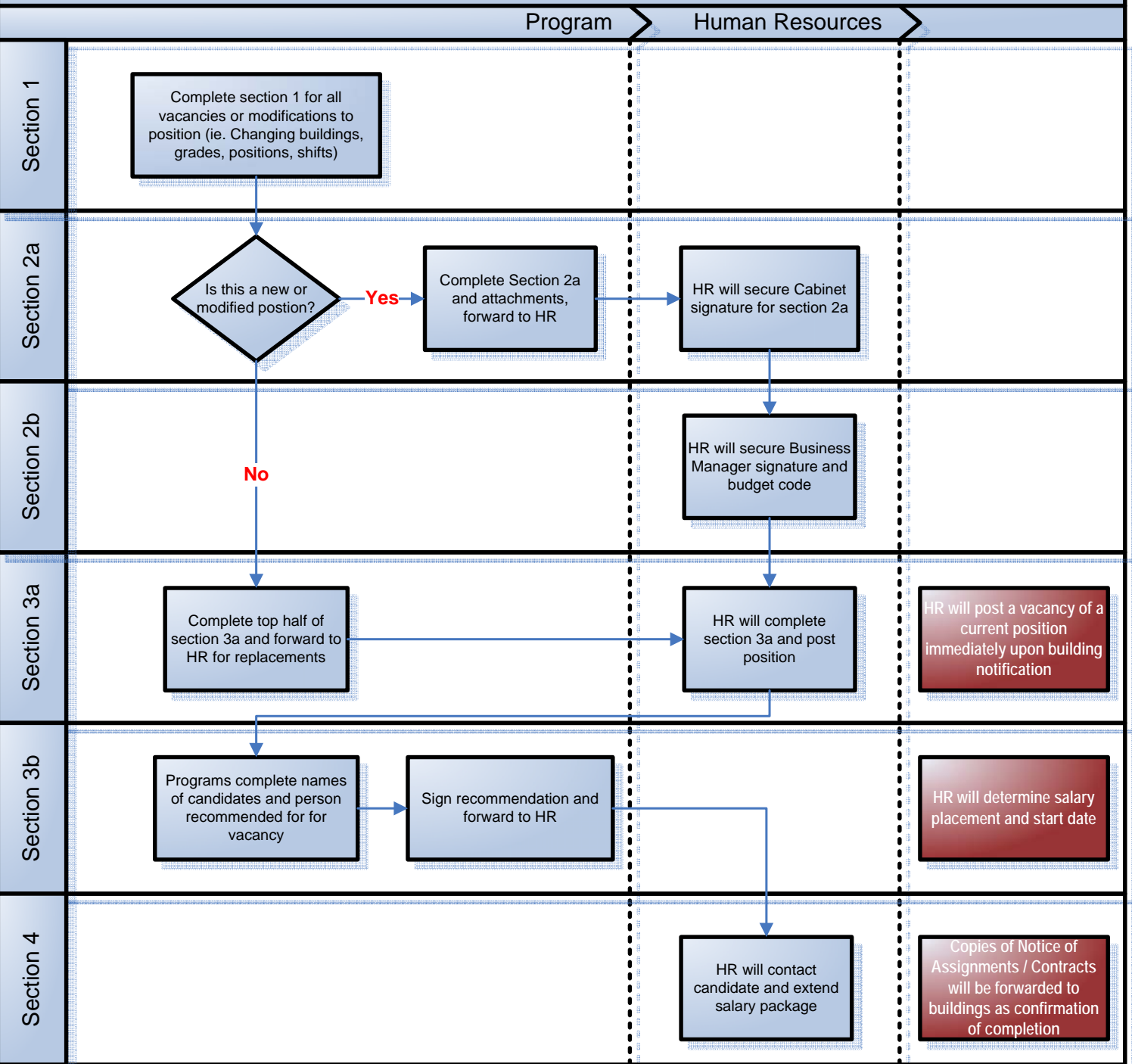


# Staffing Form Process for New, Modified, and Replacement Positions



**Summary:** Buildings will need to fill out only 3 sections at most. Always fill out section 1. Then depending if the position is new or modified they will fill out section 2a and 3b. Or, if the position is the same and vacant, the buildings complete sections 3a (top) and 3b. HR will complete the rest of the sections. Some exceptions may occur and we will have to work through those together.