Chart of Required fields by Request Type:

Kuali Form Fields	** Not in order!	Form Fields				
		New position	Replacement	Repurpose Vacant	Reclass	Eliminate
Department		x	x	x	x	x
Contact person		sign in	sign in	sign in	sign in	sign in
Contact person phone and email field		sign in	sign in	sign in	sign in	sign in
Type of Request:						
New position		x				
Replacement - same role	incumbent salary; end date; M#		x			
Repurpose vacant position	incumbent salary; end date; M#			x		
Eliminate position	incumbent salary; end date; M#				x	
Position Reclassification						x
Position number (or New)			x	x	x	x
Anticipated Start Date		x	x	x	x	
overlap being requested?	# of weeks		x			
Title		x	x	x	x	x
New Position Title				x	x	
New Position Number	created by HR			x	x	
Posting Rate		x	x	x	x	
Negotiating Range with max salary	over and above the max number would require additional approval at the time of the finalist being named	x	x	x		
FTE		x	x	x	x	
New FTE					x	
Full time/Part time	# hrs per week					
Fixed Term /End Date		x	x	x	x	
Appointment Term	9 / 10 /11 months	x	x	x	x	
Home Org		x	x	x	x	x
Index + %	allow multiple entries	x	x	x	x	x
Account Code		x	x	x	x	
Soft Funded		x	x	x	x	
Incumbent			x	x	x	x
Incumbent M#			x	x	x	x
Incumbent Final Salary			x	x	x	x
Incumbent End Date			x	x		
Justification of need:		x	x	x	x	
Other staffing options considered:	narrative response by requestor	x	x	x	x	
Waiver upload		x	x	x	x	
Posting Worksheet upload		x	x	x	x	
Supervisor						
Position Elimination Date						x
Positition Elimination Reason						x
Eliminated FTE						x

Position Posting Worksheet Fields

- Position Title
- Working Title
- position admin contact
- **Work Location**
- Department
- FTE
- Hours per week/Schedule
- Appointment Term
- Pay Type
- Min Posted Salary or Range
- Supervisor name, title
- Timesheet approver, Position #
- Time Entry method
- Timesheet Org
- Budget Access Org #
- Soft Funded Y/N
- Remote Work %:
- SPA Approval Needed?
- Drug Testing Required?
- Driving Required? Preferred?
- Purchasing Card Holder?
- Posting Waiver being requested?

NOTE: The Posting Worksheet has been redesigned. Some fields formerly on the Position Authorization form (blue form) are now on the position management request and some on the posting worksheet.

In totality, all data pieces are needed for a posting.