES-EMS	EMS Employees who work at remote locations, work in transit or are authorized to clock in or out via a computer.