**PROCESSING BUDGET FTR’S FOR NINER TALENT**

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

**HUMAN RESOURCES**
- Review and Recommendations in Niner Talent
- Route to Initiator
- Position Number exists in Banner?
  - YES: Review and approve funding in Niner Talent, Review and approve Budget Revision FTR, Activate position in Banner
  - NO: 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)

**PERSONNEL BUDGET MANAGEMENT**
- Final Review and Approval of Position Management Niner Talent Action