



# People Management Review Request (PMRR) Guide

Maintained by: The Division of People and Culture  
Compensation & Classification

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## What is the People Management Review Request (PMRR) Process?

The People Management Review Request (PMRR) Process ensures UAMS complies with Board of Trustees policy 370.1, which mandates position control as part of the personnel budget process. It helps manage campus-wide compensation spending and ensures adherence to budget guidelines. The process applies to requests involving FTE efficiencies, new contracts or grants, departmental reorganizations, and other staffing changes. Each position must be supported by a unique position number and budget.

UAMS headcount is governed by the Appropriation Act approved by the Arkansas Legislature, ensuring all position adjustments align with legal guidelines and the Arkansas Division of Higher Education. This process maintains operational efficiencies and keeps UAMS leadership informed about headcount and compensation spending. While the PMRR process supports budget compliance, Divisional Budget Administrators remain responsible for managing compensation expenses within their authorized salary limits throughout the fiscal year.

## When do I use a Workforce Position Review Request (WPRR) vs. a People Management Review Request (PMRR)?

<b>Workforce Position Review Request</b> (Backfill a Vacancy or Add New Workforce)	<b>People Management Review Request</b> (Existing Staff)
<p style="text-align: center;">New Position Request Backfill Backfill with Reclassification Agency/Traveler* Contractor*</p>	<p style="text-align: center;">External Market Review Internal Equity Review New Bonus Request New Incentive Request New MOU Request Reclassification Review Reorg/Restructure with new position request Reorg/Restructure without new position request Retention Request</p>

\*will be included in this process at a future date

## People Management Review Process

For staffing changes such as reorganizations, reclassifications and internal equity reviews, a PMRR will need to be submitted. For a complete list, please see table above.

A completed Business Case must be attached to each PMRR request, along with required documents which are listed in the tables below. The Business Case template is located on the DPC Total Rewards [website](#).

Each divisional Senior Leader (or designee) must approve the request before it will move forward in the process. Upon their approval, each request will be routed for review and validation by the Budget Office, Grants Accounting or Contracts depending on the funding source. Once the Senior Leader (or designee) AND the Budget/Grants/Contracts have approved the case, it will then be routed to the Comp and Class team for review.

The approval flow will follow this path:

① Initiator → ② Senior Leader → ③ Budget/Grants/Contracts → ④ Comp and Class

Once DPC has completed their review the request will be placed on the Workforce Committee agenda for review/approval. The approval flow will then follow this path if approved:

⑤ Awaiting Committee Approval → ⑥ Final Budget Action

Approval notes and next steps will be documented on the case after the committee's review. If the request is approved, it will be routed to the Budget Office for final budget action. If the case is denied, the case will be Closed Incomplete.

## Where can I find the PMRR Schedule?

The PMRR Schedule can be found on our Total Rewards [website](#). Select People Management Review Dates.

### **People Management Review Dates**

PMRR Process Schedule

Please refrain from communicating an effective date to any potentially impacted employees until the request has been approved by the Workforce Committee and the final notes have been documented in the case. Simply requesting an effective date does not guarantee approval. We kindly ask that you review the timeline to ensure a clear understanding of the process and expectations.

The following sections will give you a summary of each of the request reasons along with the documentation that is required for each request:

## Reorganization/Restructures

A **reorganization or restructure** refers to a significant change in a department or division’s organizational structure or operational processes. These changes may involve:

- Realigning teams or reporting relationships
- Redefining or redistributing job responsibilities
- Merging or separating departments or functions
- Implementing cost reduction or efficiency initiatives

If the reorganization **includes the creation of a new position**, please select the reason:

**Reorg/Restructure – With New Position Request**

If the reorganization **does not involve adding a new position**, please select the reason:

**Reorg/Restructure – Without New Position Request**

This helps ensure accurate routing and timely review of your request. Let us know if you need assistance determining which option applies.

