PMAF and/or Req Form Required

Action	PMAF	Req
Create a new position (must be approved through annual budget request process first)	X	
Recruit or appoint an employee to a position, or extend/change appointment		X
Update position data: Home Department, Unit, Reports To, FTE, Funding Status, Headcount	X	X
Update funding/distribution, including appointment-level if applicable	X	
Update a position's job code or grade based on HR-approved reclassification or IRP	X	X
Change a position's title	X	X
Create a temporary backfill position for a vacant, permanent position	X	
Deactivate a position	X	
Update an employee's salary		X
Request a stipend for an employee		X

Channel Islands
CALIFORNIA STATE UNIVERSITY