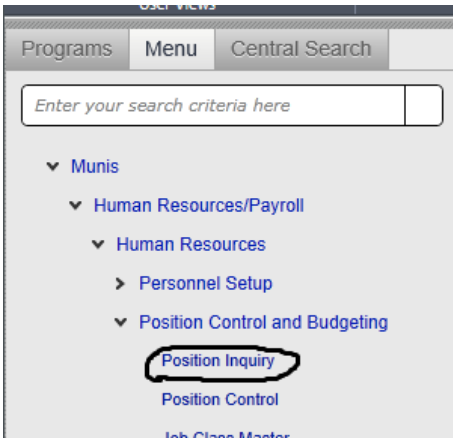
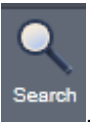



Position Control Change Form Instructions

MIS Form #545

Complete the MIS 545 to request position changes, including number of units, funding changes, title changes, etc. You may contact Position Control staff, listed below, for assistance.

Jennie Sodetz *Position Control Specialist* x42497 jsodetz@pasco.k12.fl.us
 Keith Pritchard *HR Analyst* x42741 kpritch@pasco.k12.fl.us

Date	Enter the date requested
Department	Enter the department name/cost center number making the request
Action Requested	<p>Choose the action from a drop down list:</p> <p>Add Unit(s)– Use to request units for new positions or additional units for existing positions</p> <p>Increase/Decrease – Use to request an increase in units for one position and a decrease in units for another, essentially transferring units from one position to another. All requests to increase must be accompanied by a decrease to offset the increase. Use increase/decrease when requesting a fund change. If increasing units only, choose ADD.</p> <p>Freeze – Use to freeze units</p> <p>Unfreeze – Use to unfreeze available units</p>
Units	Enter the number of units requested
Job Class Code	Enter the associated job class code (<i>job code</i>); If the job code is unknown, please contact Position Control staff for assistance
Job Class Description	Enter the associated title (job class description) of the position
Effective Date	Enter the effective date of the change
Location	Enter the location (cost center)
Funding %	Enter the % as a decimal <i>Ex: enter .5 for 50%</i>
Fund Source	Enter the fund source <i>Ex: General, Title I, Title II, IDEA, EHS, FNS, etc</i>
Account Strip	Enter the account strip; Please be sure to verify that a budget line has been created for any new account strips
Position #	<p>Enter the position number if requesting a change to an existing position. If requesting a brand new position, leave this field blank.</p> <p>You may find the position number under Position Inquiry. Go to Human Resources/Payroll →Human Resources →Position Control and Budgeting →Position Inquiry. See below:</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 1; padding-left: 20px;"> <p>To search for an existing position, click search </p> <p>Enter the search parameters and click accept </p> <p>You may search by position number, location, position type.</p> </div> </div>

Position Control Change Form Instructions

MIS Form #545

Employee Name/Number	Enter the name(s)/number(s) of all employees associated with the position # listed above
Comments	Include any additional comments or instructions
Authorizations	<p>Appropriate routing for approvals is as follows:</p> <ul style="list-style-type: none">→ Department Head: head of department making the request→ Grants Administration: if grant funding is affected, grants administration must review and sign the request to verify that funds are available and positions are in line with grant specifications→ Finance: finance must review and sign ALL position control change requests to verify the account strip(s) and establish new budget lines, if needed→ Superintendent's Staff: signature required→ Board (if applicable): Enter the Board date the position control change form is approved. <p>Board approval is required for net increases in position units and changes in fund source.</p>
Position Control	Once all authorizations have been obtained, submit the form to Jennie Sodetz, <i>Position Control Specialist</i> , in HREQ for processing. jsodetz@pasco.k12.fl.us