



Human Resources Action Request Position Data

HRAR 3

Use this form to report changes to a position. Except for block 1a, enter only new or changed data.

Do not use this form for

- *Extending position. Use Request to Extend Temporary Position form (2-1-098).*
- *Reclassifying position. Use Request for Classification Action form (2-1-046).*
- *Changing employee personal or assignment information. Use HRAR-1,2 forms (2-1-088, 2-1-075).*

1a. Position Number	1b. Full Title	1c. Short Title	
Required in all cases.	Generally, positions carry the title of the class. Some variations are permitted. Faculty titles must agree with GL-Dept (program) portion of GL-Number.	20 character version	
2a. End Date	2b. Reason for ending Position	2c. Owning Dept	2d. Time Sheet Dept
When a position is being relinquished 2a and 2b must be filled in.		Fill in only if data is changing.	
3a. Location <input type="checkbox"/> Brandon <input type="checkbox"/> MacDill <input type="checkbox"/> Ybor City <input type="checkbox"/> Dale Mabry <input type="checkbox"/> Plant City <input type="checkbox"/> District <input type="checkbox"/> South Shore		3b. Supervisor Position Number Should agree with position of supervisor reported on HRAR-1/2.	3c. Alternate Supervisor Position Nbr Position of person authorized to act for supervisor.

Section below pertains to the financial data associated with the position. It may be changed even though position data itself does not change.

4a. PosPay Start Date	4b. General Ledger Number			4c. Previous PosPay data should be
	Fund	GL-Dept (Program)	Object	Location
				<input type="checkbox"/> Replaced with this data <input type="checkbox"/> Retained in history Applicable only when 4a and 4b filled in.

5. Justification, explanation, other data not shown above:

Unit Administrator/Manager		Human Resources	
6a. Printed Name and Signature	6b. Date	<i>Approved by</i>	<i>Date</i>
		<i>Input by</i>	<i>Date</i>

Distribution: Original – Personnel Record; Copy – Requesting Official, Payroll