Position Management
Data Ownership and Oversight

Budget and Planning	⟷ Data ⟷	Human Resources
Position Number		Job Code
Headcount (pooled/non-pooled)		Union Code
Status (active/inactive position)		Title
Position Status (approved/frozen position)		Reports To
Reg/Temp (permanent/temporary funding)		Employee Class (regular/temporary)
Accounting String and distribution %		Home Department and associated Unit
FTE		Salary Plan
Budget		Salary

CI Personnel

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Regular versus Temporary

o Regular = Permanent

o Defined for position AND employee, separately:

	Position	vs.	Employee
CI Personnel field	Regular/Temporary		Employee Class
Definition	Refers to **position's** funding – is the position temporarily or permanently funded?		Refers to **employee's** classification – is the employee temporary or permanent?
Data Owner	Budget and Planning		HR
Form	**PMAF**		**Employee Requisition**

PMAF Workflows

- Please use division workflow link from website, not from within AdobeSign:

PMAF Preparation

Agreement Name *

Position Management Action Form [INSERT POSITION NUMBER/IDENTIFIER]

Message *

A Position Management Action Form (PMAF) has been sent to you for review and signature.

PLEASE PROVIDE NARRATIVE AND CONTEXT HERE FOR APPROVERS.

Files

Position Management Action Form - General Use * — Position Management Action Form v3

Supporting Document 1 (optional) — Add File

Supporting Document 2 (optional) — Add File

Update Agreement Name to indicate:
- Position number (if new, indicate NEW)
- Position title

Use Message to provide any additional notes for your approver

Attach supporting docs:
- Hiring Chill Exemption
- Any corresponding communications or forms

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PMAF Form Comments

Attach HR correspondence here

HR Approval (if requesting a position reclassification or a change in job code or grade): File Attach...

Comments:

Always complete this section, explaining what is being changed (from / to), identify budget source (i.e. permanently budgeted position number), and budget amount

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PMAF and/or Req Form Required

Action	PMAF	Req
Create a new position (must be approved through annual budget request process first)	X	
Recruit or appoint an employee to a position, or extend/change appointment		X
Update position data: Home Department, Unit, Reports To, FTE, Funding Status, Headcount	X	X
Update funding/distribution, including appointment-level if applicable	X	
Update a position's job code or grade based on HR-approved reclassification or IRP	X	X
Change a position's title	X	X
Create a temporary backfill position for a vacant, permanent position	X	
Deactivate a position	X	
Update an employee's salary		X
Request a stipend for an employee		X

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