

When is it a Req or a PAF?

It is a Req when:

- Replacing a current employee (backfill), resignation, *promotion, transfer, or reconfiguration of FTE
- New FTE (unbudgeted or budgeted)
- A change in any one or more of the below:
 - Job Title
 - Job code
 - Hiring Manager/Leader
 - Location
 - Shift
 - FTE (per diems included)
 - Benefit status change

It is a PAF when:

- Always done alongside Jobvite for any position/title, job code, location, shift, FTE, benefit status change. This includes when an FTE wants to transfer to Per diem and Per diem to FTE.

**There are times when a promotion is done outside of Jobvite. This can be due to an urgency of business need, etc. Please work with Human Resources on this.*