The following attachments should be included with a reorg/restructure PMRR case:

Business Case	Current PD(s)	Proposed PD(s)	Current Org Chart	Proposed Org Chart	Resume(s)
✓	✓	✓	✓	✓	✓

## Reclassification of position(s)

A position reclassification is the formal process of reviewing and updating the classification of a role to ensure that its title, level, and compensation appropriately reflect the work being performed. Reclassification requests may include:

- Updating the job title
- Revising the position description to align with current duties
- Adjusting compensation due to the expansion or evolution of responsibilities
- Reevaluating the position’s FLSA exemption status (exempt vs. non-exempt) based on the nature of the work performed

A reclassification should be requested when there has been a significant and sustained change in job duties — typically a shift of 50% or more — resulting from operational or organizational needs. The Compensation & Classification team will review these requests to ensure consistency, equity, and alignment with institutional standards.

The following attachments should be included with a Reclassification PMRR case:

Business Case	Current PD(s)	Proposed PD(s)	Current Org Chart	Proposed Org Chart	Resume(s)
✓	✓	✓	✓	✓	✓

## Equity review(s)

### Internal Equity Review

An Internal Equity Review is an evaluation conducted by the Classification & Compensation team to ensure that compensation and job classifications are fair, consistent, and aligned across employees performing similar work. This review may include comparative market analysis, internal job comparisons, and position evaluation.

If the job classification is used across multiple departments or units, the business case may require review and approval from the appropriate Senior Leadership groups to maintain consistency across the institution.

The following attachments should be included with an Internal Equity Review PMRR submission:

Business Case	Current PD(s)	Proposed PD(s)	Current Org Chart	Proposed Org Chart	Resume(s)
✓	✓		✓		✓

### External Market Review

An External Market Review is a comprehensive evaluation conducted by the Classification & Compensation team to assess current market benchmarks for a particular job or job family. The purpose of this review is to ensure the organization remains competitive in attracting and retaining talent, and that compensation aligns with external labor market standards.

All employees in the job classification across campus will be included in the review to maintain consistency and equity. It is the responsibility of the initiator to engage any departments or areas that may be impacted by the request.

If the job is utilized in multiple divisions, the business case may require review and approval

from the appropriate Divisional Senior Leaders prior to moving forward.

The following attachments should be included with an External Market Review PMRR submission:

Business Case	Current PD(s)	Proposed PD(s)	Current Org Chart	Proposed Org Chart	Resume(s)
✓	✓		✓		✓

## Retention Request

A retention request refers to a proactive measure taken in response to an **external** job offer extended to a current employee. This request should only be submitted if the external offer is comparable to the employee's current position at UAMS.

Please email HR Comp after submitting the request to ensure it is expedited.

The following attachments should be included with a Retention Request PMRR submission:

Business Case	Current PD	Proposed PD	Current Org Chart	Proposed Org Chart	Resume(s)	Offer Letter
✓	✓		✓		✓	✓

## Memorandum of Understanding (MOU)

A Memorandum of Understanding (MOU) is a signed agreement between an employee and the department that outlines the terms and details of a mutual understanding. An MOU serves as a written framework that establishes the intentions, responsibilities, and expectations of a business need. This may include additional, critical or flex shift coverage.

This option is to request a **New MOU** or a **revision of an MOU** that impacts cost. MOU continuations that have no additional cost impact can be submitted to HR Comp via Service Now.

The following attachments should be included with the PMRR submission:

Business Case	Draft MOU Letter	Turnover/Vacancy Data*
✓	✓	✓

\*please see available reports on page 18

## New/Amended Incentive Request

An incentive request is a request for additional compensation for working under non-standard working hours. This may include shift differentials and/or on-call responsibilities.

Business Case	Turnover/Vacancy Data*
✓	✓

\*please see available reports on page 18

## New Bonus Request

A bonus request is a request for additional compensation in response to changes in work conditions such as high turnover or difficulty with recruitment. This may include sign-on, referral, or retention bonuses.

Business Case	Draft Bonus Letter	Turnover/Vacancy Data*
✓	✓	✓

\*please see available reports on page 18

## How to interpret the Business Case

The Business Case template is located on the DPC Total Rewards [website](#).

