

# 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



# Regular versus Temporary

- Regular = Permanent
- Defined for position AND employee, separately:

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

# PMAF Workflows

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

**Budget Forms** Issued In

Position Management Action Form 05/2020 Th  
(select the link for your specific  
division/area if applicable, otherwise  
select the standard PMAF)

- [PMAF - Standard](#)
- [PMAF - Faculty Affairs](#)
- [PMAF - Academic Affairs \(non-faculty\)](#)
- [PMAF - Business and Financial Affairs](#)
- [PMAF - University Advancement](#)
- [PMAF - DSA Student Employees Only](#)

**Position Management Action Form Workflow (Standard)**

How this workflow works?  
Please add the email address below for the authorized approver in your division (Division Budget Manager or equivalent). All other approvers are pre-set. Next, update the agreement name and message to identify the specific position that is the subject of your request. When done, click "send" to start [more v](#)

**Recipients** [?](#)

Form Preparer \*

Myself [Email](#)

Authorized Approver \*

Enter recipient email [Email](#)

Budget & Information Systems Manager \*

Myself [Email](#)

Budget & Planning \*

barbara.rex@csuci.edu [Email](#)

Budget Processing \*

theresa.cilley@csuci.edu [Email](#)

# 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

# PMAF Form Comments

Attach HR correspondence here

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



Comments:

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

# 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