



**ILLINOIS STATE
UNIVERSITY**
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Position and Funding Request Form User Guide

Purpose

The **Position and Funding Request Form** can be found on [My.illinoisstate.edu](https://my.illinoisstate.edu) under the [Requests & Forms](#) tab.

The form is required when hiring employees that fall into one of the following job types: Administrative Professional (AP), Civil Service, Faculty Associate, Faculty Overload, Non-Tenure Track (NTT), Graduate Assistant, Summer Faculty, Student Employee. The **Position and Funding Request Form** is electronically routed to Human Resources and the University Budget Office for review, approval, and processing.

Submitter Information

The **Submitter Information** section is used to identify contact information of the submitter.

Once logged in to Central Login, the submitter's **First Name**, **Last Name**, and **Contact Email** will be pre-populated into the form.

Enter the submitter's **Contact Phone Number** (8-xxxx).

Position and Funding Request Form

Submitter Information

Contact Name*

First Name

Last Name

Contact Phone Number*

Contact Email*

Position Information

The **Position Information** section is used to define attributes of the position.

Use the dropdown to select the **Job Type** (e.g. Administrative Professional Continuous, Civil Service Exempt, Graduate Assistant, etc.)

Use the dropdown to select the **Employing Department**.

If known, enter **Employee Name, Employee UID, and Anticipated Title**.

Position Information

Job Type*

Civil Service Exempt ▼

Employing Department*

Agriculture - 05020000 ▼

Employee Name

If known

Employee UID

If known

Anticipated Title

Enter **Reports To Position Number**. This is the position number of the employee's supervisor. Position numbers are eight digits.

If applicable, enter **FTE of Position**. FTE should be between 0.00 and 1.00.

If known, enter **Monthly** or **Hourly Rate** or **Salary Range**. The **Job Type** field drives the rate frequency field displayed. For example, selecting Civil Service Exempt will display the **Monthly Rate** field. Selecting Student Employee will display the **Hourly Rate** field.

Reports To Position Number*

23456789

FTE of Position *

0.50

(0.00 to 1.00 - For example, a 50% FTE appointment would be 0.50)

Monthly Rate

\$ 2500.00

Salary Range

|

If known

Select the appropriate **Employment Consultant**. If unsure about the Employment Consultant assignment, select the link to view the list of Employment Consultants for the respective department and employee group.

Employment Consultant*



Please view the list of [Employment Consultant](#) assignments if you are unsure.

Funding Information

The **Funding Information** section is used to define funding date(s), account number(s), and distribution percentage(s).

Funding Group One

The **Funding Information** section can be split into multiple **Funding Groups** if there is a need to identify multiple funding start and end dates for the position.

Enter the **Funding Start Date**. If known and applicable, enter the **Funding End Date**.

Use the dropdown to select the **Number of Accounts in Funding Group One**. If more than four accounts are required, enter additional accounts and distribution percentages in the **Comments** section.

Enter the **Account Number(s)** using the following structure: 10100-01-102000000.

For each **Account Number** listed, enter the **Funding %** associated with it. **Funding %** can go out three decimal places. The **Group One % Total** should equal 100.000%.

If the position has multiple funding start and end dates, a second **Funding Group** is needed. Use the dropdown to select YES to **Add Second Funding Group**.

Once a second **Funding Group** is added, follow the steps above for **Funding Group One**. Up to four **Funding Groups** can be added.

Funding Information

Funding Group One

Start Date*

12 ▼ 01 ▼ 2019 ▼ 

End Date

▼ ▼ ▼ 

If known

Number of Accounts In Funding Group One

2 ▼

For positions funded by more than 4 accounts, please list that information in the Additional Comments section below.

Account Number

(Ex. 12345-12-123456789)

Funding %

(Up to 3 decimal places)

10400-06-102000000

1.120

10400-06-130000000

98.880

Add second funding group?

Yes ▼ 

Group One % Total

100.000

(This must total 100%)

Comments

Add any additional comments necessary to provide further clarification, unique situations, or additional account numbers or funding groups (beyond four).

Click the **Submit Form** button.