### Position Information Tab

The position information tab will outline the details of the request. In the purple section, it will be the requestor's responsibility to fill in all of the needed information. Below is an example:

New Position or Existing Position?	Supervisory Org	Employee WD ID	Employee Name	Position Number	Current Working Title	Current FTE	Requested Working Title (if different from current)	Requested FTE	Current Salary	Requested Salary
Existing Position	UAMS   ICE   BHSL Child PRI SS IP C (John Wayne)	5001263	Jane Jones	P20013365	Project Coordinator	100	Program Director	100	\$ 50,000.00	\$ 90,000.00
Existing Position	UAMS   ICE   BHSL Child PRI SS IP C (John Wayne)	5004336	Jim Jones	P20022336	Program Manager	100	Program Manager	100	\$ 75,000.00	\$ 100,000.00
Existing Position	UAMS   ICE   BHSL Child PRI SS IP C (John Wayne)	5003622	John Jones	P20013373	Project Coordinator	80	Program Manager	100	\$ 45,000.00	\$ 95,000.00

Please note that new positions should only be requested through the PMRR process when there is a reorganization/restructure. Otherwise, all new position requests should be funneled through the WPRR process.

If you are reducing expense on a position or delimiting a position to help fund the case, you will populate the green section on the Position Information tab. If you are wanting to reclassify a position in order to reduce its expense, you will need to note that in both the purple and green sections.

Delimit Position(s)/Decrease Expense On Existing Position(s)					
If you are reclassifying a position to allocate that expense, please include the reclassification request in the purple section above.					
Delimit Position/Expense Reduction					
Delimit Position or Expense Reduction?	Position Number	Expense Reduction	Budgeted Salary	Expense Reduction	Fringe on Salary
Delimit Position	P1234588	\$ 100,000.00	\$ 140,000.00	\$ 140,000.00	\$ 33,600.00
Expense Reduction	P1088555	\$ 50,000.00	\$ 150,000.00	\$ 100,000.00	\$ 15,000.00
Delimit Position	P2001155	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 36,000.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
		\$ 300,000.00	\$ 440,000.00	\$ 390,000.00	\$ 84,600.00

Once DPC receives the business case and performs their review, the Compensation and Classification Analysis section will be filled in. The yellow sections outline the approved classification of the position as well as the approved salary and recommended salary. As noted on the case, while the recommended salary from DPC may be lower than the requested amount due to campus salary considerations, the department has the flexibility to offer a salary within the approved range.

Compensation & Classification Analysis									
Approved Position Title	Approved Salary Range		Recommended Salary	Target Salary	Campus Salary Considerations		Position Salary Range Data		Comp Administration Type
	Min	Max			Min	Max	Min	Max	
Program Director	\$ 85,000.00	\$ 98,000.00	\$ 85,000.00	\$ 98,000.00	\$ 85,000.00	\$ 95,000.00	\$ 88,400.00	\$ 103,800.00	Salary Range
Program Manager	\$ 78,500.00	\$ 90,000.00	\$ 78,500.00	\$ 90,000.00	\$ 78,500.00	\$ 89,000.00	\$ 78,500.00	\$ 92,200.00	Salary Range
Program Manager	\$ 78,500.00	\$ 90,000.00	\$ 78,500.00	\$ 90,000.00	\$ 78,500.00	\$ 89,000.00	\$ 78,500.00	\$ 92,200.00	Salary Range
Project Coordinator	\$ 50,000.00	\$ 57,500.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 57,500.00	\$ 50,000.00	\$ 57,500.00	Salary Range
Project Coordinator	\$ 50,000.00	\$ 57,500.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 57,500.00	\$ 50,000.00	\$ 57,500.00	Salary Range
Project Coordinator	\$ 50,000.00	\$ 57,500.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 57,500.00	\$ 50,000.00	\$ 57,500.00	Salary Range
While the recommended salary from DPC may be lower than the requested amount due to campus salary considerations, the department has the flexibility to offer a salary within the approved range.									

