Syracuse University Human Resources

Position Approval Memo (PAM) for Faculty Instructions

Form Description:

The Position Approval Memo Form for Faculty is used to request a new position or change existing position information for full-time and regular part-time benefits eligible positions (GA jobs do not require position numbers).

Preparation & Submission Instructions:

1. Navigate to the PAM form on the Human Resources website. It is on the Forms page under Compensation. The form must be completed in the format in which it appears online.
2. Obtain appropriate departmental and executive approval for the submitting organization. PAM approvals can be communicated via actual signatures on the form or via email.
   NOTE: The approval of the dean in academic units or the director in administrative units is sufficient for new sponsor-funded positions or to change an existing position. The approval of the appropriate cabinet officer is required for new SU funded positions.
3. Once the appropriate approvals are received, email the completed form to hrcomp@syr.edu.
   If the PAM form contains signatures, please scan and email the PDF file.
4. The HR Service Center will process the form and notify the submitter of the assigned PIN number by email or other communication.

PIN Information		
	Current	**Proposed**
Effective Date		
Request is for		☐ New Position (PIN) ☐ Existing Position Change
PIN Number (for changes only)		
Job Code		
Job Title		

1. "Effective date" is the date the new position or change will become active in the PeopleSoft System. This date must be before or on the date a position requisition will be created or a person will be placed in the position.
2. The user must identify if the PAM is being submitted for a new PIN or a change to an existing PIN. If the PAM is for a change to an existing PIN, fill in the PIN number.
3. "Job code" should be populated with information supplied by Human Resources for this position. If you need assistance with this code, contact the HR Service Center at 315-443-4042.
4. "Job title" should be populated with the title associated with the job code in the HRSA system.

Faculty Positions Only		
FTE		FTE based on _____ work units/week

5. Full Time Equivalency, "FTE," for faculty is the total percent of effort for the position. Faculty appointments are not based on standard hours per week; however, the field is required in PeopleSoft. The FTE is based on the appointment as reflected in the appointment letter.
   a. Full-time, tenure track faculty normally have an FTE of 1.0, which equates to 40 work units/week. These faculty could have a variety of duties including but not limited to instruction, research, service, etc., but the FTE should not exceed 1.0.
   b. For faculty with instructional responsibilities only (including regular, part-time, and adjunct faculty), full-time teaching effort has been deemed by the University to be 12 credit hours per semester. Six (6) credit hours is a 50% load or .5 FTE. Work units/week should be entered as 20.
   c. For teaching assignments other than three (3) credit hour sections or multiples thereof (including but not limited to: mini-courses, practicums and individual instruction), the teaching effort should always be related to the standard of 12 credits equals 100% or 1.0 FTE, which equates to 40 work units/week.

Home Department / Location	**9 digits (10101-1001)**	
Fund		
Department Number		
Program		
Account		
Supervisor Position Number		
Pay Group		
Number Of Pays		
Employee Type		

1. "Home Department/Location" is the 5 digit responsible home department number and the 4 digit location code
2. "Fund" is 2 digits.
3. "Department Number" is the 5 digit responsible home department for this position.
4. "Program" is 5 digits.
5. "Account" is the 6 digit home account number for this position.
6. "Supervisor's position number" is the PIN for the employee's direct supervisor.
7. "Paygroup" – SM2 – faculty position
8. "Number of Pays" is the number of pay periods that the position is expected to work during a typical year.
9. "Employee Type" is either "Hourly," "Salaried," or "Exception Hourly."

Justification (Required)	
Justification – explain in detail the business reason for the change.	Attach appropriate documentation if necessary.

10. Describe the business reason for the change/new PIN. Additional documentation may be attached as appropriate.

Approvals		
Dean/Director/Dept. Head or Authorized Signer (required)		**Date**
Cabinet Officer (required if non-sponsored)		**Date**
Vice Chancellor/Provost and Executive Vice President/CFO (both required for NEW PIN or if non-sponsored)		**Date**
		Date
Submitted By (Name and SUID)		**Date**

11. Approvals
    a. All position requests require department approval prior to submission to the service center.   Each organization has identified appropriate department and executive approvers. Authorized signers who aren't a Dean, Director or Department Head can also sign if designated within the department as appropriate.
    b. The approval of the dean in academic units or the director in administrative units is sufficient for sponsored-funded positions
    c. The approval of the appropriate cabinet officer is required for new SU funded positions.
    d. The "Submitted By" information must be completed on all PAM forms.
       This information will be used to contact appropriate personnel if there are any questions about the Position Request.