

## SAM - BUDGETING

### NEW POSITIONS

6512

(Revised 9/2010)

A new position is one which has been newly authorized for establishment in the approved budget. Normally these are presented in the Governor's Budget ("Changes In Authorized Positions" section) as Proposed New Positions.

Proposed new positions (other than in the California State University System) that are likely to be approved by the Legislature should be established as soon as possible if they are to become effective on July 1. The documentation should be submitted to reach the State Controller's Office (SCO) by the June pay period document cut-off date. Departments should prepare the forms [STD. 607](#) and [625](#) (if necessary) in advance and release those as soon as the legislative intent and the Governor's veto actions are known. The certification in SAM Section [6527](#) may be used and will be accepted by the [SCO](#). Documents reaching the [SCO](#) after the June pay period document cut-off date will not be included in the Schedule 8 Tabulation and the initial galley (Schedule 7A) of the Salaries and Wages Supplement.