



**Office of Human Resources Management**  
**Bird Hall Building**  
Princess Anne, Maryland 21853-1299  
401-651-6400  
[www.umes.edu/hr](http://www.umes.edu/hr)

## **POSITION REQUEST FORM**

### **UMES Procedures for Position Request**

Use this form to request a position for Nonexempt and Exempt Staff Positions. Please follow the steps in order as listed and obtain appropriate approvals as indicated.

#### **Procedures**

- (1) Department Head completes Position Request Form(s). Forms must be completely filled out. **(Incomplete forms will be returned)**
- (2) Vice President for division reviews and approves form.
- (3) Vice President for Administration and Finance (VPAF) reviews and approves fiscal request. Budget number is assigned.
- (4) Office of Human Resources Management (HRM) receives request from VPAF.
- (5) HRM reviews for appropriateness of title, responsibilities, and salary/salary range. HRM assigns appropriate title and salary.
- (6) HRM forwards to Department Head (discussion takes place if necessary)
- (7) Final title is established and entered into People Admin by hiring department.
- (8) Position is posted by HRM.

#### **Action Requested**

**Position Action Requested for:** \_\_\_\_\_ Exempt                      \_\_\_\_\_ Non-Exempt

Establish New Position \_\_\_\_\_    Change Existing Position \_\_\_\_\_    Existing Position (No Change) \_\_\_\_\_

Proposed Title: \_\_\_\_\_ Proposed Pay Range: \_\_\_\_\_

**Funding Source Information**

Budget # \_\_\_\_\_ Expiration Date (If grant funded) \_\_\_\_\_

Vice President Administration and Finance Approval: \_\_\_\_\_

**Approval Signatures**

Dean/Director (Print Name):	Signature:
Provost/Vice President (Print Name):	Signature:
President – if applicable (Print Name):	Signature:

**Position Summary/Purpose of Position:****Essential Duties and Responsibilities:**