



Position Release Form

For Annual Salary Rate Positions, funded by Personal Service Resources, only. See Position Release Form Instructions for additional information.

Vacancy Due To: New Position* Retirement Resignation Other Separation
Explanation (if needed):

* A line number will be assigned by the Budget Office if a new position is being established. To confirm the permanent resources for the position please call the Budget Office at 878-4312.

| REQUIRED INFORMATION | CURRENT STATUS (Press F1 for Help in each field) | TARGETED STATUS (Press F1 for Help in each field) | |
|--|---|--|-----------------------|
| | | <input checked="" type="checkbox"/> Select Box if no changes other than Annual Salary Rate | |
| Department | Budget Office | | |
| Account Title | Budget Office | | |
| Account Number | 860750-00 only | Select: | |
| Budget Title | Staff Assistant | Select: | |
| Local Title | | | |
| Salary Rank/Grade | SL - 2 | Select: | |
| FTE | 1.0 | | |
| Obligation | Calendar Year (CAL) 12 mos. | Calendar Year (CAL) 12 mos | CY Select: CY Select: |
| Annual Salary Rate | \$50,000.00 | Targeted: \$40,000 | Select: |
| Anticipated Hire Date | N/A | 7/1/13 | |
| Press F1 for Additional Information: Pay Basis Approvals Expiry Date Budget Transfer | | | |

Approvals:

| | | | |
|-----------------------------------|--------|---|--------|
| Director Name | 5/1/13 | Budget Office Approval | 5/2/13 |
| 1. Department Chair / Director | Date | 5. Budget Office | Date |
| Associate VP Name | 5/1/13 | N/A | |
| 2. Dean / Associate VP | Date | 4. President (for M/C & Area positions) | Date |
| Vice President Name | 5/1/13 | | |
| 3. Provost / Vice President / CIO | Date | | |

Send: the completed form to the Budget Office at budgetoffice@buffalostate.edu.

Distributions:

The Budget Office will distribute a copy of the approved Position Release to all approvers and the Office of Human Resource Management.

Program approvers may specify additional staff to whom the approved Position Release will be distributed. Please limit to three names:

Name, _____, _____