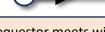


MPP POSITION PROCESS

Creating a New MPP Position from Start to Finish

A department looking to create a <u>NEW</u> MPP Position can follow these three steps.



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

- 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