CREATE A NEW POSITION

Create position is used when adding a brand new position to your department. Also, please note that positions should only be created for budgeted positions (Position Management).


2. Select Create Position- Task.

3. Select the Supervisory Organization for this position.
   If you are a Manager, select your Supervisory Org. If you are a Business Officer, select the Supervisory Org of the Manager for whom you are posting this position. Please note: you will need to select a Position Management Supervisory Org.

4. Click OK.

5. On the Create Position page, complete required position information and hiring restrictions (impact what you can do with this position):
   - **Position Request Reason:** select whether this new position is budgeted, not budgeted or a replacement.
   - **Job Posting Title:** is required even if the position will not be posted.
   - **Number of Positions:** number of employees you will need for this position.
   - **Availability Date:** when the position becomes available (system will not let you hire before the date entered here; best practice- enter today’s date).
   - **Earliest Hire Date:** earliest date you would like to hire an employee into this position (system will not let you hire before the date entered here; best practice- enter today’s date).
   - **No Job Restrictions:** leave this box unchecked.
   - **Job Family:** leave this field blank.
   - **Job Profile:** includes all the necessary information about the position; select the Job Profile that best aligns with your position. If you cannot find one, contact HR Compensation.
   - **Job Description Summary:** high-level summary to best advertise for the position.
   - **Job Description:** job description to be approved by HR Compensation.
   - **Location:** location for the employee to be hired.
   - **Time Type:** full-time or part-time.
   - **Worker Type:** Contingent worker or Employee.
   - **Worker Sub-Type:** select from the options; Regular is most-often used.
   - **Critical Job/Difficulty to Fill/ Comment Area:** are not required fields.
   - **Attachments:** where you attach the approved job description.

For additional resources, visit the [USWorks Training Page](#).
Recruiting/Hiring: Create a New Position

MANAGERS, BUSINESS OFFICERS

6. Complete additional Qualifications as needed: these are not required fields.

7. Click Submit. 

DEFAULT COMPENSATION CHANGE

This step determines the target salary for the position you just created. It is dependent on the Job Profile.

1. Scroll down to the Guidelines section and review the Total Base Pay Range for the position.
2. Enter the appropriate Salary or Hourly rate into the Amount field.
3. Click the check-box to save the information.
4. Scroll down and click Approve to submit.

ORGANIZATION ASSIGNMENT

1. Click Open to see the Organization.
2. Scroll down to the Other section to find Legacy FOP.
3. Click the Pencil icon and search for the FOP that you will use for this position.
4. Click the Prompt icon to search for the FOP you need to use.
   You can also search by entering the exact number, or type in the name of the FOP.
5. Select your FOP, and click outside the box.
6. Click Submit.

SUBSEQUENT PROCESS STEPS

After the new position (Step 1) is created by the Manager (Posting Manager) or Business Officer, the following steps take place:

Step 2: If the position is created by a Manager, it will be sent to a Business Officer for approval. If it’s created by a Business Officer, it will be sent to the Business Officer’s manager.

Step 3: The position is sent to HR Compensation for review and evaluation.

Step 4: The position is sent to Budget and Planning (If the position has a Grant Funded FOP, it will go to Grants Partner for Approval)

Step 5: The position goes back to the Business Officer for Costing Allocation.

The overall standard timing for these steps is about 7-10 days.

COSTING ALLOCATION

This step is done by the Business Officer. They will receive a notification in their inbox.

1. Click to open the task.
2. If the Business Officer needs to split the FOP for the position, there will be an option to Assign Costing Allocation for Create Position.
   a) To split the FOP and assign the allocation, click the Add button in the middle of the page.
   b) Scroll down under Costing Allocation Attachments and click the [+] icon to add a row.
c) Under the Legacy FOP column, select the Prompt icon and choose a different FOP from the list.

d) Under the Distribution Percent column, enter the percentage to be charged for the position.

3. If Assign Costing Allocation is not needed, the Business Officer can skip the above actions by clicking on the Task Actions icon, and choosing Skip This Task.

4. Click Submit. You have created a new position.