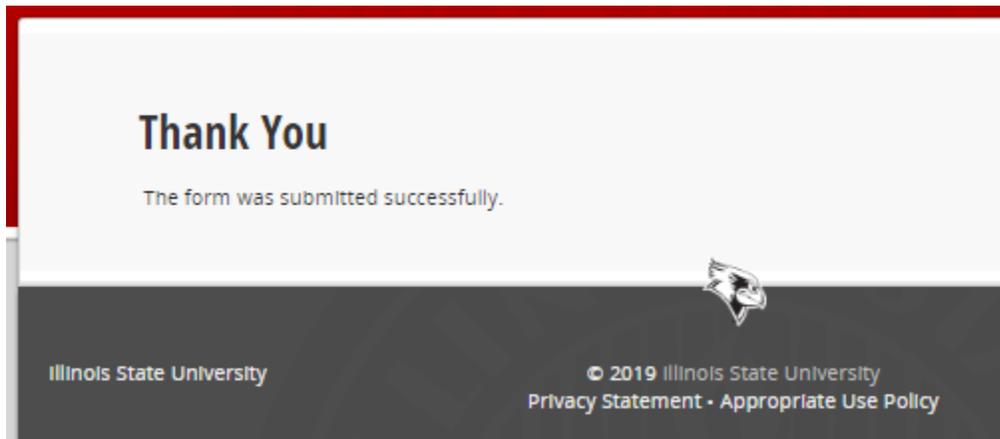
Comments

Additional Comments

Submit Form



Once submitted, the following message is displayed:



Thank You

The form was submitted successfully.

Illinois State University

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Once submitted, the following email message is sent to the submitter:



Fri 10/11/2019 11:18 AM

noreply-webforms

Position and Funding Request Submitted

To Redbird, Reggie

You have **successfully submitted** a Position and Funding Request.

Job Type: Civil Service Exempt

Employing Department: Budget Office - 01020000

Anticipated Title: Testing for User Guide

Employment Consultant: Kira Shelton

Employee Name:

Submission ID: 545240654

Once the request has been approved by Human Resources and the University Budget Office, the following "Approved" email is sent to the submitter:



Fri 10/11/2019 1:27 PM

noreply-webforms

Position and Funding Request Approved

To Redbird, Reggie

Your Position and Funding Request has been approved.

Job Type: Civil Service Exempt

Employing Department: Budget Office - 01020000

Anticipated Title: Testing for User Guide

Employment Consultant: Kira Shelton

Employee Name:

Position Number: 25815874

Comments:

Submission ID: 545240654

NOTE: The “approved” or “denied” email will have a PDF of the completed form attached.

Departmental Dashboard

Dashboards for each department provide a list of that department’s submissions. Links to departmental dashboards are available for primary department contacts and lead staff. To obtain your dashboard link, contact Human Resources or the Budget Office.

Academic Senate - 01830000

Filtered by: Academic Senate - 01830000

0 of 2 Selected Export

<input type="checkbox"/>	Date Submitted	Contact Name	Contact Phone Number	Contact Email	Job Type
<input type="checkbox"/>	2019-10-09 15:05:40	Rhonda Lovell	25368	ralovell@ilstu.edu	Faculty Non-Tenured
<input type="checkbox"/>	2019-10-04 09:02:06	Kira Shelton	438-2120	kselton@ilstu.edu	Civil Service Non-Exempt

Each user can customize the fields displayed in the dashboard by selecting the **Table Settings** icon in the upper right of the dashboard.

Search 

Export All 

Table Settings 

Job Type	Position Number
Faculty Non-Tenured	
Civil Service Non-Exempt	00135942

Rows per Page: 25  Showing 1-2 out of 2 

Drag the desired fields from “Hidden Columns” to “Visible Columns.” Click **Save**.

Choose Columns to Display

Choose which columns you'd like to display in the form submission table. If you want to change their order, just drag and drop them into your preferred order.

Visible Columns

Hidden Columns

↑ Date Submitted

+ Unique ID

+ Contact Name

+ Contact Phone Number

+ Contact Email

+ Job Type

+ Position Number

+ Browser

+ IP Address

+ Location

+ Empl Type

+ Job Code

+ Job Status

+ Employing Department

+ Employee Name

+ Employee UID

+ Anticipated Title

+ Reports To Position Number

+ FTE of Position

Cancel Save

Contact Information

Please contact Human Resources for questions or concerns regarding position and employment information. Please contact the Budget Office for questions or concerns regarding funding information.

Human Resources

Contact your Employment Consultant directly or the Human Resources main line at 438-8311

Budget Office

Email: UniversityBudgetOffice@ilstu.edu

Phone: 438-2143

Vicki Cooley – Data Analyst

vlcoole@ilstu.edu

438-2146

Arianne Anderson – Budget Analyst I

atander1@ilstu.edu

438-8918

Help Center

Help@ilstu.edu

438-HELP (4357)