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

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

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

**Approvals Required Before Submission of Req to HRS**
- Requires approved Budget Change Form (email budget_positionmgmt@stonybrook.edu)

**Review and Determination**
- Budget Office reviews Budget Change Form and communicates with area directly

**Executive Review**
- Reviewed by the Senior Executive Team (SET)
  - Approved
    - Form will include SVP or designee’s signature
  - Approved with Conditions
    - Form will include SVP or designee’s signature with conditions (i.e. to be posted after 7/1, etc)
  - Denied

**Communication to HRS**
- Normal workflow
  - No PCR form needed
- Emailed approval attached to request

- Approved/signed form attached to request

*HiringHold_ExemptionRequests@stonybrook.edu*  
Date Modified: 5/4/2020