Completing a Position Management Action Page (PMAP)

The PMAP is submitted for various reasons associated with establishing, changing, or inactivating a position within the University.

Submission of an individual PMAP is the only acceptable method to change any of the areas identified below. These areas may be submitted as an individual change or when combined with other items from the list below:

- Working title
- Shift from Day to Other or vice versa
- Working hours
- FTE / Standard Hours
- Reports to Position # - but only when combined with another item from this list. When requesting only a supervisory change you must use the Supervisory Change Form.
- Department #
- Funding Account Code – but only when combined with a change to Department #. Changes to Funding Account Code only must be submitted through ePAF.
- Location / Mail Code
- Addition / removal of background check, fingerprinting, confidentiality, financial disclosure or other requirements.
- Eligibility for Shift Differential
- Eligibility for On-Call Pay

Submission of a PMAP is REQUIRED with the establishment, update or reclassification of a position. In this case, the PMAP acts as a cover page to the position description. When completing a PMAP, it is important to follow the specific guidelines that are outlined below for each section. If you have questions when completing a PMAP, please contact your assigned Compensation/Classification Analyst.

Position #, Department #, Department Name
List the applicable information as related to the position you are working on. For a position that has yet to be assigned a position number, leaving the Position # field blank is acceptable.

Contact Name, Email, Phone, Mail Code
List the applicable information as related to the information of the person we would contact with questions related to the action.

Position Type
Select the check box for the applicable type of position.

Action Requested
From the drop down box, select the type of action you are submitting.

This position is paid through time-limited funds
From the drop down box, select either "Yes" or "No."

Current Status
If the position is being established please leave the current status fields blank.

If the position is active you must completely fill out ALL fields in the current status section.

Proposed Status
If the position is being established, updated or reclassified you must completely fill out all applicable fields in the proposed status section.

> ➢ **Current / Proposed Status Fields:**

Job Code
The 4 digit numeric code assigned to every job classification specification.

Title
The official University job classification title associated with the job code.

Working Title
A title being requested to substitute for the official University job classification title associated with the job code. For a working title to be approved, you must work with your assigned Compensation/Classification Analyst. An approved working title will display on OMNI reports, the University Directory and organizational charts.

Union Code
The code used for unionized classifications. You can find this code on a job classification specification.

Pay Band
The number that represents the job classification's pay band within the University compensation structure. You can find this code on a job classification specification.

FLSA
A position is either Exempt or Non-Exempt under the Fair Labor Standards Act (FLSA). You can find this code on a job classification specification.

Shift

This relates to what shift the position is assigned to. By selecting the check box for "Day" the position is assigned to work day shift between the hours of 6:00 AM to 6:00 PM. By selecting the check box for "Other" the position is assigned to work any shift other than "Day." To change the shift for an employee you MUST submit a Workgroup Change Request through Employee Data Management.

Working Hours

This is the start and end time for a position. For example, 8:00 AM – 5:00 PM.

FTE / Standard Hours

This is the full-time equivalency of the position and the standard hours of work per week of the position. For example, 1.00 / 40 means the position works at 100 % at 40 hours per week.

Reports to Position

This is position number of the position's supervisor.

Department

This is the number of the department in which the position works.

Funding Account Code

This is a numerical value for the department with an assigned project code. For example, 025000110S.

Location Code / Mail Code

These codes represent the physical location in which the position works and where a position's mail is received. For example, 0223A6200 / 2410.

Bi-Weekly / Annual Salary

These are monetary values that is required for the creation of a position or when pay changes due to an update to or reclassification of a position.

% Salary Increase / Decrease

This is a numerical value that represents the increase or decrease to a pay change noted in the Bi-Weekly / Annual Salary field.

Additional Information

This section is to be used only when submitting a PMAP form individually. If you are adding background check, fingerprinting, confidentiality, financial disclosure or other requirements you must select the applicable check boxes on the position description form.

For Actions with Incumbent

If you are updating or reclassifying a position that has an incumbent, you must state their name and employee ID.

Eligibility for Shift Differential / On-Call Pay

This section is to be used only when submitting a PMAP form individually. If you are adding eligibility for shift differential or on-call pay you must select the applicable check boxes on the position description form.

Funding Source

Select the check box of the applicable funding for the position.

If the position is paid through C&G funds you must forward the PMAP and position description to Sponsored Research Accounting Services to obtain the official C&G fund stamp. We are unable to process your action until the stamp has been obtained. Actions missing the stamp will be returned to you.

Required Signatures

Signatures are required on the PMAP. Appropriate signatures vary by University division depending on the type of action.