

University of the Sciences in Philadelphia

Position Authorization Form (PAF) Instructions

Section 1:

Identifies the Position Requested:

The following should be completed by the requestor.

- Select the appropriate type of request
- Fill in the position title
- Select the appropriate position classification

Section 2:

Identifies the Source of Budget Funds for the Position:

The following should be completed by the requestor.

1. Select the salary funding by Fund/Department/Object Code
 - 1a. Use if salary funding is allocated between departments
2. Verify if the position is 100% funded
 - 2a. Select if position is unfunded or partially funded and a budget transfer is required.
 - 2b. Fill in Fund/Department/Object Code/\$ Amount for funds to be transferred.
3. Select if position is unfunded and a budget supplemental has been completed, approved and received by the Budget Department.

Section 3:

Identifies the Approvals required for the Position:

For the position to be approved all appropriate signatures must be obtained and the appropriate box, "Recommend Approval," must be checked.

Please note, the Position Authorization **Form is now an electronic form and your typed signature along with your forwarded email to the next approver will be considered your approval.** When emailing the PAF, the Subject of the email should be "**PAF- *title of position.***" This will allow for easy filtering of emails. Also, **you must attach any other necessary documentation** (e.g. Job Description) to the email.

The Position Authorization Form is completed in its entirety when all applicable sections have been completed, recommended approvals have been checked off and Human Resource has received the form and any other necessary documentation.

It is recommended that you save a copy of this form on your computer system or as a printed hard copy for your records.

Also, contact Janice Colquitt-Stokes at x8932 or Anne McMahon at x7461 if you have any questions or concerns.

Thank You.