



POSITION ACTION REQUEST

1. Action Information – HR completes [Instructions](#) for completing this form can be found on next page.

Position action Select	Position type Select	Position update action Select	Effective date
Position number(s)	Job classification Job class title	Working title	
Class code Job class #	Pay scale group Salary range	Org unit #	Office/location Supv pos #
Position Eligibility ¹ (Check PE for Position Eligible, NE for Not Eligible): Telework: <input type="checkbox"/> PE or <input type="checkbox"/> NE Flex Schedule: <input type="checkbox"/> PE or <input type="checkbox"/> NE Compressed Schedule: <input type="checkbox"/> PE or <input type="checkbox"/> NE Is this a change from prior set eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, changes were to: <input type="checkbox"/> Telework <input type="checkbox"/> Flex <input type="checkbox"/> Compressed		Physical working address (office location) for position: Address: City: Zipcode:	
Description of action (Required) <i>Please include business need or reason for action.</i>			

2. Budget Impact – Business Manager or Budget Office completes

(Required) *Please include how the costs will be covered if not funded.*

If project position, enter position's End Date:	New funding <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Annual Budget Impact: \$
Funded at Step:		

3. Position Details (HR)	4. Budget Coding (Prisons - Business Manager/ Other - Budget)
County Select Select	Cost center (Org Index) 310 000
Employee group Select	Percentage (Normally 100%) %
Employee sub-group Select	Fund (Fund & Appropriation Index) 310 0
Bargaining unit Select	Functional area (Program Index) 310 0000000
Personnel area (Sub agency) Select	AFRS project (CI Only) 310 0000
Personnel sub area Select	No changes (coding in HRMS is correct) <input type="checkbox"/>
L&I risk code Select	

5. Human Resources Classification Unit (HRCU)

Approved class/job title	Class code	SOC code	OT eligibility	HRCU Cnslt	Date
WMS/EMS	Market segment Select	Mgmt type Select	JVAC tool Select	JVAC inclusion Primary Select Secondary Select	JVAC rating

6. Authorization (In order of routing approval)

Position	Signature/Name	Date	Routing
Human Resources			Appointing Authority
Appointing Authority			Business Manager (Health Services and Headquarters route to Budget)
Business Manager (not applicable to Health Services and Headquarters)			Budget; Copy – RBM
Budget Manager <input type="checkbox"/> Funded <input type="checkbox"/> Not funded			Business Manager, Local HR

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

How to Electronically Process the Position Action Request Form

All Position Action Forms must be submitted electronically. Please read and follow instructions below.

When the sole change is the supervisor of the position, and there are no other changes, it is not necessary to complete this form. To submit supervisor changes, complete the [HRIS Position Updates \(for HR use only\)](#) link on the HR SharePoint site.

Who	Does what																		
Local HR	<p>For establishment and reallocation actions, complete Sections 1 and 3. Attach the form as a <u>Word document</u> to your allocation request in the HRCU SharePoint Allocation WGS Request Log or WMS/Exempt Request Log.</p> <p>For questions about L&I Risk Codes, refer to the LNI Codes by Position on the HRIS SharePoint site.</p> <p>Position Flexibility: Local HR may need to discuss with the supervisor and/or appointing authority in order to complete information regarding Position eligibility for Telework/Flex/Compressed Schedule Section 1. This is due to Executive Order 16-07 and are fields to complete within HRMS on the position and employee side. E= Eligible, NE= Not Eligible</p> <p>Flexible workweek: Allows some flexibility in starting and ending times outside the agency's normal work hours. (example: within DOC, our business hours are 24 hours/day and seven days/week.</p> <p>Compressed workweek: An alternative schedule that allows full-time positions to eliminate <u>at least</u> one work day every two weeks by working longer hours during the remaining days, resulting in less commute trips.</p> <p>Telework: The practice of working from home or other alternative locations closer to home through the use of technology which allows the employee to access normal work material (email, telephone, electronic documents, etc.). Telework may be scheduled or done on an ad hoc basis.</p> <p>Information for employee flexibility eligibility will be noted on the appropriate employee specific form(s).</p> <p>For all other actions, complete all sections except 4 and 5. Authorize and route the form as indicated in the Routing section.</p>																		
HRCU*	Once an allocation decision has been made, complete Section 5 with the approved job class title, class code, and overtime eligibility. For WMS positions, complete market segment, management type and JVAC fields as well. Return the form via email to Local HR along with the approved Position Description.																		
Local HR	Review the form for completeness. In Section 6 - Authorization, enter your name and date in the appropriate fields. Forward the <u>Word document</u> via e-mail to the applicable Appointing Authority for approval.																		
Appointing Authority	Review the Position Action Request. If you approve, enter your name and date in the appropriate fields in Section 6 , and forward to your Business Manager. For Health Services and HQ positions, forward directly to Budget, as there is no Business Manager assigned. If an establishment, please work with the space coordinator and IT to ensure you have a work station and necessary technology.																		
Business Manager	Enter coding information in Section 4 . In Section 6 , enter your name and date in the appropriate fields. Forward to the Budget office with a cc to your Regional Business Manager.																		
Budget	<p>Review for budget and FTE. Enter narrative in Section 2. <i>Example:</i></p> <p>2. Budget Impact – Business Manager or Budget Office completes (Required) <i>Please include how the costs will be covered if not funded.</i> "Position is funded at 100%" OR "Position is funded at 50%, and funding will be reduced in object <X> to cover cost"</p> <p>All allocations are made within existing resources. No additional funds are provided. If approved, check whether the position is funded or unfunded, and complete Section 4.</p> <p>Note: An employee occupying a position that is reallocated to a class with a higher salary range must receive a salary increase per WAC 357-28-115, regardless of funding availability.</p> <table border="1"> <thead> <tr> <th colspan="2">4. Budget Coding (Prisons - Business Manager/ Other - Budget)</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>Cost center (Org Index)</td> <td>310 <4-digit org code></td> <td>3101018000</td> </tr> <tr> <td>Percentage (Normally 100%)</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Fund (Appropriation Index & Fund)</td> <td>310 <3-digit fund code> <4-digit AI code></td> <td>3100011020</td> </tr> <tr> <td>Functional area (Program Index)</td> <td>310 <5-digit Program Index code></td> <td>3101501800000000</td> </tr> <tr> <td>AFRS project (CI Only)</td> <td>310 <4-digit Project code></td> <td>31091500000</td> </tr> </tbody> </table> <p>Enter your name and date in the appropriate fields in Section 6. Forward for entry into HRMS to the Business Manager (if applicable) and Local HR.</p>	4. Budget Coding (Prisons - Business Manager/ Other - Budget)		Example	Cost center (Org Index)	310 <4-digit org code>	3101018000	Percentage (Normally 100%)	100%	100%	Fund (Appropriation Index & Fund)	310 <3-digit fund code> <4-digit AI code>	3100011020	Functional area (Program Index)	310 <5-digit Program Index code>	3101501800000000	AFRS project (CI Only)	310 <4-digit Project code>	31091500000
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*The information entered in Section 5 officially describes a position's title and overtime eligibility. Any subsequent change to either must be resubmitted to HRCU for review.