This job aid identifies and defines the tabs and fields in Position Management for position managers and/or position inquiry viewers. See the Position Management: Creating New Positions course for additional information.

Main Menu > Organizational Development > Position Management > Maintain Positions/ Budgets > Add/Update Position Info

DESCRIPTION TAB. POSITION INFORMATION SECTION

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>A unique system assigned number that identifies the position. Number is assigned when record is saved.</td>
</tr>
<tr>
<td>Headcount Status</td>
<td>This will be blank initially and cannot be updated on this page.</td>
</tr>
<tr>
<td>Current Headcount</td>
<td>Indicates the number of positions available within this record. Defaults to “1 out of 1.”</td>
</tr>
<tr>
<td>Effective Date</td>
<td>First date action is effective. Defaults to the current date. Future dated effective dates are not encouraged.</td>
</tr>
<tr>
<td>Reason</td>
<td>Reason for the new or changed position row.</td>
</tr>
<tr>
<td>Position Status</td>
<td>The status of the position request. Defaults to “Proposed” for a new position record.</td>
</tr>
<tr>
<td>Current Head Count</td>
<td>Indicates the number of positions available within this record. Defaults to “1 out of 1.”</td>
</tr>
<tr>
<td>Status</td>
<td>Positions can be active or inactive. Inactive positions cannot be used or reactivated. New positions default to “Active.”</td>
</tr>
<tr>
<td>Action Date</td>
<td>Defaults to the current date.</td>
</tr>
<tr>
<td>Status Date</td>
<td>Defaults to the current date.</td>
</tr>
<tr>
<td>Key Position</td>
<td>Do not use.</td>
</tr>
</tbody>
</table>

DESCRIPTION TAB. JOB INFORMATION SECTION

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Defaults to “UMNHR.” Do not change.</td>
</tr>
<tr>
<td>Job Code</td>
<td>Job classification as listed by the Office of Human Resources. Selection of job code updates the following fields: Union Code, Title, Short Title, Salary Admin Plan, Grade, Standard Hours, Work Period, Mon-Tue-Wed-Thu-Fri (8.00 each).</td>
</tr>
<tr>
<td>Reg/Temp</td>
<td>Enter “Reg” if position is more or equal to three months. Enter “Temp” if position is less than months. Used for determining benefits eligibility.</td>
</tr>
<tr>
<td>Regular Shift</td>
<td>Defaults to “Not Applicable.” Do not change.</td>
</tr>
<tr>
<td>Title</td>
<td>Associated with the Office of Human Resources job code. Defaults to “Title” when job code is entered. This can be changed to more appropriately reflect someone’s duties if needed, however the “official” job code must be used to recruit for the position. This title will flow to the campus directory. This field should never be left blank.</td>
</tr>
<tr>
<td>Short Title</td>
<td>Defaults to the job code number when Job Code is entered.</td>
</tr>
</tbody>
</table>
Position Pages Field Names and Definitions (cont.)

**Full/Part Time**
Enter “Full Time” if position is more or equal to 40 hours per work. Enter “Part-Time” if position is less than 40 hours per week. Used for determining benefits eligibility.

**Union Code**
Defaults to “Union Code” when Job Code is entered. Should not be changed unless position is for Duluth or Crookston faculty. Position managers must determine the appropriate union code (”I1” or “I2”) for UMD and UMC faculty and override if necessary.

**Detailed Position Description**
Opens a new pop-up window. A detailed description of the work the position is expected to perform should be entered into this field. Follow the suggested protocol as outlined in the “Writing a Position Description” document.

**DESCRIPTION TAB. WORK LOCATION SECTION**

**Reg Region**
Defaults to “USA.” Do not change.

**Department**
Identification number linked to a department at the U of M. Enter financial DeptID here. When you enter in the department identification number it will update the following fields: Company, Location.

**Location**
Physical campus location of the position work place. Defaults to location when department is entered. If there is no location value which represents where the employee is actually located, select the closest location. If the work place is outside of Minnesota, select “Outside of Minnesota.”

**Reports To**
Enter supervisor’s position number. This is the person who will be approving time for timekeepers and absences for the employee. It is important that anytime a supervisor is terminated or on a leave of absence that this field is updated. If it is not updated, time or absences will not get approved.

**Supervisor Lvl**
Do not use.

**Company**
Defaults based on department. Do not override except for cases where position is affiliated with a unique group such as University of Minnesota Physicians (company UMP) or a fellowship/scholarship (company UNS).

**Dot-Line**
Do not use.

**Security Clearance**
Do not use.

**DESCRIPTION TAB. SALARY PLAN INFORMATION SECTION**

**Salary Admin Plan**
Do not change. Indicates appropriate compensation plan, defaulted by job code. Defaults to salary admin plan when job code is entered.

