# 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](http://www1.umn.edu/ohr/prod/groups/ohr/%40pub/%40ohr/%40emprelations/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 |