Instructions for Completing the Position Management Action Form

A Position Management Action Form is a request to create or modify position management data in PeopleSoft HR.

- All employees (other than volunteers) at UMKC, regardless of classification, require a **position number**.

- A **position number** should be established prior to any hiring actions.

- Click on the link for the current version of the Position Management Action Form.

FORM INSTRUCTIONS

1. Complete the required fields listed below as described by the appropriate situation for either a new position or to update a position.

2. Submit the completed form to the Human Resources, Compensation Specialist, AC 226. Forms will only be accepted by HR facilitators or their designees.

Situation: New position

Establish new position/Update existing position – select "new" if establishing a new position i.e. academic, temporary, or student position. Note: HR will assign all new benefit eligible administrative position numbers during the classification process, the HRF need not complete a Position Management Action Form.

Effective date – the date the position will be effective.

Action reason – select the appropriate code "new" from the drop-down menu.

Reports to position – enter the position number and title (or supervisor's name) of the position that the new position will report to, only one supervisor may be indicated.

HR department ID – the alphabetical code used to identify the department, e. g. KLIBRARY.

Job code – the four-digit job code from the classification specification.

Regular/Temporary - if the position is .75 FTE or higher AND length of services will be nine months or more, select "Regular." If the position .74 FTE or less OR the length of service is fewer than nine months, select "Temporary." The "Reg/Temp" code field denotes eligibility for benefits.

Full-time/Part-time – full time is 1.0 FTE, part time is .99 FTE or less.

Standard hours – number of hours the employee is expected to work in a seven-day period (in whole numbers).

Maximum headcount – A unique position number is required for all positions.

Situation: Update existing postion

Establish new position/Update existing position – select "Update" if the position number already exists.

Position number – fill in the valid eight-digit number position number as assigned in PeopleSoft.

Effective date – the date the position will be effective.

Action reason – select the appropriate Action Reason code from the drop down menu. See Action Reason chart below for definitions.

Name of incumbent – enter the name of the person currently holding the position.

Incumbent's empl ID – eight-digit PeopleSoft ID

Title – title assigned on the classification specification.

Fields that may be updated on an existing position (fill in only the changes being requested):

Reports to position – enter the position number and title (or supervisor's name) of the position that the new position will report to, only one supervisor may be indicated.

HR department ID – the alphabetical code used to identify the department, e. g. KLIBRARY.

Job code – the four-digit job code from the classification specification.

Regular/Temporary – if the position is .75 FTE or higher AND length of services will be nine months or more, select "Regular." If the position is .74 FTE or less OR the length of service is fewer than nine months, select "Temporary." The "Reg/Temp" code field denotes eligibility for benefits.

Full-time/Part-time – full time is 1.0 FTE, part time is .99 FTE or less.

Standard hours– number of hours the employee is expected to work in a seven-day period (in whole numbers).

A unique position number – (1:1 position to incumbent) is required for all positions.

If you have questions or need assistance completing the Position Management Action Form, please contact the Senior Human Resources Specialist listed on this page.