# Position Management Request (PMR) Form

# 

SPECIFIC INFO

DESCRIPTION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Purpose of Request | New Position | Update Position |  | | | |
| **POSITION INFO:** | | | | | | |
| Position Number |  |  |  | | | |
| Headcount Status |  | Current Head Count |  | out of | |  |
| Effective Date |  | Status |  | | | |
| Reason |  | Action Date | N/A | | | |
| Position Status | Proposed | Status Date | N/A | | | |
| **JOB INFO:** |  |  |  | | | |
| Business Unit | UMNHR | Full/Part Time |  | | | |
| Job Code |  | Union Code |  | | | |
| Regular/Temp |  | Short Title |  | | | |
| Regular Shift: | N/A | Delegations |  | | | |
| Title |  | Detailed Position Description | See page 2 | | | |
| **WORK LOCATION INFO:** | | | | | | |
| Reg Region | USA | Company |  | | | |
| Department ID |  | Dot Line | N/A | | | |
| Location | See page 3 | Security Clearance | N/A | | | |
| Reports To  (position # of supervisor) |  |  |  | | | |
| Supervisor Level | N/A |  |  | | | |
| **SALARY PLAN INFO:** | | | | | | |
| Salary Admin Plan |  | Grade |  | | | |
| Standard Hours |  | Step |  | | | |
| Schedule   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | Th | F | Sat | Sun | |  |  |  |  |  |  |  | | | Work Period |  | | | |
|  |  | | | |
|  |  | | | |
| **USA** | | | | | | |
| FLSA Status | N/A  \*Do not submit Exemption form | Bargaining Unit: |  | | | |
| Compensation Review Comment  (include CF string + other relevant info) |  | | | | | |
| **SPECIFIC INFO** | | | | | | |
| Max Head Count  (1:1 best practice) |  | Update Incumbent | | |  | |
|  |  | Include Salary Plan Grade | | |  | |
| **EDUCATION & GOVERNMENT INFO** | | | | | | |
| Position Pool ID (Distribution Related) |  | Full Time Equiv. (FTE) |  | | | |
| Classified Indicator |  | Adds to FTE Count |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Position Description | | | |
| Generic Job Classification descriptions can be located and reviewed at:  [www.myu.umn.edu/jobclass](http://www.myu.umn.edu/jobclass)  Position Descriptions should be more specific than the job classification description.  Review the OHR guidelines for Writing a Position Description found at:  <http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@emprelations/documents/asset/ohr_asset_344132.pdf>   * New positions will require a position description. If a new position is requested, make sure to check whether the position being replaced has delegations of authority associated with it.  If yes, contact the [Delegations of Authority Specialist](https://authority.umn.edu/people-of-delegations-of-authority/#doa_specialists) for your campus, college, or administrative unit. * Updated positions, depending on the nature of the change, may require revisions to existing position descriptions. Remember to consider delegations of authority when changing the max head count when updating a position. Because delegations of authority are attached to a position, individuals who share a position number will automatically have those same delegations. If this is not intended by the hiring authority, a separate position number is required.  If yes, please contact the [Delegations of Authority Specialist](https://authority.umn.edu/people-of-delegations-of-authority/#doa_specialists) for your campus, college, or administrative unit.   INSERT Position Description (narrative) based on OHR guidelines. Position Manager can copy and paste text into HRMS. | | | |
| Initiated By: |  | Date: |  |
| Approved By: |  | Date: |  |
| ApprovedBy: |  | Date: |  |

**Location**

|  |  |
| --- | --- |
| **Location Code:** | **Description:** |
| AUSTIN | Hormel Institute, Austin |
| BECKER | Sand Plain Research Farm |
| BETHEL | Cedar Creek Ecosys Sci Reserve |
| CANNONFALL | Goat Lab |
| CCE-CIS | CCE-College in the Schools |
| CCE-IDL | CCE-Independent and Dist Lrng |
| CEMORRIS | University of MN, CE Morris |
| CHANHASSEN | MN Landscape Arboretum |
| CLOQUET | Cloquet Forestry Center |
| CROOKSTON | Univ of Minnesota, Crookston |
| DULUTH | Univ of Minnesota, Duluth |
| EXCELSIOR | Horticultural Research Ctr |
| GRNDRAPIDS | NC Research/Outreach Ctr |
| ITASCA | Lake Itasca Forestry/Biol Stn |
| LAMBERTON | SW Research/Outreach Ctr |
| MORRIS | Univ of Minnesota, Morris |
| NEWSWEDEN | Dairy Education Center |
| NWEXPSTA | NW Research/Outreach Ctr |
| OFFCAMPUS | Off Campus |
| OFFCMPROCH | Off Campus Rochester |
| OFFCMPTC | Off Campus Twin Cities |
| OFFCMPTNE | Off-Campus TC-Non-Exmpt Course |
| OFFCMPUMC | Off Campus Crookston |
| OFFCMPUMD | Off Campus Duluth |
| OFFCMPUMM | Off Campus Morris |
| OUTOFMN | Out of Minnesota |
| ROCHESTER | Univ of Minnesota, Rochester |
| ROSEMOUNT | Rsmnt Research/Outreach Ctr |
| ROSERCHCTR | Rosemount Research Center |
| SFCRREMIT | Business Office |
| SFDLREMIT | Cashier's Office |
| SFMOREMIT | Business Office |
| SFTCREMIT | Bursar Cashiers Office |
| SOEXPSTA | S Research/Outreach Ctr |
| STDYABROAD | STUDY ABROAD (not for HR use) |
| STPAUL | UMTC, St Paul |
| TCEASTBANK | UMTC, East Bank |
| TCWESTBANK | UMTC, West Bank |
| TOWER | Soudan Underground Rsrch Ctr |
| TPCRREMIT | Business Office |
| TPDLREMIT | Student Accounts Receivable |
| TPMOREMIT | UMM Business Office |
| TPTCREMIT | University of Minnesota |
| UMNCR | UMNCR-Business Office |
| UMNDL | UMNDL-Student Accounts Reciev |
| UMNMO | UMNMO-UMM Business Office |
| UMNTC | UMNTC-Accounts Receivable |
| WASECA | Univ of Minnesota, Waseca |
| WCEXPSTA | WC Research/Outreach Ctr |
| WILLMAR | Minnesota Poultry Testing Lab |