



The purpose of the Position Release Form is to identify, request, and approve use of continuing resources for an appointment to a position on the state payroll paid from personal service funds. Appointments to the state payroll include resources in the following funds: State Purpose Fund, Dormitory Income Fund Reimbursable (DIFR), Income Fund Reimbursable (IFR), or State University Tuition Reimbursable Account (SUTRA).

Instructions

1. Please access the Position Release Form from this website.
2. Save the form to a personal computer drive.
3. Type in all data elements in the 'Current Status' column on the form.
4. Type in all data elements in the 'Targeted Status' column. However, if the data elements in the 'Current Status' column have not changed, please check the corresponding box in the 'Targeted Status' column. Please indicate only the 'Annual Salary Rate' amount and 'Anticipated Hire Date' in the 'Targeted Status' column.
5. Please contact the Human Resource Management Office for classified service title reclassifications, as this request involves approval from NYS Department of Civil Service.
6. The electronic document includes imbedded "help" information for each field as well as field definitions using the F1 key located on the keyboard.
7. A Glossary of Terms can be found on this website which defines the data elements.
8. A Position Release Form is initiated by a department chair/director and is sent to the next-level reviewer via e-mail. When approved, the division executive (president/provost/vice president/chief information officer) forwards the Position Release form via email to the Budget Office e-mail address at: budgetoffice@buffalostate.edu.
9. When the Budget Office completes its review, an approved document will be emailed to all appropriate parties.
10. The approved Position Release Form is valid for 12 months for non-instructional positions and 18 months for instructional positions.

For further assistance please Email the Budget Office at budgetoffice@buffalostate.edu or call ext. 4312 for assistance.