

Position Planning & Salary Request



the FRIENDLIEST CAMPUS *in the* SOUTH

FY 2025-26 Position Budget Development

Position management is an important process throughout the institution. Personnel costs currently represent at least 90% of JSU's annual budget. Evaluating staffing needs is a key factor in ensuring that resources are being utilized in a manner that maximizes the quality and quantity of services provided to our diverse student population.

Also, the community we serve, and our programs are constantly evolving, thus staffing needs must be reevaluated periodically to be aligned with the needs of the community served. Additionally, given limited resources, position needs must be prioritized to ensure that positions are filled based on the level of importance and in the context of honoring JSU's mission.

As a result, JSU's position prioritization process should provide a formal, transparent method to:

- Prioritize vacant positions to ensure that positions are filled based on the level of need
- Identify and prioritize new positions
- Evaluate changes in positions resulting from workload shifts (increased/decreased responsibilities, other added/eliminated positions)



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Personnel Action Change and Position Justification Requests forms are required for documenting any change requests and justification to be reviewed by the President and Cabinet. All requests are routed electronically through the appropriate chain of command to the Department of Human Resources. The HR Representative will add the request to the agenda for PAC review. The approvals/denials are then communicated to the Division Vice President/Provost and to the request originator/form initiator.

Department Reorganization

The effective date for ALL department reorganizations are October 1st of each fiscal year. *Changes cannot be made after the start of a new fiscal year.*

SPLIT: identify a single existing department and split it into one or more separate departments.

MERGE: identify multiple existing departments that will be combined into 1 single department.

Re-Organize: move a department between divisions or to another department within the same division

Personnel Action Request Form (ePARE):

- Promotion
- Title Changes (no reclassification or change of duties)
- Department Transfer (employee and position)
- Pay Adjustments
- Interim Appointment and/or stipend
- Department Requests
 - Department Name Change
 - Request for New Department

Position Justification Request Form (ePJRF):

- Reclassification of existing position
- Request for a new position / FTE
- Request for recruitment

All Personnel and Position Change Request Meetings are monthly, with dates to be determined.

<https://www.jsu.edu/hr/management-and-administration/personnel-actions.html>



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General Funded Position Process

The review process begins with the identification of classified and management positions by JSU departments (Argo's Position Budget Reports). Next, the positions are prioritized. The position prioritization work results in three prioritized lists, one for management, faculty, and classified positions. The purpose of the priority lists is to determine which positions to fill first based on available resources. The position prioritization process will be performed during Personnel Action Committee meetings.

The weighting mechanism used to rank positions is the following:

- Based on department/institutional level needs:
 1. How do the duties and responsibilities of the position fulfill the following:
 - New or existing department/program needs
 - Needs of the department, identified through program and operation planning or , if applicable
 - JSU's Strategic plan
 2. Will this position contribute to meeting increased demand or growth?
 3. Can job duties be shared amongst current staff?
 4. Can the requested position be postponed?
 5. Will this reduce the need for hourly employees and offset the cost of hiring a permanent employee?
 6. Can process improvements or technology eliminate the need for this position?

Restricted Funded Position Process

As grant appropriations and restricted programs needs and funding sources are unique to each program, management and classified positions requested are determined through a separate process from the general fund process.

Restricted program funded management and classified position needs as determined by the Program Manager in consultation with the Vice President overseeing the program. The Vice President and Program Manager will work with Grant Accounting in the Controller's Office to identify an appropriate funding source and determine sustainability. Upon determination that the position can be sustained through the restricted funding source, the Vice President will submit the position request to Human Resources for discussion and as a recommendation to the President.

To ensure transparency, positions filled through this process will be reported as an informational item at the Budget Committee meetings.

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- **Position Control** - Position control is JSU's process for tracking and maintaining personnel actions and budgets for State funds so that personnel budgets are monitored, and units do not overspend. It also ensures there are sufficient funds to cover employee salaries.

Open Banner Self-Service > Click My Finance Query > Click New Query >

Create New Query

Select Query Type

Payroll Expense Detail

Budget Status by Account

Budget Status by Organizational Hierarchy

Payroll Expense Detail

Encumbrance Query

Multi Year Query

Budget Quick Query

10000 Current Unrestricted

Grant

Choose Grant

Program

%

Fiscal Year

2023

Index

Choose Index

Organization

32002 Arts & Humanities Program ...

Account

%

Activity

Choose Activity

Fiscal Period

14

SUBMIT

- Payroll Expense Detail – gives the detail of personnel paid from the salary accounts of the budget. This will always be cumulative from the beginning of the fiscal year (October 1st).

