

Position Request					
	REASON	HR SYSTEM	USE	For Employee Class	Special Notes
	ABO (Abolish Position)	Organizational Development/Add/Update Position	For a vacant position which is no longer needed for current business needs	SPA, EPA, Post Doc, Campus Police (1,2,4,5)	
	BND (Grade-Band Transfer)	Organizational Development/Add/Update Position	For a position which has been reclassified as banded rather than graded	SPA (1)	
	CON (Contract Change)	Organizational Development/Add/Update Position	For a position which is changing from a 12 month to a 9 month or vice versa	EPA (2)	Will require additional action on employee if position is filled
	DPT (Department Number Change)	Organizational Development/Add/Update Position	For a position which is changing department number as part of a reorganization of departments	All classes in positions	
	NEW (New)	Organizational Development/Add/Update Position	For the creation of new positions to meet business demands	EPA (2) SPA (1)-- will be created by Human Resources,	
	PHC (Position Hours Change)	Organizational Development/Add/Update Position	For a position for which there is a business need to change the number of hours required to complete the job	All classes in positions	Will require additional action on employee if position is filled
	PIC (Position Information Change)	Organizational Development/Add/Update Position	ALL-- Reports To, Dot Line, Work Phone	All classes in positions	
	PRP (Promotion-Professional)	Organizational Development/Add/Update Position	For a position that is adding administrative duties	EPA (2)	May require additional action on employee if position is filled

	PRR -(Promotion Rank)	Organizational Development/Add/Update Position	For a position associated with the Tenure Track process	EPA (2)	May require additional action on employee if position is filled
	PTC (Position Type Change)	Organizational Development/Add/Update Position	SPA- for a filled position that is changing from; Time-Limited to non Time Limited, or from Full time to Part Time or Vice Versa or for a vacant position that is changing from Time-Limited to non Time-Limited, from non Time-Limited to Time-Limited, or from Full time to Part Time or Vice Versa	SPA, Campus Police (1,5)	May require additional action on employee if position is filled
	RCD (Reclassification Down)	Organizational Development/Add/Update Position	For a position that has a business need for duties that are associated with a position title that has a lower salary grade	SPA (1)	May require additional action on employee if position is filled
	RCH (Reclassification Horizontal)	Organizational Development/Add/Update Position	For a position that has a business need for duties that are associated with a position title that has a different title but the same salary grade	SPA (1)	
	RCU (Reclassification Up)	Organizational Development/Add/Update Position	For a position that has a business need for duties that are associated with a position title that has a higher salary grade	SPA (1)	May require additional action on employee if position is filled
	REV (Range Revision)	Organizational Development/Add/Update Position	For a position that the duties have been determined to be at a higher salary grade with no change in title	SPA (1)	May require additional action on employee if position is filled
	TTI (Title Change)	Organizational Development/Add/Update Position	For a position that the duties have been determined to reflect duties associated with a different title	EPA (2)	May require additional action on employee if position is filled