# Position Management Action Form

**This form is to be used for position management actions such as:**

* **Establishing a new position (Academic, Temporary, or Student)**
	+ HR will assign all new Administrative position numbers during the classification process
	+ Before requesting a new position number, please ensure there is not an existing position number available

 - **OR -**

* **Updating an existing position**
	+ Updates may include changes to HR Department ID, FTE, Reports to, or the active status of a position number
	+ A Position Management Action Form should not be used for reclassifications of Administrative titles.

Submit forms to Human Resources (AC 226)

Forms will only be accepted from a Human Resource Facilitator or designee.

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| action requested |
|  [ ]  **establish new position**  |  [ ]  **update existing position** | position number: (updates only)       | effective date:       | action reason:Choose an item. |
| **reports to position: supervisor’s name** and **ps position number**:       |
| **hr department id:**      (ex: klibrary) | **job code:**      | **job title**:       | [ ]  regular[ ]  temporary | [ ]  full-time[ ]  part-time |
| standard hours (typical hours worked in a week):       | FTE:       |
| name of incumbent (if applicable):       | incumbent’s empl id:       |
| title:       |
| **describe the *primary* function of this position in one or two sentences (for new positions only):** |
|       |
| **comments**  |
|  |
|  |
| **signature of human resources facilitator:**     (electronic signature is acceptable) | **telephone #:**      |
| **for hr use only****new position number:**       |
| **Requested****Action** | **Reason Code** | **Description & Process Details** | **Data Elements Required on the PMAF** |
| Inactivate a Position  | **INA** | This action inactivates a position. Positions are inactivated if are no longer a viable vacancy. Positions are never deleted in PeopleSoft. | Position # HR DeptID **position must be vacant** |
| Job Reclassification | **JRC** | Change a Position due to a change in title (i.e., Instructor to Lecturer). | Position #Job CodeTitle.If the position is *not* vacant, a PAF is required at the same time. Submit both to Jane Allen. |
| Add A Position  | **NEW** | This action creates a new position in a department and should be used only for Academic, Temporary or Student Positions. Human Resources will assign all new Administrative position numbers during the classification process.  | Effective DateReports to PositionHR Depart IDJob CodeReg/TempFull Time/Part TimeStandard Hours |
| Reorganization  | **REO** | Used to reflect a change in the department or the Reporting to (supervisor).  | Position #Effective DateHR Dept ID (New)Reports to Position # (New) |
| Reactivate a Position  | **STA** | This action changes a position status from inactive to active. | Provide Position # only; position must be *inactive*.  |
| Update Data  | **UPD** | To change one or more of the following data elements: Head Count, Full/Part Time, Reg/Temp, and Standard Hours.  | Provide Position # and any of the data elements that have changed. These can include: Full/Part Time, Reg/Temp, and Standard Hours. |
| Transfer | **XFR** | Used to transfer a position to another department or division.  | Provide position #, new HR Dept ID, new reports to position # and/or unit if applicable.  |