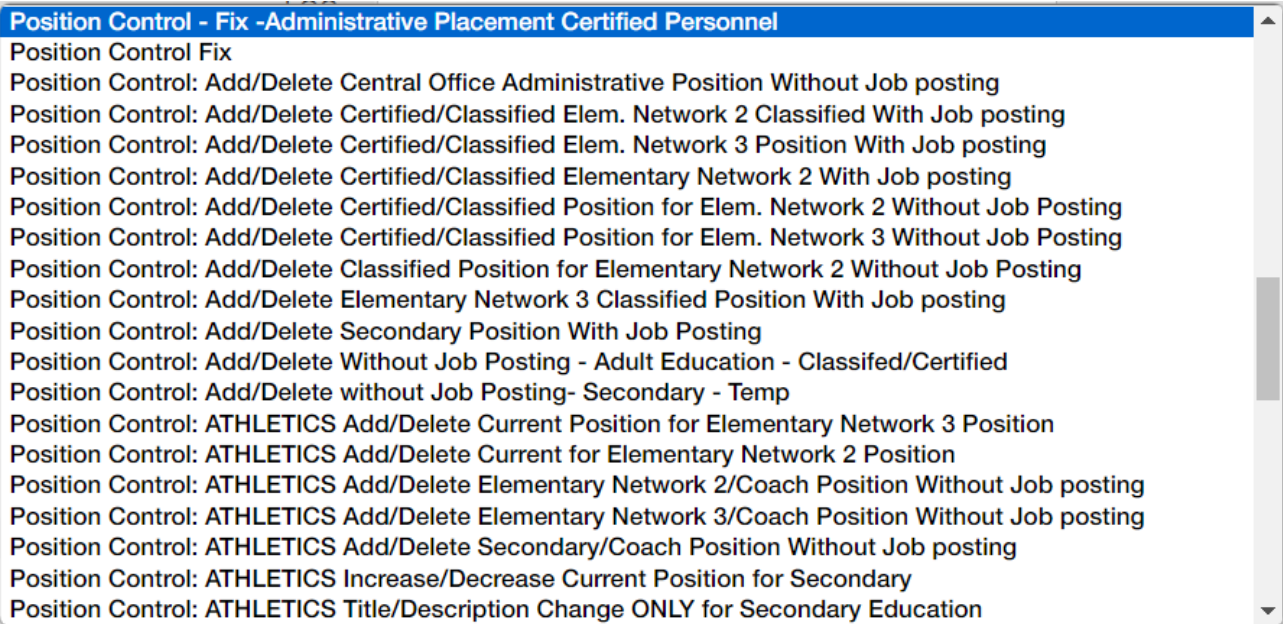


# Position Authorization Form

## Increase Request

- ✓ Submit Request through TalentEd
- ✓ Select Position Increase Request
  - New Position Not Required
  - Create New Position
  - Increase in Existing Position
  - Title/Description Change Only
  - Enrollment
  - Replacement
  - Change/FTE
- ✓ Complete Justification (narrative for Increase)
- ✓ Select Approval Workflow for Position Control:



The screenshot shows a dropdown menu with a blue header bar containing the text "Position Control - Fix -Administrative Placement Certified Personnel". Below the header, a list of 16 options is displayed, each starting with "Position Control:". The options include various administrative placement scenarios for different networks (Central Office, Network 2, Network 3, Elementary Network 2, Elementary Network 3, Secondary) and job posting requirements (With/Without Job Posting). The last option, "Position Control: ATHLETICS Title/Description Change ONLY for Secondary Education", is preceded by a checkmark (✓).

- ✓ Select Save & Submit
- ✓ After all approvals have been obtained,
  - Position will be created in eFinance

✓ Email notification of final approval/creation of Request

Little Rock School... Requisition Approved

Thu 7/30/2020 10:01 ...

Requisition Approved Requisition Approved Requisition Approved The following requisition has been approved.

