

Managing Positions in UNMJobs Quick Reference Sheet

The Budget Offices, Position Control, and the Faculty and Staff Employment Offices are working on synchronizing your position data between the many systems that use the position concept for budgeting, reporting, posting and hiring. The following quick reference sheet is intended to assist you with managing your positions. In the near future, there will be additional instructions provided on how to streamline the management of this data.

Facts Regarding Positions

- New position numbers are assigned by Institutional Budget/Position Control (IB/PC) at the time the hiring proposal is routed for approval
- Use a vacant position that you do not plan to budget in the coming FY instead of creating a new position
- The information on the hiring proposal will become the information in the employee's job record in Banner
- Hiring proposals only need to be routed to IB/PC in UNMJobs if they require a new position number or the position classification on the position has been changed.

The Importance of Selecting the Right Position

- In order to manage your positions you **must** select the correct position when beginning an employment transaction
- There needs to be close communication between a Department's Finance/Budget person and the person originating the employment transaction in UNMJobs

Finding My Position

- UNMJobs
- HRP_BANP Repository in ePrint
 - Active Employee Report: **PZROEMA**
 - Position Vacancy Report: **PZRVACR**
- For additional information on Position Management, Click here: [insert link to LEARN presentation]

Selecting the Right Action

Not all positions show in UNMJobs, but if you have a position in Banner (PZROEMA or PZROVACR) that is not in UNMJobs – you should chose the Action:

- **“Create a new position and request to Post”**
- Be sure to reference your Banner position number in the Comments section.

If you have a vacant position or a position that is soon to be vacated, use that position.

If you do not have a vacant or soon to be vacated position in the right classification, but you have a position that you do not intend to fill, use that position and then reclass it.

- Then: In UNMJobs, choose the Action:
- **“Modify an existing position and request to Post ”**

Questions? Call HRPR Support at 277-4777 (HRPR)