The **Target Salary** represents the intended or proposed salary for an employee within the assigned Grade Structure. This is the salary that an employee qualifies for based on their experience and education as compared to the market.

**Campus Salary Considerations** refer to the minimum and maximum salaries currently being paid to employees holding the same title across UAMS. This data provides insight into salary distribution and pay equity, helping to maintain consistency and fairness in compensation decisions.

The **Position Salary Range Data** reflects the current salary range assigned to a specific job title. This includes the minimum and maximum salary for the role, ensuring that compensation aligns with the organization's grade structure, job market trends, and campus salary considerations. This data is essential for salary planning, promotions, and budgeting.

### Manager Considerations

- As the manager, you have the flexibility to offer a salary within the approved range. However, it's important to consider your current employees when making this decision. Bringing newer employee salaries higher than those of experienced staff members is not recommended.
- Please understand that budget or grant funding does not influence the approved salary range. Even if you have \$60,000 allocated for a position, if the candidate does not meet the qualifications for that amount, DPC cannot support the budgeted amount.
- If the recommended salary exceeds that of current employees, it is the hiring manager's responsibility to assess the current workforce and determine the most appropriate salary to meet workforce needs.
- It is best practice is to refrain from communicating any classification or compensation change to an employee until after it has been approved by the Workforce Committee.



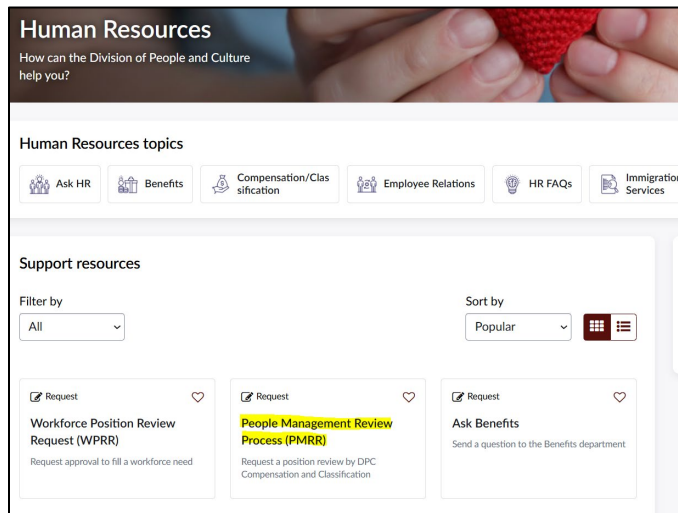
<b>Itemization of Savings and Expenses</b>				
Instructions: Please follow instructions provided in each section. Enter all amounts as positive numbers.				
	<b>Fiscal Year</b>			
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Additional Revenue or Cost Savings</b>				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total Non-Compensation Revenue or Cost Savings</b>	\$ -	\$ -	\$ -	\$ -
Salaries to be eliminated/reduced - current year (auto populated from Position Info tab)	\$ 390,000.00	\$390,000.00	\$ 390,000.00	\$ 390,000.00
Fringe for salaries to be eliminated/reduced - current year (auto populated from Position Info tab)	\$ 84,600.00	\$ 84,600.00	\$ 84,600.00	\$ 84,600.00
<b>Total Compensation Related Cost Savings</b>	\$ 474,600.00	\$474,600.00	\$ 474,600.00	\$ 474,600.00
<b>Total Combined Revenue or Cost Savings</b>	\$ 474,600.00	\$474,600.00	\$ 474,600.00	\$ 474,600.00
<b>REVENUE REDUCTION OR ADDITIONAL EXPENSE</b>				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total Non-Compensation Revenue Lost or Additional Expense</b>	\$ -	\$ -	\$ -	\$ -
Salaries to be added/increased - current year (auto populated from Position Info tab)	\$ 115,000.00	\$115,000.00	\$ 115,000.00	\$ 115,000.00
Fringe for Salaries to be added/increased - current year (auto populated from Position Info tab)	\$ 17,250.00	\$ 17,250.00	\$ 17,250.00	\$ 17,250.00
<b>Total Compensation Related Additional Expense</b>	\$ 132,250.00	\$132,250.00	\$ 132,250.00	\$ 132,250.00
<b>Total Combined Lost Revenue or Additional Expense</b>	\$ 132,250.00	\$132,250.00	\$ 132,250.00	\$ 132,250.00
<b>TOTAL NON-COMPENSATION BENEFIT/(LOSS)</b>	0.00	0.00	0.00	0.00
<b>TOTAL COMPENSATION BENEFIT/(LOSS)</b>	342,350.00	342,350.00	342,350.00	342,350.00
<b>NET ANNUAL DOLLAR BENEFIT/(LOSS)</b>	\$342,350.00	\$342,350.00	\$342,350.00	\$342,350.00
<b>TOTAL NET COMBINED DOLLAR BENEFIT/(LOSS) - ALL YEARS</b>				\$1,369,400.00

