

## **BUFFALO STATE COLLEGE**

### **Position Release Form - Instructions**

The purpose of the Position Release form is to identify, request, and approve, use of permanent resources for an appointment to a position on a state payroll (State Purpose, DIFR, IFR, Summer Session). The form should be sent to the next-level reviewer via e-mail. The completed form should be submitted to the Budget Office at: [budgetoffice@buffalostate.edu](mailto:budgetoffice@buffalostate.edu). Please call the Budget Office at 878-4312 if there are any questions.

This page is informational only.

#### **Definitions**

**Position** – Budgeted only in the Personal Service category, a position is established with permanent resources, paid using an Annual Salary rate basis only, and is of a continuing nature.

**Line Number** – This is a unique five-digit identifier for the position. Only one person may be paid from a Line Number on any given state payroll.

**Department** – The primary program area with which the appointed employee will be affiliated.

**Account Title** – The title of the account to which the position resource is or will be budgeted. This is often the same as the Department, but can be different.

**Account Number** – The six (or eight) digit number associated with the Department or Account Title. This is where the position resource is or will be budgeted. If the position will be distributed to more than one account, please specify.

**Budget Title** – All positions have official budget titles and associated salary ranks. If unsure of current status, please contact the Budget Office (ext. 4312). If a new position is being established, please contact the Office of Human Resource Management (ext. 4821) to ensure appropriate title and rank is selected based on the job description for the position.

**Local Title** – Occasionally the position's Budget Title may be deemed insufficient to describe a specific scope of position responsibilities. In such instances a Local Title may also be specified.

**Salary Rank/Grade** – The Salary Rank or Grade is determined by choice of Budget Title.

**FTE** – Full-Time-Equivalent describes the position's percentage of time. Full-time positions are budgeted at 1.0 FTE. Half-time positions are budgeted at .5 FTE.

**Obligation** – A position may be filled with an incumbent whose annual service obligation is for twelve months (Calendar Year), for the academic year (Academic Year), or for a period of time less than twelve months (College Year). Different salary schedules may apply and position resources may be affected.

**Annual Salary Rate** – All Civil Service and SUNY positions have defined salary schedules with minimum and maximum salaries for the salary grade. An annual salary rate must equal or exceed the minimum salary rate for the budgeted position title and salary grade.

**Anticipated Hire Date** – The requested effective date for a new hire.

**Personal Service** – A budgetary category in which resources are allocated for positions. A Position is paid with an Annual Salary Rate (ASR) pay mode only.

**Temporary Service** – A budgetary category in which resources are allocated for planned payroll expenditures of short-term duration; this would include adjunct instructional staff, students, graduate assistants, and temporary support staff. Typical pay modes include biweekly (BIW), hourly (HRY), and fee (FEE) basis. Appointments of these types are not made to personal service positions.