✓ Click in Email notification to view details (Position Control Number) or go directly to Cognos to pull Vacancy Document

Requisition Approved

**Requisition Approved**

Requisition Approved

The following requisition has been approved.

Title: Pre-K Teacher

[View Requisition](#)

Job Location: BOOKER ARTS MAGNET ELEMENTARY SCHOOL

[Little Rock School District](#)

Powered by [PowerSchool Unified Talent™](#) Applicant Tracking

[Log Into TalentEd Recruit & Hire](#)

- **Note:** If there is a change in athletic coaching assignment;
  - Request must go through Approval Workflow for Director of Athletics
- **Note:** If Position Request is federally funded,
  - Request must go through Approval Workflow for Title I/Grants Director

# Position Authorization Form

## Decrease Request

- ✓ Submit Request through TalentEd
- ✓ Fill in Position Decrease
- ✓ Select Position Decrease Reason
  - Budget Reduction
  - Transfer
  - Resignation
  - Termination
  - Deceased
  - School Closure
  - Deleting Due to New Job Description
  - Enrollment
- ✓ Complete Justification (narrative for Decrease)
- ✓ Select Approval Workflow for Position Control:

Position Control: ATHLETICS Title/Description Change ONLY for Secondary Education  
Position Control: CAREER/ALTERNATIVE Add/Delete Position Without Job posting  
Position Control: CFO Add/Delete Position Without Job posting  
Position Control: Child Nutrition Title Change Only  
Position Control: CHILD NUTRITION: ADD/DELETE POSITION WITHOUT JOB POSTING - (MOVE LOCATIONS)  
Position Control: DELETE Certified/Classified POSITION(S)  
Position Control: ESOL Add/Delete Certified/Classified Position With Job Posting  
Position Control: ESOL Add/Delete Certified/Classified Position Without Job Posting  
Position Control: Increase/Decrease Current Position for Secondary  
Position Control: Increase/Decrease Current Position for Secondary Without Job Posting  
Position Control: PRE-K - Add/Delete -Certified/ Classified position WITH Job Posting  
Position Control: PRE-K - Add/Delete Certified/Classified position without Job Posting  
Position Control: SPED Add/Delete Certified/Classified Elem. Network 2 Position Without Job posting  
Position Control: SPED Add/Delete Elementary Network 3 Position With Job posting  
Position Control: SPED Add/Delete Secondary Position With Job posting  
Position Control: SPED Add/Delete Secondary Position Without Job posting  
Position Control: SPED Certified/Classified Add/Delete Elem. Network 2 Position With Job posting  
Position Control: SPED Certified/Classified Add/Delete Elem. Network 3 Position Without Job posting  
Position Control: Student Services Add/Delete Certified/Classified Position with Job Posting  
Position Control: Student Services Add/Delete Certified/Classified Position without Job Posting

- ✓ Select Save & Submit
- ✓ After all approvals have been obtained,
  - Position will be flagged to be deleted in eFinance
    - **Note:** Position will not be deleted (decreased) until Employee is no longer attached to Position

✓ Email notification of final approval/creation of Request

Little Rock School... Requisition Approved

Thu 7/30/2020 10:01 ...

Requisition Approved Requisition Approved Requisition Approved The following requisition has been approved.

✓ Click in Email notification to view details (Position Control Number) or go directly to Cognos to pull Vacancy Document

Requisition Approved

**Requisition Approved**

Requisition Approved

The following requisition has been approved.

Title: Pre-K Teacher

[View Requisition](#)

Job Location: BOOKER ARTS MAGNET ELEMENTARY SCHOOL

[Little Rock School District](#)

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[Log Into TalentEd Recruit & Hire](#)

- **Note:** If there is a change in athletic coaching assignment;
  - Request must go through Approval Workflow for Director of Athletics
- **Note:** If Position Request is federally funded,
  - Request must go through Approval Workflow for Title I/Grants Director