



Position Authorization Form

(PAF)

POSITION AUTHORIZATION FORM

Position Increase Request

- New Position Not Required
- Create New Position
- Increase in Existing Position
- Title/Description Change Only
- Enrollment

Please select one: *

For any response other than "New Position Not Required," complete the following items.

If Title/Description Change, please specify old title:

If Title/Description Change, please specify new title:

Fund:

Func:

Buildings & Locations

Select Building Location:
Bale Elementary

Contract Length

Select Contract Length:
9.25 Month 190 Day Teacher

PROG:

SUBJ:

ACCT:

PERCENT:

Justification:

Does this position require a coaching commitment? If so, please select from options:

- Basketball - 10 mos (1035)
- Football/Volleyball - 10 mos (1037)
- Cheer/Drill/Volleyball - 9.5 mos (1015)
- Wrestling - 10 mos (1035)
- Multi-Sport Coach - 10.5 mos (1055)

Position Decrease Request

Job Title:

Position Decrease Reason

Buildings & Locations

Contract Length

FUND:

FUNC:

LOC:

PROG:

SUBJ:

ACCT:

PERCENT:

POSITION CONTROL USE

ONLY Class:

Number:

- Budget Reduction
- Transfer
- Resignation
- Termination
- Deceased
- School Closure
- Deleting Due to New Job Description
- Enrollment



PAF

and

Quick Check Sheet

for

Submission

Quick Checklist for Submitting Position Authorization Form

Online Increase or Decrease Request

- ✓ Submit Request through TalentEd*
- ✓ Select Position Increase or Decrease Request
 - Drop down Menu available to assist with reason for Request
- ✓ Complete Justification Narrative
- ✓ Select Approval Workflow for Position Control
 - Drop Down Menu available to assist in Workflow Process
- ✓ Select Save & Submit
- ✓ Position will be created or deleted** in eFinance
- ✓ Email notification of final approval of Request
 - **Note:*** Contact HR for assistance or login for TalentEd
 - **Note:** If there is a change in athletic coaching assignment; Request must go through Approval Workflow for Director of Athletics
 - **Note:** If Position Request is federally funded, Request must go through Approval Workflow for Title I/Grants Director
 - **Note:**** Position will not be deleted (decreased) until Employee is no longer attached to Position

Position Authorization Form

Increase Request

- ✓ Submit Request through TalentEd
- ✓ Select Position Increase Request
 - New Position Not Required
 - Create New Position
 - Increase in Existing Position
 - Title/Description Change Only
 - Enrollment
- ✓ Complete Justification (narrative for Increase)
- ✓ Select Approval Workflow for Position Control:

<input type="checkbox"/>	Requisition	Position Control: Add/Delete Elementary Position Without Job posting
<input type="checkbox"/>	Requisition	Position Control: Add/Delete Secondary Position Without Job Posting
<input type="checkbox"/>	Requisition	Position Control: ATHLETICS Add/Delete Elementary/Coach Position Without Job posting
<input type="checkbox"/>	Requisition	Position Control: ATHLETICS Add/Delete Secondary/Coach Position Without Job posting
<input type="checkbox"/>	Requisition	Position Control: ATHLETICS Increase/Decrease Current Position for Elementary
<input type="checkbox"/>	Requisition	Position Control: ATHLETICS Increase/Decrease Current Position for Secondary
<input type="checkbox"/>	Requisition	Position Control: ATHLETICS Title/Description Change ONLY for Secondary Education
<input type="checkbox"/>	Requisition	Position Control: C&I Add/Delete Position
<input type="checkbox"/>	Requisition	Position Control: CFO Reports Add/Delete Position Without Job posting
<input type="checkbox"/>	Requisition	Position Control: CI Increase/Decrease Current Position Without Job posting
<input type="checkbox"/>	Requisition	Position Control: CN Add/Delete Position Without Job posting
<input type="checkbox"/>	Requisition	Position Control: Increase/Decrease Current Position for Elementary
<input type="checkbox"/>	Requisition	Position Control: Increase/Decrease Current Position for Secondary
<input type="checkbox"/>	Requisition	Position Control: SPED Add/Delete Elementary Position Without Job posting
<input type="checkbox"/>	Requisition	Position Control: SPED Add/Delete Secondary Position Without Job posting
<input type="checkbox"/>	Requisition	Position Control: Student Services Increase/Decrease Position without Job Posting
<input type="checkbox"/>	Requisition	Position Control: Title I Add/Delete Elementary Position Without Job posting
<input type="checkbox"/>	Requisition	Position Control: Title I Add/Delete Secondary Position Without Job Posting
<input type="checkbox"/>	Requisition	Position Control: Title/Description Change ONLY for Elementary Education
<input type="checkbox"/>	Requisition	Position Control: Title/Description Change ONLY for Secondary Education

- ✓ Select Save & Submit
- ✓ Position will be created in eFinance

✓ Email notification of final approval/creation of Request



✓ Click in Email notification to view details (Position Control Number) or go directly to Cognos to pull Vacancy Document

Requisition Approved

Requisition Approved

Requisition Approved

The following requisition has been approved.

Title: Pre-K Teacher
[View Requisition](#)
Job Location: BOOKER ARTS MAGNET ELEMENTARY SCHOOL

[Little Rock School District](#)

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[Log Into TalentEd Recruit & Hire](#)

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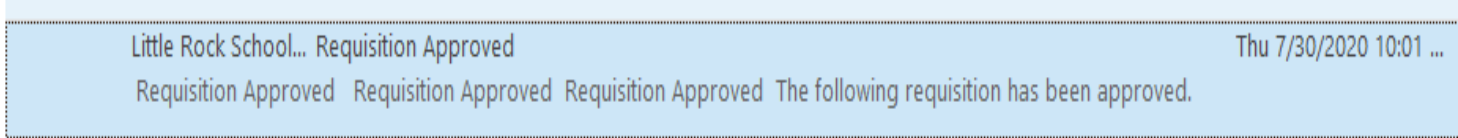
Decrease Request

- ✓ Submit Request through TalentEd
- ✓ Fill in Position Decrease
- ✓ Select Position Decrease Reason
 - Budget Reduction
 - Transfer
 - Termination
 - Deceased
 - School Closure
 - Deleting Due to New Job Description
 - Enrollment
- ✓ Complete Justification (narrative for Increase)
- ✓ Select Approval Workflow for Position Control:

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<input type="checkbox"/>	Requisition	Position Control: ATHLETICS Add/Delete Elementary/Coach Position Without Job posting
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