## Revenue Justification Tab

If the 'Increased Revenue' is chosen as a funding type on any position, this tab must be completed. Guidance on completing this section is provided at the bottom of the tab.

## How do I submit a request?

To submit a request, go to the [Human Resources Service Now](#) page and select People Management Review Process (PMRR) tile. From there it will direct you to the request form.



The first section of the form provides you with information regarding the PMRR process and provides links to this process guide as well as the business case template.

### People Management Review Process (PMRR)

Request a position review for existing staff

Please use the following form to request a position review per the requirements described in the [People Management Process Guide](#).

For **new** position requests outside of a reorganization or restructure, please [request a Workforce Position Review](#). For more information, [visit the People Management Resources section](#) of the Department of People and Culture website.

**Requests submitted without all required documentation may be delayed.** For a complete list of supporting documents, please refer to the [People Management Process Guide](#). For the most recent version of the business case, please refer to the Business Case template located in the People Management Resources section of the [Total Rewards website](#).


In the **General Information** section, please fill in all required fields. Please note that in some sections multiples can be selected. For instance if you are requesting an external market review with potential reclassifications, both reasons can be selected. If this request impacts multiple divisions or departments those can have multiple selections as well.

Note: Always include or inform your HR Business Partner and Senior Leader before submitting a request to ensure they are aware of potential staffing changes and can assist in navigating the process.




\* Indicates required

**General Information**



\* Reason(s) for request


\* Proposed effective date  
 


\* Division/department


\* Requestor  
   

Who else do you want informed of the status of this request? (E.g. Manager, HR Business Partner)

\* Is this request for a NWA Supervisory Organization Unit?   
 

\* Senior Leader Approver 1  
 

Senior Leader Approver 2  
 

Senior Leader Approver 3  
 

The **Summary of Request** section gives you the opportunity to relay and justify your request to the Workforce Committee. This information will be extracted and placed on the committee's agenda.

If you are needing additional information, please reference the '?' icons for more details.


The required attachments for your requests are referenced starting on page 6 of this document.

**Summary of Request**


* Funding Type(s)	* Does this request impact Span of Control? ?
<input type="text"/>	-- None --
* Proposed cost of request ?	* Justification ?
<input type="text"/>	<input type="text"/>
* Total number of positions to be affected	
<input type="text"/>	


\* I attest that all required documents are attached (business case, resumes, job descriptions, org charts, etc.).  
Missing or incomplete documents could result in a delay in my request.

---

 \* Add attachments

Once you have completed the request form, you can Submit or Save as Draft. If there is any missing information, it will be highlighted for you in the required information section, below the submission button.





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**Required information**

## What happens after I submit my request?

Each divisional Senior Leader (or designee) must approve the request before it will move forward in the process. Upon their approval, each request will be routed for review and validation by the Budget Office, Grants Accounting or Contracts depending on the funding source. Once the Senior Leader (or designee) AND the Budget/Grants/Contracts have approved the case, it will then be routed to the Comp and Class team for review.

