Washington State Department of Transportation

# Position Budget Program Assignment Form

| 1. Agency | 2. Position Action | 3. Effective Date of Budget Program (date of position establishment** or effective date of update) |
|---|---|---|
| ☐ 4050 Dept of Trans<br>☐ 4051 Marine Div<br>☐ 4100 Trans Comm<br>☐ 4110 FMSIB | ☐ Establish Position<br>☐ Update Position | *Must be received in HR before effective date<br>**Determined by Classification/Compensations review process |

| 4. Position Number | 5. Current Position 6-Digit Org | 6. New Position 6-Digit Org | 7. Budget Program Currently assigned to position | 8. New position Budget Program to be assigned as of Effective Date in Box 3 |
|---|---|---|---|---|
| | | | Select One | Select One |

**Comments**

Date

Originator Signature

Originator Print Name

Phone Number

Date

Received by Region HR Consultant Signature

Received by Region HR Consultant Print Name

Phone Number

## Assignment of Position Budget Program Procedures

Please use this process to assign the appropriate Budget Program to a position when requesting the establishment of a new position or updating the Budget Program of a current position.

## When establishing a new position:

- Originator:

Complete Position Budget Program Assignment Form (DOT Form #732-005) (PBPA), boxes 1, 2, 6, 8 (leave boxes 3, 4, 5 & 7 blank for a position establishment). Sign the form as the “Originator”. If appropriate, have your Regional Budget Contact review/approve the Budget Program assignment. Submit to your Regional HR Consultant along with the Position Description and any additional documentation required to create a new position.

- Regional HR Consultant:

Upon approval of the position establishment through the appropriate Classification/Compensation review process, complete boxes 3 & 4 of the PBPA form. Also, complete the required Position Action Form, entering the appropriate Budget Program Assignment on the Position Action Form and submit the position package through Kofax/Oracle per the standard process for establishing positions. Send a copy of the PBPA form by email to the Budget Program Manager.

## When updating the Budget Program assigned to a current position:

- Originator:

Complete PBPA form boxes 1, 2, 3, 4, 5, 6, 7 & 8. If appropriate, have your Regional Budget Contact review/approve the Budget Program assignment. Submit to your Regional HR Consultant.

- Regional HR Consultant:

Upon receipt of the signed PBPA form, complete a Position Action Form, updating the Budget Program. Submit the PAF and PBPA through Kofax/Oracle per standard process for positions actions. Send a copy of the PBPA form by email to the Budget Program Manager.