

California State University Long Beach Position Action & Pool ID Request

Send completed forms to HR Tech Support Services via email: HRM-PositionMgt@csulb.edu. For assistance, call ext 5-2480. Emailed forms will be accepted only from authorized employees.

ASM Name _____ College Name _____ Requestor Ext _____

Effective Date _____ Incumbent's Name _____ Requestor Email _____

Comments _____

	Position Action	Position #	Dept ID	Job Code	Pool ID	Working Title (30 characters long)	Reports to Position #	Reg/ Temp	FTE	Budgeted	Head Count	Grade	Unit
	Add Position	NEW											
	Inactivate Position	INA											
	Reactivate Position	REA											
	Reorganization	REO											
	Title change	TTL											
	Update Data	UPD											

Reclassification, in Class Progression and MPP Codes, need to be approved by Staff HR.

	Position Action	Position #	Job Code	Working Title	Reg/Temp	FTE	Grade
	Reclassification	JRC					
	In-Class Progression	ICP					

	MPP Codes	Position #	Job Family	Job Function	Reporting Category

FUNDING

	Position Dept ID	Pool ID	Short Description	Long Description (30 characters)	Fund	Dept ID	Program	Class	Project	%
	New Pool ID									
	Modify Existing Pool ID	Comments:								

Required	HR Use
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Department Approval _____

Human Resources Approval _____