



# CALIFORNIA STATE UNIVERSITY, FULLERTON

Human Resources, Diversity & Inclusion

<http://hr.fullerton.edu>

Send completed form to Position Management via email: [prpm@fullerton.edu](mailto:prpm@fullerton.edu). For assistance please call ext. 7542.

## Position Action Form (PAF)

Date: \_\_\_\_\_

For recruitment purposes, indicate BR# \_\_\_\_\_  
Check here if Quick Hire (emergency hire appointment)

Job Category: \_\_\_\_\_

Division: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Ext.: \_\_\_\_\_

College: \_\_\_\_\_  
(if applicable)

Department ID Name: \_\_\_\_\_

Indicate Action: \_\_\_\_\_

Effective Date: \_\_\_\_\_  
(New CMS # must start at beginning of fiscal year)

CMS Position #: \_\_\_\_\_  
(if applicable)

Dept ID	Reporting Unit	Job Code	Classification (ASA II, etc.) or Working Title if MPP	Supervisor Name (MPP or Dept Chair)	Supv. CMS position #	MPP Administrator	MPP CMS position #	Reg/ Temp	Full/ Part Time	Grade/ Range

Funding Dept ID	Fund	Program Code	Class Code	Project	Account	% Distr.

HR/College Coordinator (if applicable) Approval: \_\_\_\_\_

Finance Manager (if applicable) Approval: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

\_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Position Management Use Only:

Comments:

Position # Assigned: \_\_\_\_\_ MPP Code: \_\_\_\_\_ COI (Y/N): \_\_\_\_\_

\_\_\_\_\_