

MPP POSITION PROCESS

Creating a New MPP Position from Start to Finish

A department looking to create a **NEW** MPP Position can follow these three steps.



1
Department Requestor meets with their Budget Department for approval of new MPP Position

2
Dept Requestor fills out and submits two forms to Compensation Services:

- Position Description Form
- MPP Justification Form

Additional Notes:

- After review by Compensation Services, the forms are sent to the President or the VP, HRDI for approval

3
• Compensation Services forwards approved MPP Justification Form to Dept Requestor
• Dept Requestor is prompted to submit a Position Action Form (PAF) via AEM

Additional Notes:

- The Position Action Form (PAF) is routed to the Division for approval

HR Position Management:

- Reviews and processes the PAF
- Emails Dept Requestor the new MPP Position #
- Provides Dept Requestor screenshot for record keeping