Position/Compensation Exemption Approval Flow Chart at the VP Office Level

**Funding Source**
- Positions 100% funded by:
  - Hospital/HIFR ("##13##")
  - LISVH ("##17##")
  - Sponsored Research

**State Purpose**
- General IFR
- DIFR
- SUTRA
- IDC (Includes any position split funded with one of these categories as well as any change in funding source to one of these funds)

**Request Type**
- All categories of requests budgeted in CBM & Student Assistants
- All categories of requests NOT budgeted in CBM
- New Position
- Replacement Position
- Promotion
- GA/TA*
- Reclassification
- Extra Service
- Increased Duties
- FTE Increase
- Temp Agency
- Independent Contractor

**Approvals Required Before Submission of Req to HRS**
- Requires approval from budget_positionmgmt@stonybrook.edu

**Review and Determination**
- Budget Office reviews and communicates with area directly
- Form will include SVP or designee’s signature
- Form will include SVP or designee’s signature with conditions (i.e. to be posted after 7/1, etc)
- Requisition does not get submitted

**Communication to HRS**
- Normal workflow
- No PCR form needed
- Emailed approval attached to request
- Approved/signed form attached to request
- Requisition does not get submitted

*GA/TA positions require SET approval, however Student Assistants require only VP level review

**HiringHold_ExemptionRequests@stonybrook.edu**

Date Modified: 5/14/2020