| Requisition                 | _  |                   |  |
|-----------------------------|--|-------------------|--|
| Туре                        | Definition   | Use ISR Type      | Additional Details (ISR)   |
| Direct<br>Replacement       | To backfill an existing vacant, or soon to be vacant position  | Position Maintain | Classification details (such as job code, Pay<br>grade type (range), Pay grade (role), Pay<br>grade level (level), EE Group, and EE Subgroup<br>should <u>not</u> be changed. If any of the above<br>mentioned items are changed, requisition is<br>considered a restructured replacement. |
| Restructured<br>Replacement | The assignment of new<br>classification details (i.e. SAP job<br>code, role, level, range, etc.) to an<br>existing vacant, or soon to be<br>vacant position. | Position Maintain | Position maintain ISR will have changes to the<br>job attributes such as changes to job code,<br>Pay grade type (range), Pay grade (role), Pay<br>grade level (level), EE Group, and EE<br>Subgroup.   |
| New Position                | Adding a new position to the organization  | Position Create   | To create a brand new position   |
|                             |  | Position Copy     | Creates a new position by copying the<br>attributes of an existing position within the<br>organization. ISR initiators/approvers may<br>make appropriate changes to the position<br>attributes.  |