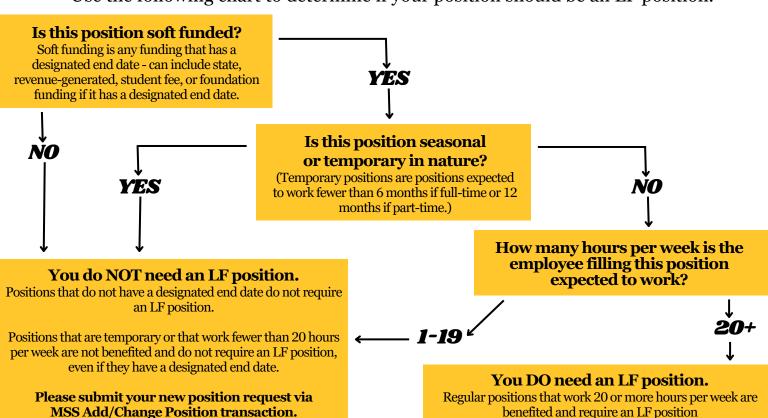
# LIMITED FUNDED (LF) POSITIONS

Limited Funded positions are created to help track <u>benefited staff</u> positions that have a designated end date. This allows HR to appropriately communicate with employees who fill these positions regarding:

- the status of their funding/employment
- the expected duration of their funding/employment
- when necessary, the end of employment due to the designated end date

### **HOW DO I KNOW IF I NEED AN LF POSITION?**

Use the following chart to determine if your position should be an LF position.



## **HOW DO I CREATE AN LF POSITION?**

Use the following steps to create a new LF position.

## **Budget Proposal**

Flesh out salary and fringe available for position.

These conversations should include Grant Manager, Business Manager, HRBP, Budget, and Class & Comp.

# $\rightarrow$

#### HR

Provide copy of grant to HR
via HRBP and begin
discussing what kind of
position can be hired and to
discuss job code and pay
group for position.

HRBP may loop in Class & Comp, Budget, or Business Manager as needed.

# **→**

## Submit LF Request

Your HRBP can help you locate these details:

- Job Code
- Hours Per Week
- Pay Group
- Reports To

Your Business Manager can help you locate:

Department ID

# **Position Created**

if they have a designated end date.

Please submit your new position request via LF Request Form.

DocuSign Request will route back to originator with newly created position number.

## Begin Recruitment

You may Create Job Opening and begin recruiting for the position.

LF Position Request Form: https://fiscalservices.kennesaw.edu/budget/forms.php