My Finance » My Finance Query » Payroll Expense Detail

Payroll Expense Detail New Query

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Query Results ⬇

Account	Account Title	Employee	Last Name	Position	Suffix	Transaction Date	Finance Document	Rule Class
61020	Salaries	001132577	Smith	020326	00	10/09/2022	F0098315	HGNL
61020	Salaries	001132577	Smith	020326	00	10/09/2022	F0098315	HGNL
65005	FICA Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65005	FICA Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65005	FICA Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65005	FICA Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65010	TRS Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB
65010	TRS Match	001132577	Smith	020326	00	10/09/2022	F0098315	HGRB

Report Total (of all records)

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Root > Production > Budget Manager

Ar

evisions
Argos

Explorer

Shortcuts

Recent

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Name ^

★

Active Employee Listing (Budget Manager)

★

Position Budget Report

★

Position Budget Report - Mismatched FOAPs between NBAJOBS and NBAPBUD

★

Working Position Budget with Current Incumbent

Saved Dashboard Settings

Reports

Run

JSU

Position Budget Report


Data Source: ODSPROD_Dashboard

Current Fiscal Year: 2025

Orgn: -- All Organizations --

ORGN	ORGN DESC	POSITION	POSN TITLE	BUDGET SALARY	EMPL SALARY	ID	NAME	EMPLOYEE_CLA	ORIG DT OF HIRE	LD FUND	LD
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Jacksonville State University
Department of Human Resources
700 Pelham Rd N., 326A Angle Hall, Jacksonville, AL 36265
Phone: (256) 782-5007
www.jsu.edu/hr

Position Replacement Request Form

This form is for replacement positions that are at the current budgeted salary or below.
The following requests must be approved by the Personnel Action Committee and submitted on the Personnel Action Committee Request Form for approval at the monthly meeting.

- New positions
- Reclassification of a current position (including)
 - Non-exempt to exempt status
 - Title change
- Salary/budget increases to current position (including pay changes)
- Promotions of current employees

REPLACEMENT POSITION INFORMATION:

Department: Division:

Position Type: Position Class:

Position / Line Number:

Position Title:

Replacement Position Title (if changing):

Employee Being Replaced: Position Reports To:

Reason For Vacancy: Date The Position Was Vacated:

POSITION BUDGET INFORMATION:

Current budgeted salary:

Proposed salary:

Salary range (if applicable for recruiting):

FOAP	Fund	Organization	Account	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RECRUITMENT INFORMATION:

Has the position description been reviewed and revised (if necessary)?

- Edits can be made and submitted via PageUP

Updated Position Description (if necessary):

- Not applicable if updated via PageUP

Types of Recruitment

EXISTING POSITION ADJUSTMENT REQUEST FORM

- Use the [Personnel Action Request Form](#) (e-PARF)
- Requested Effective Date of Change: **on or after August 15, 2025**
- Justification: Use ORIE's Dashboards enrollment, performance evaluations, operational plans, and data qualitative information to support your requests.

JSU funds annual cost of living (COLA) salary increases that are approved by the Board of Trustees every October. A request form is required for any other additional compensation payments to a current employees for the upcoming fiscal year.

Additions to headcount, salary increases, promotions (non-academic), and position replacements which require additional funding outside of the approved fiscal year budget may need to be funded by salary savings. Salary savings from an existing position being used to permanently fund personnel requests will result in a permanent decrease in that position's budget. The final mount of salary savings available for use is determined and approved by the Office of the Provost and by the Office of Finance & Administration.

- Submit the ***Personnel Action Request Form*** for final VP approval to HR on **January 7, 2025.**



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Personnel Action Committee Request Form

The following form is used for personnel actions that require approval from the Personnel Action Committee (PAC).
Once Human Resources receives the form, it will be added to the next PAC meeting agenda.

Replacement positions can be requested with the Position Replacement Request Form.

Please select the appropriate request type below:

1. Personnel Action Change Request
 - Promotion
 - Title Change
 - Transfer
 - Pay Change
2. Department/Office Change Request
 - Department Transfer
 - Department Name Change
 - New Department (Enter TBD for Dept/ORG #)
3. Interim Appointment and/or Supplemental Pay Request
4. New Position Request

- ☒ Personnel Action Change Request
☐ Department/Office Change Request
☐ Interim Appointment and/or Supplemental Pay Request
☒ New Position Request

Please select if this submission is an original, or revision: Submission Date:

NEW POSITION INFORMATION:

Department: Division:
 Position Title: Requested Salary:
 Position Type: Position Class:
 Position Reports To:
 (Supervisor's Position title)

New Position FOAP

Fund: Org: Account: Program:

RECRUITMENT INFORMATION:

Has the position description been created and approved?

- Position descriptions can be created and submitted via PageUP

New Position Description:

- Not applicable if uploaded via PageUP for approval

Types of Recruitment

- External (Available to anyone)
- Internal (Available to JSU employees only)

Requested Recruitment Type:

Recruitment Lengths Examples

- 5 days (minimum)
- 30 days (required for faculty recruitment)
- Open until sufficient candidate pool
- Other (please specify)

Requested Recruitment Length:

NEW POSITION OR VACANT RECRUITMENT REQUESTS

- Submit a [Position Justification Request Form](#) (PJRF)
- Anticipated Start Date: **on or after August 1, 2025** or **October 1, 2025 (non-academic)**
- Justification: Use ORIE's Dashboards enrollment data and qualitative information to support your requests.
- Attach the New Program/Initiative Request Form – See JSU's Department Head Resources Page (add link form Kim Presson)
- Submit the ***Position Justification Request Form*** for final VP approval to HR on **January 7, 2025.**