The approval flow will follow this path:

① Initiator → ② Senior Leader → ③ Budget/Grants/Contracts → ④ Comp and Class

Once DPC has completed their review the request will be placed on the Workforce Committee agenda for review/approval. The approval flow will then follow this path if approved:

⑤ Awaiting Committee Approval → ⑥ Final Budget Action

Approval notes and next steps will be documented on the case after the committee's review. If the request is approved, it will be routed to the Budget Office for Final Budget Action. If the case is denied, the case will be Closed Incomplete.

## What will be the effective date of my request?

Please refrain from communicating an effective date to any potentially impacted employees until the request has been approved by the Workforce Committee and the final notes have been documented in the case. Simply requesting an effective date does not guarantee approval. The effective date will typically align with the payroll calendar and correspond to the month in which the Workforce Committee approves the request.

We kindly ask that you review the PMRR schedule timeline to ensure a clear understanding of the process and expectations.

## Where can I find turnover/vacancy data to help support my request?

The following reports can be ran in Workday to help provide turnover/vacancy data to support your request:

### **Turnover Summary**

**RPT - Trended Turnover Summary**

**RPT - 12 Month Full-Time Turnover Report (UAMS)**

**RPT - View Position and Worker Details (UAMS)**

## What is the Expression of Interest (EOI) Process?

In conjunction with a PMRR, an Expression of Interest (EOI) process may be required in situations where there is a business need for a position, but a vacant role is not available for a recruitment posting. This process ensures a fair and transparent approach, providing all eligible and interested employees with an equal opportunity to express their interest in the position. The EOI process helps identify internal candidates who may be suited for the role and allows the organization to evaluate internal talent before making external recruitment decisions. This method promotes fairness, inclusivity, and a clear path for advancement within the company.

During the Comp and Class review stage, if it is determined that the EOI process must be followed, a DPC representative will communicate this via the case notes. Detailed instructions, along with the correct classification and compensation information, will be provided.

## Who can I contact if I need help or have questions about my request?

If you have questions during the review phase, please note those questions on the case itself.

If you have questions before initiating a request or after the request has been completed, please reach out to your Human Resources Business Partner or contact [HRComp@uams.edu](mailto:HRComp@uams.edu).

## Who makes up the Workforce Review Committee?

The Committee consists of these roles and/or a representative for these roles: Chancellor, Senior Vice Chancellor for Academic Affairs, Provost and Chief Strategy Officer, Vice Chancellor for Finance & CFO, Senior Vice Chancellor & CEO of the Medical Center, Dean of the College of Medicine, Vice Chancellor for Institutional Support Services, and Vice Chancellor for the Division of People and Culture.

See Senior Leadership Matrix section below for more details.

## What is the frequency of the Workforce Committee review?

Within the PMRR Schedule, found on our Total Rewards [website](#), the Workforce Committee Review dates can be found in the third column.

### People Management Review Dates

PMRR Process Schedule

## Senior Leadership Matrix for Request Submission

<b>Chancellor</b>	<b>Provost &amp; Chief Strategy Officer</b>	<b>Dean of COM</b>	<b>CEO of Clinical Enterprise</b>	<b>CFO</b>	<b>VC Institutional Support Services</b>	<b>VC for People &amp; Culture</b>
ACHI	Academic Affairs	All College of Medicine Units	All ICE Units	Finance	Campus Operations	People & Culture
Chancellor's Office	College of Public Health	Institute on Aging			Information Technology	Academic Pathways & Workforce Partnerships
Legal Affairs	College of Nursing	Spine/ Neurosciences Institute			Campus Police	
Compliance	College of Health Professions	Jones Eye Institute				
Communications	College of Pharmacy	Cancer Institute				
Institutional Advancement	Graduate School	Institute for Digital Health & Innovation				
Institutional Relations	VCR/TRI					
	NWA					
	Regional Programs					
	Institute for Community Health Innovation					

# People Management Review Request Routing and Process Flow