**Grade**
The pay range within the salary administration plan of the job code. Defaults to grade when job code is entered. Do not change except for the Trades Job Codes “BU 02.”

**Step**
Entering the step here will default the step to the Job Data pages. If you don't do it here, you will need to maintain this field manually on the Job Data page.

**Work Period**
Do not change. Defaults work period when job code is entered.

**Standard Hours**
Defaults to “40” when job code is entered. Update this to reflect the standard hours you need. All hours must be stored in 1/4 increments not just the .25 for hourly. For example, “30.23” needs to be entered as “30.25” because Time
and Labor needs time reported in quarter hour increments. The Standard Hours will default to Job Data and can only be changed in Position.

DESCRIPTION TAB. USA SECTION

FLSA Status Defaults to FLSA status when job code is entered.

Bargaining unit A recognized bargaining agent for a defined group of employees as defined by the Bureau of medication Services under Minnesota state law. Defaults to bargaining unit when job code is entered. Do not change. The exception will be for Duluth because faculty can be in either Bargaining Unit “08” or “09” based on union contracts.

Compensation Review Indicator Positions requiring Compensation review will have a status of “Pending” initially, then “Complete” after being reviewed and approved. A value of “N/A” will appear for positions not requiring Compensation review.

Comment Insert narration on the purpose of this position request. Used to send a message to central position management.

Comment History View previously entered narrative on the position record.

Summary of Changes This section indicates the person and date/time that action was last taken on the record.

<Save> Saves, records, and assigns a numeric value to the position request.

Notify Allows the position manager to initiate an email to another University employee with an Internet ID account.

Add Allows the position manager to add a new row of data to the position.

Update/Display When searching for data, the default is to search in Update/Display mode. It displays the current record only.

Include History View all action items on the record. All rows of data will display.

Correct History If the position request is denied, the position manager will use correct history to make modifications on the denied request.

SPECIFIC INFORMATION TAB. SPECIFIC INFORMATION SECTION

Max Head Count Defaults to “1.” Total number of available headcounts should be entered.

Mail Drop ID Do not use.

Work Phone Do not use.

Health Certificate Do not use.

Signature Authority Do not use.

Incumbent Employee currently holding the position or past employees who have previously held the position.

Update Incumbents When creating a new position, do not check. When updating a position record, this should be checked as it will then send Position data into the Job Record. Data will refresh overnight.
Position Pages Field Names and Definitions (cont.)

**Include Salary Plan/Grade**
Check this field for all positions except positions associated with bargaining units 01-07. Positions associated with bargaining units 01-07 should be unchecked.

**Budgeted Position**
Default will have this box checked. Although delivered position budgeting will not be used, this field will be used to send information to the Finance side. Information will not be sent for certain job codes like “Temp/Casuals,” “Students,” and “Grad Students.”

**Confidential Position**
Do not change.

**Job Sharing Permitted**
Do not change.

**Notice Rights**
Select when an employee is not eligible for Notice Rights either by holding a Duluth non-regular or fixed term appointment or for an employee being appointed by the President for a limited time.

**SPECIFIC INFORMATION TAB. EDUCATION AND GOVERNMENT SECTION**

**Position Pool ID**
Units using a distribution strategy of position pool will use this field to assign position records to a Pool ID.

**Pre-Encumbrance Indicator**
Defaults to “Encumber Immediately.” Do not change.

**Encumber Salary Option**
Defaults to “Salary Step.” Do not change.

**Classified Indicator**
Defaults to “(Not Applicable).” Change to “Clinical Scholar,” “Research,” or “Teaching” if needed. Created for contract faculty to identify which part of the mission they were hired for. A value of “Direct Hire” indicates that a position was not posted and was filled through the No Search process.

**Calc Group (Flex Service)**
Do not use.

**Academic Rank**
Do not use.

**FTE**
Defaults to “0.0.” This field is used to tell the University how many people work for us. There will be a modification that prevents people from going over 1.0 FTE. For those individuals who have two jobs, they can only have a combined FTE of “1.0.” Leave “0.0” FTE for all hourly appointments, graduate students, undergraduate students, UMI, UNS, UMP, UMR, and Cobra appointments. Any summer research/summer session appointments will have a “0.0” FTE if they have another appointment. To calculate a FTE less than 1.0, divide the number of work hours per week by 40 hours (15/40) and round to the 6th decimal point (.375000).

**Adds to FTE Actual Count**
Select this checkbox when the FTE value is “0.01” and above. Do not check this field if the FTE value is “0.0.” Central position management will be checking the FTE and Adds to FTE Actual Count fields when reviewing.

**BUDGET AND INCUMBENTS TAB. CURRENT BUDGET & CURRENT INCUMBENTS SECTION**

**Current Incumbent**
Employee currently holding the position.

**Job Data**
This link will pull up the job data pages associated with the position record.