

## Position Control Scenarios

### Additional Headcount

Required approvals for all additional headcount positions – Department/Budget Head, Budget or Financial Analyst for college/division/department, Dean or Division Head, RIT Budget Office and the Provost Budget Office for positions within Academic Affairs. SPA is a required approver for all new grant funded positions. In all cases except OU positions, a new PC number will be created.

Type	Additional Approvals Required	Funding Types	Comments
Approved in budget hearing – permanent funding	President, Provost, Sr. VP F&A	OO	
Temp to perm – move salary budget from temp line to regular permanent salary line (ex. Datrose employee move)	President, Provost, Sr. VP F&A	OO	Case by case basis to determine if funding available
Adjunct to Perm – Have a current RIT non-permanent headcount – status change to permanent funding (ex. Adjunct to PT regular)	Final approval – RIT Budget Office	(Funding source code will be determined by the RIT Budget office)	RIT Budget office will transfer funds to permanent line
Grant funded	RIT Budget Office/SPA final approval	OG	
Other non-permanently budgeted funds (ex. operating funds or discretionary funds)	President, Provost, Sr. VP F&A	OF, OT	
Endowment	President, Provost, Sr. VP F&A	OE	
Interim position	Final approval – RIT Budget Office	OU	Will use the same number and title as the parent PC, however may add the term Interim to the title