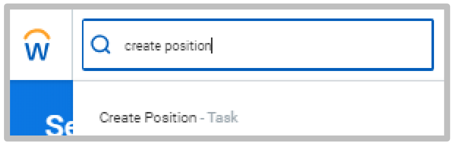
## CREATE A NEW POSITION

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).

1. On the Home Page, in the Search Bar, enter: **Create Position**.




2. Select Create Position- Task.
3. Select the **Supervisory Organization** for this positon.

   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*.

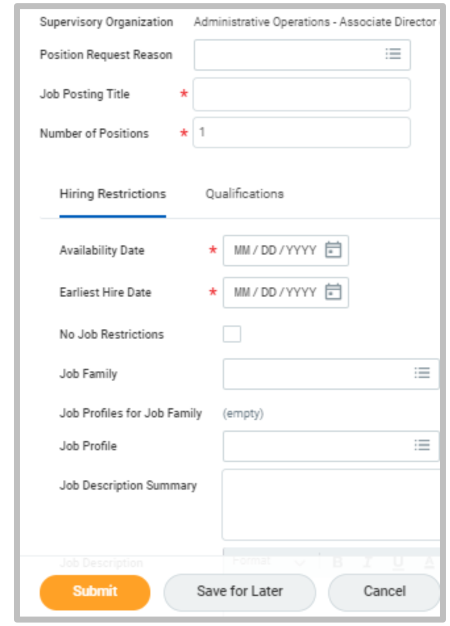

4. Click **OK.**
5. On the **Create Position** page, complete required position information and hiring restrictions (impact what you can do with this positon):

   **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.

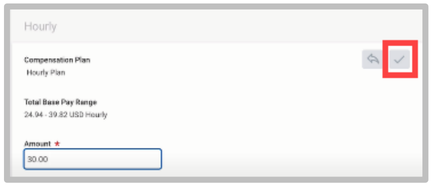
**Worker Sub-Type**: select from the options; Regular is most-often used.

**Critical Job/Difficulty to Fill/ Comment Area**: are not required fields.

**Attachments**: where you attach the approved job description.

6. Complete additional **Qualifications** as needed: these are not required fields.
7. Click **Submit.** 

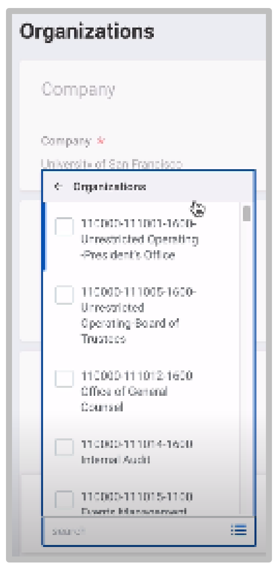

## DEFAULT COMPENSATION CHANGE




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.

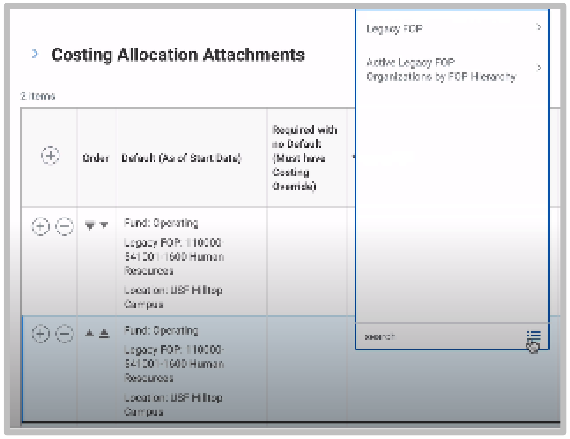
1. Click to open the task.
2. If the Business Officer needs to split the FOP for the position, there will be an option to **Assign Costing Allocation** for **Create Position**.

   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.