PROCESSING BUDGET FTR’S FOR NINER TALENT SHRA POSITION MANAGEMENT ACTIONS

**INITIATOR**

- **SHRA New/Modify Position**

**PROPOSAL PHASE**
- Start proposal request, enter basic information in Niner Talent (Action Number available in Niner Talent)

**DETAILS PHASE**
- Complete Position Details

**CONDUCT**
- Job Posting & Applicant Tracking, Prepare Hiring Proposal as needed

**APPROVER DEPARTMENT/COLLEGE**

- Review, edit, endorse position action

**PROPOSAL PHASE**
- Review, edit, endorse position action

**DETAILS PHASE**
- Review, edit, endorse position action
- Prepare Budget Revision FTR, check FTR box on Funding Source tab in Niner Talent, put Position Number and Action Number on FTR

**APPROVER DIVISION**

- Approve position action
- Approve Budget Revision FTR

**HUMAN RESOURCES**

- Review and Recommendations in Niner Talent

- Route to Initiator

- Final Review and Approval of Position Management Niner Talent Action

**PERSONNEL BUDGET MANAGEMENT**

- Create new position in Banner (frozen) and record in Niner Talent (Position Number available in Niner Talent, does not mean Niner Talent Action is approved)

- Review and approve funding in Niner Talent, Review and approve Budget Revision FTR, Activate position in Banner