**Create/Update a Position**

Use this form to create a new position or request an update to an existing position. Required fields are marked with an asterisk (\*). For assistance filling out this form, please reach out to your HR Administrator or reference the HR351 Managing Position Data job aid on the Cardinal website at: [www.cardinalproject.virginia.gov/job-aids](http://www.cardinalproject.virginia.gov/job-aids).

Prior to submitting, verify the information being provided is compliant with existing Commonwealth and/or agency policies.  If further assistance is required, please open a Cardinal Helpdesk ticket by emailing the VITA Customer Care Center at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) with "Cardinal" in the subject line.

*Please type or print legibly to prevent delay in processing.*

| **Position Details** | | |
| --- | --- | --- |
| Position Number\* |  | |
| Effective Date\*  (MM/DD/YYYY) |  | |
| Effective Sequence |  | |
| Reason Code\*  Choose one | New Position  Demotion Perf or Discipline  Inter-Agency Reorg  Part-time in Lieu of Layoff  Job Reclass Downward  TWFR Partial (layoff) | Job Reclass Lateral  Reports To/Supv Change  Job Reclass Upward  Position Data Update  Position Inactivated |
| Review Date  (MM/DD/YYYY) |  |  |
| Position Months\* |  | |
| STMT Economic Interest Reqd\* | Y  N | |
| VPA Covered | Y  N | |
| **Position Information** |  | |
| Position Status\*  Choose one | Approved  Frozen  Proposed | |
| Max Head Count\* |  | |
| Status as of Effective Date\*  Choose one | Active  Inactive | |

|  |  |  |
| --- | --- | --- |
| SOC Code/Extension |  | |
| Alternate Work Schedule | Y  N | |
| Job Sharing Permitted | Y  N | |
| Budgeted Position\* | Y  N | |
| EEO-4 Job Category\*  Choose one | Administrative Support  No EEO-4 Reporting  Officials and Administrators  Paraprofessionals  Professionals | Protective Service  Service Maintenance  Skilled Craft  Technicians |
| Confidential Position | Y  N | |
| Workers’ Comp Code |  | |
| **Job Information** | | |
| Business Unit\* |  | |
| Full/Part Time\*  Choose one | Full Time  Part Time  Quasi | |
| Job Code\* |  | |
| Reg/Temp\*  Choose one | Regular  Temporary  Restricted | |
| Description |  | |
| Title |  | |
| **Work Location** | | |
| Company\* |  | |
| Department\* |  | |
| Location\* |  | |
| Reports To\*  (Time Approver) |  | |
| Supervisor Position |  | |
| Supervisor Level\*  Choose one | Employee  Faculty  Manager  Supervisor | |
| Appointed Category  Choose one | Board Appointed  Elected Official  Governor Appointed  Legislative | |
| FLSA Status  Choose one | Professional  Nonexempt | |
| **Specific Information** | | |
| Agency Use 1 |  | |
| Agency Use 2 |  | |
| Agency Use 3 |  | |
| License 1 |  | |
| License 2 |  | |
| License 3 |  | |
| Physical Requirement  Choose one | Y  N | |
| Fingerprinting Required  Choose one | Y  N | |
| Certifications  Choose one | Y  N | |
| Safety Sensitive  Choose one | Y  N | |
| Language  Choose one | Y  N | |
| Critical/Hard to Hire  Choose one | Y  N | |
| Comments |  | |