



**Policy Number: 702.1**

**Policy: Position Management**

**Effective Date: July 1, 2012**

**Revision Date: November 4, 2021**

**Responsible Party: Assistant Vice Chancellor of Finance**

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## **POLICY STATEMENT**

The Budget Office is responsible for position budgeting and management. Position management is critical to the accurate forecast of future costs, development of initial allocations, maintenance of current position full time equivalents (FTE) and related information for salary savings, cost control and data reporting.

Upon appropriate approval, positions are created, budgeted, modified, frozen, and eliminated by the Budget Office. Positions are linked to department budgets. Individuals are hired into budgeted positions only. Positions may be permanent or temporary, full-time or part-time, filled or vacant, individual or pooled. Specific forms are used to initiate and approve all transactions related to positions.

Position control data is maintained in the Banner Human Resources module and in Budget Office spreadsheets and databases. In the Banner Finance Module, personal services dollars are budgeted by department in total by category of employee. In the Human Resources module, personal services dollars are budgeted by individual position. Budget adjustments are recorded throughout the fiscal year in the Banner Finance Module to reflect permanent position changes.

## **AUTHORITY**

MSU Billings Administration