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| C:\Users\kgilbert\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\E6B3R06G\TAMUSA_final_logo-2.jpg | Position Management Request Form  *Office of Human Resources*  *One University Way, Central Academic Building, Room 439*  *210-784-2054 FAX: 210-784-2056* |

This form is to be used to request a new position, fill a vacant position, and a variety of other employment actions (see PURPOSE below). ***Funds must be identified PRIOR to submitting this request.*** Detailed instructions are on the back of this form.

*STAFF: Attach updated POSITION DESCRIPTION FORM & ORGANIZATION CHART FACULTY: Attach JOB POSTING*

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| PURPOSE:  *To check a box, double click on the appropriate box and select “checked.”* | | | | | |
| Faculty  Staff | | Create a new position  Fill a vacant position, no changes in duties  Fill a vacant position, changes in duties  Reclassify a filled position | | Conduct salary analysis  Assign acting/interim appointment  Other: |
| **Name of individual currently in position ~or~**  **Name of last person to occupy position (if applicable)** | |  | |
| THE REQUEST: | | | | | |

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| Current Title: | |  | | | Requested Title: | | |  | | |
| Current Budgeted Salary: | |  | | | Requested Salary: | | |  | | |
| Supervisor Name: | |  | | | Leave/Timesheet Approver: | | |  | | |
| Benefited Position:  Yes; provide PIN: **O**  No | | | Funding Source Acct Number/s:  *If funds exceed current budget, additional funds must be identified PRIOR to submitting this request. Questions should be directed to Lloyd Butler ext. 2070.* | | | | |  | | |
| HIRING FREEZE EXCEPTION (STAFF ONLY): | | | | | | | | | | | |
| Is this a Hiring Freeze Exception Request? YES NO Not Applicable (Faculty)  If YES, indicate the **critical function/s** that will be impacted if this position is not filled:  Safety  Student Recruitment  Loss of Revenue  Research  Legislative Mandate  Compliance  Student Retention  Other: | | | | | | | | | | |
| REQUIRED APPROVALS ~ *By signing below, you are indicating your support/approval of this request – Forward to HR.* | | | | | | | | | | | |
| Dept. Head / Chair / Requesting Manager: | | | |  | | | | | Date: |  |
| Asst. VP / Assoc. VP / Dean: | | | |  | | | | | Date: |  |
| Budget: | | | |  | | Budget Available: |  | | Date: |  |
| Vice President: | | | |  | | | | | Date: |  |
| Human Resources Recommendations (STAFF ONLY): | | | | | | | | | | | |
| Employee meets min quals  Employee meets perf eval requirements  Employee in position 3 months  Verify degree if applicable  Verify Budget Approval  HR RECOMMENDATIONS: Class Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Working Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Class Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exempt Status:\_\_\_\_\_\_\_\_\_\_\_ Pay Grade:\_\_\_\_\_\_\_\_\_\_\_ Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| FINAL APPROVAL: | | | | | | | | | | | |
| President or Delegation of Authority |  | | | | | | | | Date: |  |

*This form replaces the Staff Position Management Request form, Faculty Position Management Request form, Hiring Freeze Exception form and Salary Exceeds form.*

*kg/Position Management Request form\_10.06.16*

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| GENERAL INSTRUCTIONS: |

The Position Management Form (PMR) combines the Staff and Faculty PMR as well as the Hiring Freeze Exception form. The Salary Exceeds form is being eliminated.

The Position Management Request Form is made up of five sections. Each section will need to be completed prior to any action by the Office of Human Resources or Payroll Services. Actions can be requested for Staff or Faculty positions.

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| PURPOSE: |

Check a box for either a Staff or Faculty position. Select one option for the action you are requesting. If selecting OTHER, provide the action you are requesting. (Example: change FTE from part-time to full-time.)

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| THE REQUEST: |

For current positions, fill out the Current Title. If you do not have a change in the title you can leave the requested title blank. Requested titles are for a change in current titles or titles new to the University.

Fill in the current budgeted salary. You can confirm the budgeted salary with Michael Sala in the Budget Department. Complete the salary you are requesting for the position.

List the supervisor’s name. If the Leave/Timesheet approver is the same, mark “SAME” in the required space. If they are different indicate the name of the Leave/Timesheet approver.

Is the position a benefitted position? If the position is 50% or more FTE, it is a benefitted position. The budgeted position will require you to include the PIN. If the position is a new position, contact Lloyd Butler ext. 2070 for a new PIN request.

If the position is below 50%, it is a not benefitted so you would select NO.

Identify the funding source and place the account number in the space provided. If the requested funds exceed the current budget, additional funds must be identified PRIOR submitting this request. Questions should be directed to Michael Sala ext. 2033.

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| HIRING FREEZE EXCEPTION (STAFF ONLY): |

The A&M System instituted a hiring freeze for STAFF position across the A&M System. Faculty positions are exempt from the System’s hiring freeze. Indicate which critical functions will be impacted if the request is denied. You can select more than one box. If you choose OTHER, indicate the impact it will cause to your department/division if the position is not filled.

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| REQUIRED APPROVALS: |

**FOR STAFF POSITIONS**: ATTACH POSITION DESCRIPTION FORM & ORGANIZATION CHART (include requested position on organization chart).

**FOR FACULTY POSTIONS**:ATTACH JOB POSTING.

The position requestor signs the appropriate section, indicating their support of the request. Route the form to the next appropriate approver and continue through the Vice President approval.

The Vice President will route the form to Human Resources.

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| Human Resources Recommendations (STAFF ONLY): |

HR will complete the section to include the classification title and working title. The working title can be used on nametags, business cards, email address and other correspondence.

HR will insert a *recommended* pay grade and salary. HR will forward the PMR form to the President for final approval.

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| FINAL APPROVAL: |

The President or the Delegation of Authority will sign the form indicating final approval to move forward with the request. The Office of the President or the office of the Delegation of Authority will forward to HR to begin the requested action. HR will notify the requestor of receipt of the final approval.