

SRC - Management Replacement Positions

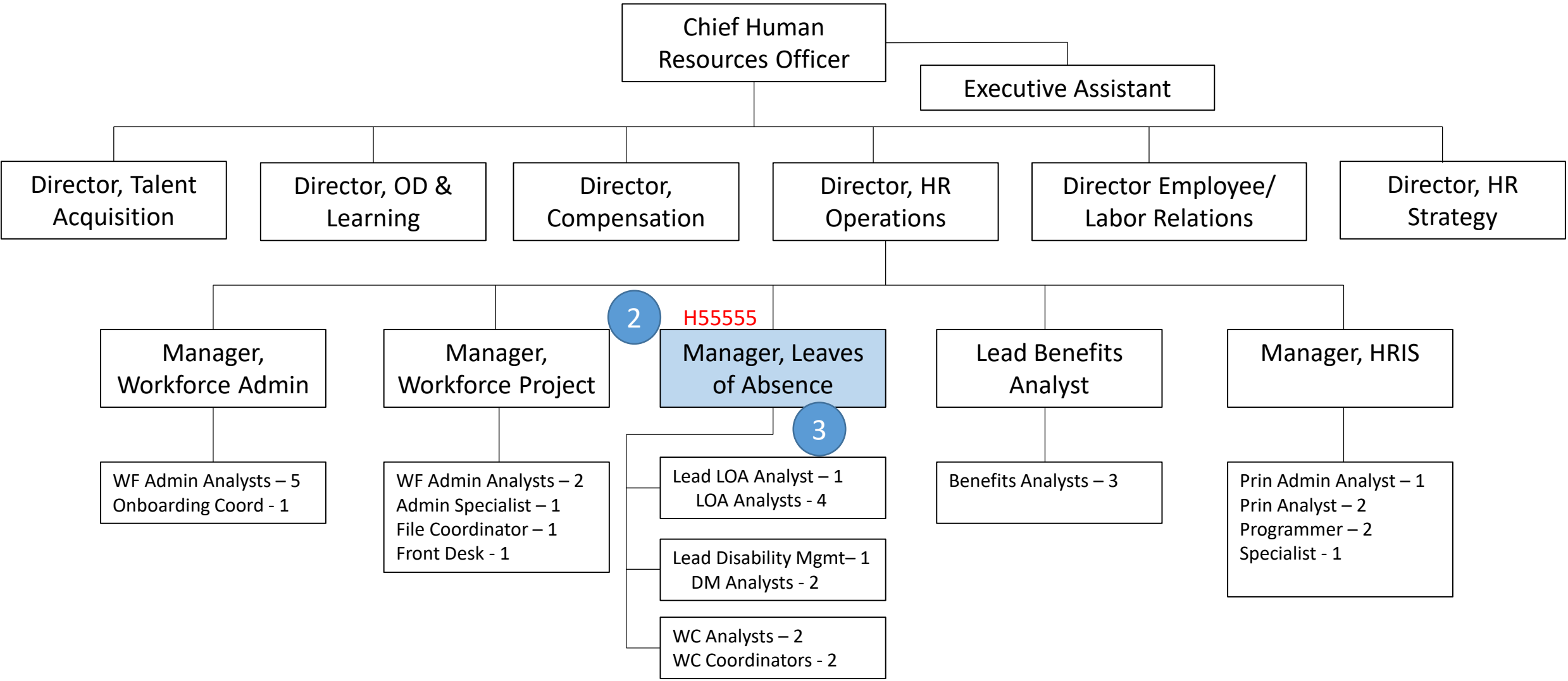
Instructions for Organizational Charts

When requesting to replace a management position, you must include the organizational chart (see example) with the following information:

1. Department name
2. Replacement position (highlighted with requisition number) and how this position fits in the organization – up, down and across
3. Indicate positions reporting to the replacement position
4. Indicate the number of FTEs - direct and indirect reports

1

Human Resources (EXAMPLE)



2

H55555

3

4

Total FTEs = 12
 Direct reports: 6
 Indirect reports: 6