

Position Management Definitions & Contacts

A. Definition of Numbers Associated w/ Position Management & Main Contacts

The five *numbers* most commonly dealt with in Position Management:

<u>Type</u>	<u># of Digits</u>	<u>Quick Definition & Main Contact</u>
1. <u>Account</u>	6 Digits	Budget number associated w/ open Position (ex. 251000); Main contact is either Budget Office (University-funded), or DSPA (Grant-funded) .
2. <u>Dept</u>	5 Digits	Automatically derived from Account Number; Indicates division wherein Position lies (ex. 51000).
3. <u>Job Code</u>	6 Digits	Provides Title/Grade associated with Position (ex. 101008) Main Contact is Compensation (x2230) .
4. <u>Position</u>	8 Digits	Only exists if funded; allows creation of Requisition (ex. 04006102) – Main contact is HRIS (x2230) .
5. <u>Requisition</u>	6 Digits	Allows open Position to be advertised (ex. 111512) Main Contact is Employment (x2230) .

B. Definition of “*Pending*” status within Position Management:

- a. “Pending” is the status a position will enter upon ANY vacancy (i.e. retirement, promotion, termination, etc.).
- b. The open position will remain in Pending status until a Position Management Activity (PMA) form is submitted, indicating replacement, reallocation, discontinuation, or elimination of such position.
- c. Until the time the PMA form is submitted and completes all levels of approval, the position will remain “frozen,” meaning no requisition can be created.