# 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):** | | | | | | | | | | | | | | |
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| **comments** | | | | | | | | | | | | | | |
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| **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 Code  Title.  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 Date  Reports to Position  HR Depart ID  Job Code  Reg/Temp  Full Time/Part Time  Standard Hours | | | |
| Reorganization | **REO** | | | Used to reflect a change in the department or the Reporting to (supervisor). | | | | | | Position #  Effective Date  HR 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. | | | |