Instructions

This form is to be used to request a new position or to request a modification to an existing position. Materials supporting a new position request or modification must include the following:

1. A completed Position Request/Modification Form (below);
2. An organization chart showing the reporting line for the proposed position;
3. The proposed position description, including an explanation if the position is the result of restructuring.

This form and the attachments should be sent to the appropriate Position Management Team, as follows:

VCAA	**VCASSL, VCUR, VCFO, Chan**
Mary Allen	**Barb Teske**
420 DAdB	**210 DAdB**

Once the request has been reviewed and approved, the position will be created and/modified in HRMS Position Management. The requestor will be notified when a position number has been assigned or when the modification has been made.

Position Management Request/Modification Form

☐ Create New Position
Job Requisition No.:_____
Effective Date:_____

☐ Modify Position
Position No.:_____
Effective Date:_____

Class Indicator:
☐ Faculty – Regular
☐ Faculty – Term
☐ Academic Professional – Teaching
☐ Summer Appointments
☐ Academic Administrative (93xx)
☐ Academic Professional (96xx-97xx)
☐ Student – Graduate
☐ Student – Professionals in Training
☐ Student – Undergraduate (2xxx)
☐ Trade Unions
☐ CS/BU Staff
☐ Temporary/Casual/Supplemental
☐ Non Service (UNS)

Increase Head Count from: _____ to _____
Decrease Head Count from: _____ to _____
☐ Reports-To Change

For PM HR Only

Position Number Assigned:_____

Job Code:_____ Position Title:_____

Reports To Name:_____ Reports To Position No.:_____
Dept ID:_____ Work Location if not UMD:_____

Paygroup: ☐ PAY ☐ WOS Standard Hours:_____ Add to FTE Actual?_____
Max Head Count:_____

Appointment Term:_____ Appointment Type:_____

☐ Badge Required? UEA Eligible ☐ Yes ☐ No
☐ Budgeted Position? Funding Source:_____

Comments:_____

Requested By:_____ Phone:_____ Date:_____

PM Budget Signature:_____ PM HR Signature:_____
(Barb Teske or Mary Allen) (Betsy Behning)