Updating Existing Positions Reason Codes

Six possible reason codes exist for updating an existing position. Departments will initiate an update by filing out a Position Management Request (PMR) form. The form will be submitted to the Position Manager who will enter the changes into HRMS. This job aid defines each reason and outlines what fields would change per each reason code.

**Title Change**

- Job titles default from the Job Code in Position. Occasionally a more meaningful working title is desired. The title field in Position directly feeds into the business directory at the University. Fields that will be updated for the reason “Title Change” include:
  - Effective Date
  - Reason Code = Title Change
  - Title Field
- If additional fields are updated beyond those listed the reason code selection must be Position Data Update.

**Work Location Change**

- Employees may be given different assignments resulting in a different work location. If a work location change is greater than 3 months the location field in the Position record must be updated. Location field feeds into the benefit module. Fields that will be updated for the reason “Work Location Change” include:
  - Effective Date
  - Location
- If additional fields are updated beyond those listed the reason code selection must be Position Data Update.

**Reports To Change**

- Occasionally restructuring occurs within a unit and the direct reporting relationship changes. When that occurs it is necessary to update the position record to reflect the new reporting relationship. The reports to field directly impacts how transaction route for approval in HRMS. Fields that will be updated for the reason “Reports To Change” include:
  - Effective Date
  - Reason Code = Reports to Change
  - Reports To
  - Reports To Name
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Reports To Change (cont.)

- If additional fields are updated beyond those listed the reason code selection must be Position Data Update.

Standard Hours Change

- Occasionally restructuring occurs and the position data of a unit is re-evaluated. Position evaluation may result in decrease or increase of standard hours. The Standard Hours field directly impacts benefits eligibility. Fields that will be updated for the reason “Standard Hours Change” include:
  - Effective Date
  - Reason Code = Standard Hours Change
  - Full/Part Time
  - Standard Hours
  - FTE
- If additional fields are updated beyond those listed the reason code selection must be Position Data Update.

Job Re-Classification

- Employees and Managers evaluate the position description and the duties being performed at least annually. If the duties being performed are within a different classification a formal re-classification request is processed through the Office of Human Resources. If the request is approved the position record must be updated. The fields that will be updated have a direct impact to Job Data and compensation.
  - Any and all fields can be updated.

Position Data Update

- When multiple fields are updated for a variety of reasons such as Title and Standard Hours, the use of the reason “Position Data Update” should be used. It reflects numerous changes being made at one time. Any or all changes will impact specific modules in HRMS. All fields could be updated with the use of this reason.
  - Any and all fields can be updated.