## PMRC Staff Position Request Process Flow

- Unit submits approved position request to <a href="mailto:positions@uci.edu">positions@uci.edu</a> by noon each Friday
- Director of Client Services initiates budget review with Budget Office by EOD Monday
- Central HRBP reviews request and communicates with local HR if additional information is needed
- Talent Acquisition Manager creates & distributes meeting agenda by Tuesday afternoon
- PMRC generally meets on Wednesdays, at 1:30 p.m.
- PMRC decisions communicated to local HR within one business day
- Local HR communicates decision with appropriate leader