



BEST Shared Services Position Request

Agency: _____

Contact Name: _____

Phone #: _____

Email: _____

Position Name: _____

Position #: _____

Effective Date: _____

Personnel Area: _____

Subarea: _____

Business Area: _____

<p>Create New Position</p> <p>Reallocate Position Up</p> <p>Reallocate Position Down</p> <p>Reallocate Position Horizontal</p> <p>Position Adjustment from Authorization</p> <p>Reallocate Position Differential</p> <p>Remove Position Differential</p> <p>Position Transfer</p>	<p>Re-establish Position _____ Reference Position</p> <p>Abolish Position _____ Abolish Date</p> <p>Position Hours Change</p> <p>Position Employee Group/Subgroup Change</p> <p>Position Type</p> <p>Position County Change</p> <p>Change Supervisor of Position</p> <p>Position Title Change _____ New Title</p>
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EE Group		
EPA Bi-weekly	SPA 10M pd over 12M	SPA Law Enforcement
EPA Employees	SPA 11M pd over 11M	SPA LEO Bi-weekly
EPA Law Enforcement	SPA 11M pd over 12M	Supplemental Staff Grant
EPA LEO Bi-weekly	SPA Bi-weekly	Supplemental Staff
Judicial Branch	SPA Bi-weekly Grant	
SPA 10M pd over 10M	SPA Employees	



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<p>EE Subgroup</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">FT</td> <td style="width: 33%;">S-FLSA</td> <td style="width: 33%;">Perm</td> </tr> <tr> <td>PT</td> <td>N-FLSA</td> <td>Temp</td> </tr> <tr> <td></td> <td></td> <td>Time Limited</td> </tr> <tr> <td>Hours Per Week: _____</td> <td></td> <td>Judicial</td> </tr> </table>	FT	S-FLSA	Perm	PT	N-FLSA	Temp			Time Limited	Hours Per Week: _____		Judicial	<p>Payroll Area</p> <p>01 NC Monthly</p> <p>04 NC Biweekly</p> <p>99 Non-payroll-relevant</p>
FT	S-FLSA	Perm											
PT	N-FLSA	Temp											
		Time Limited											
Hours Per Week: _____		Judicial											
<p>Company Code</p> <p>NC01</p> <p>NC02</p> <p>County: _____</p> <p>Org Unit: _____</p> <p>Org Unit Number: _____</p> <p>Job: _____</p> <p>Job Number: _____</p> <p>Reports To: _____ (Supervisor Position Number)</p>	<p>Type</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Emergency</td> <td style="width: 50%;">Non Key</td> </tr> <tr> <td>Essential</td> <td>Key with Replacements</td> </tr> <tr> <td></td> <td>Key without Replacements</td> </tr> </table> <p>SOC Code: _____</p> <p>Banded Level:</p> <p>Advanced</p> <p>Journey</p> <p>Contributing</p>	Emergency	Non Key	Essential	Key with Replacements		Key without Replacements						
Emergency	Non Key												
Essential	Key with Replacements												
	Key without Replacements												

<p>Addresses</p> <p>Main address: _____</p> <p>City: _____ County: _____ State: _____ Zip: _____</p> <p>Telephone #: _____ Fax #: _____</p> <p>Mailing address: _____</p> <p>City: _____ County: _____ State: _____ Zip: _____</p> <p>Courier address: _____</p> <p>City: _____ County: _____ State: _____ Zip: _____</p>
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	Eligible?		
Over Time Compensation (9005)	Y N	Immediate Payout	_____Comp Aging Limit (days)
Holiday Payout Period (9006)	Y N	Immediate Payout	_____Comp Aging Limit (days)
On- Call (9011)	Y N	On-Call Comp Accrual	\$ _____On-Call Rate
Callback (9012)	Y N	Callback Accrual	
Night Shift Premium Rate (9007)	Y N	_____%	
Evening Shift Premium Rate (9008)	Y N	_____%	
Weekend Shift Premium Rate (9009)	Y N	_____%	
Holiday Premium Rate (9010)	Y N	_____%	
Extended Duty (9016)	Y N	_____%	