



Process Document Position Management - HR: Clone an existing Position

File Name	Position Data - Clone an existing position_BUSPROC.doc
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Last Changed by	Ann M. Flood
Status	DRAFT

Clone an existing Position

Trigger:

Concept

Description:

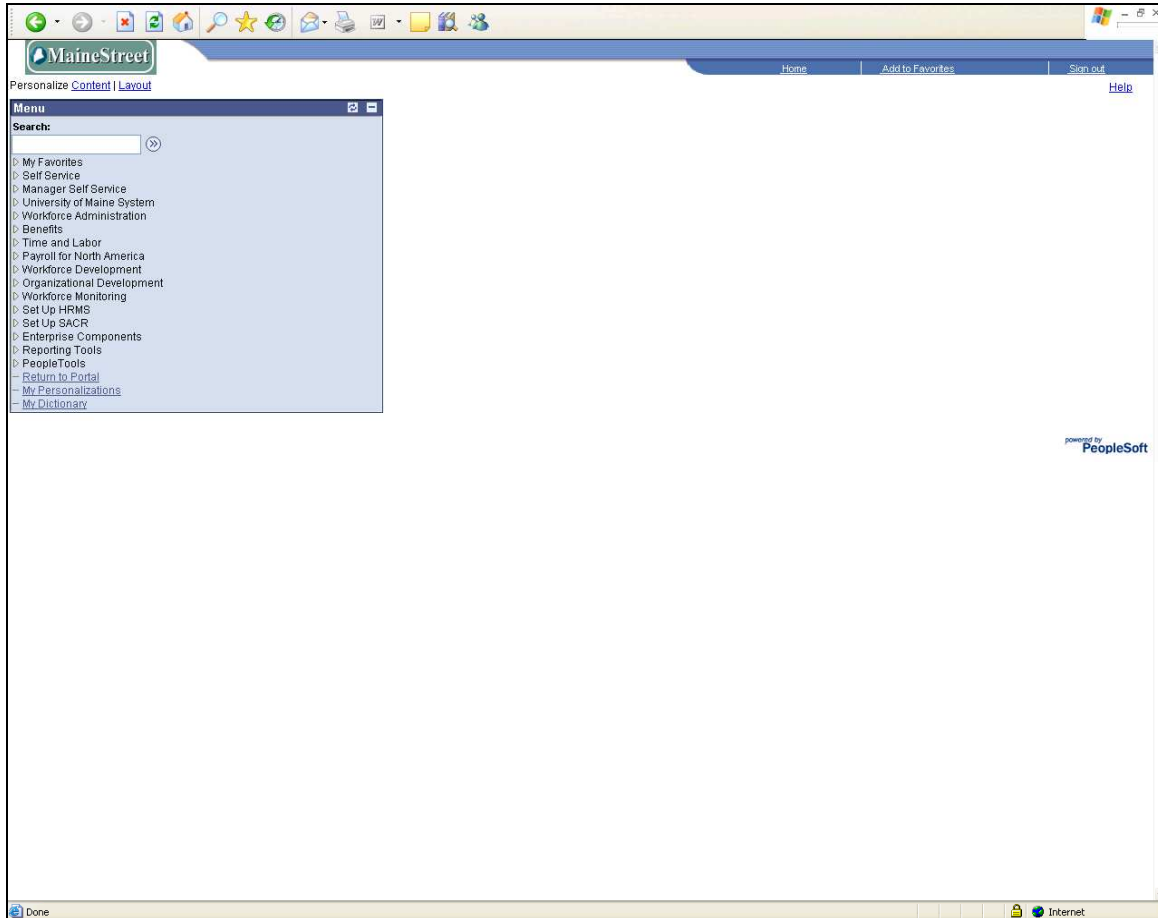
Use this process when creating a new position that is a 'clone' of an existing position. The data from the existing position can be duplicated into the new position.

Examples:

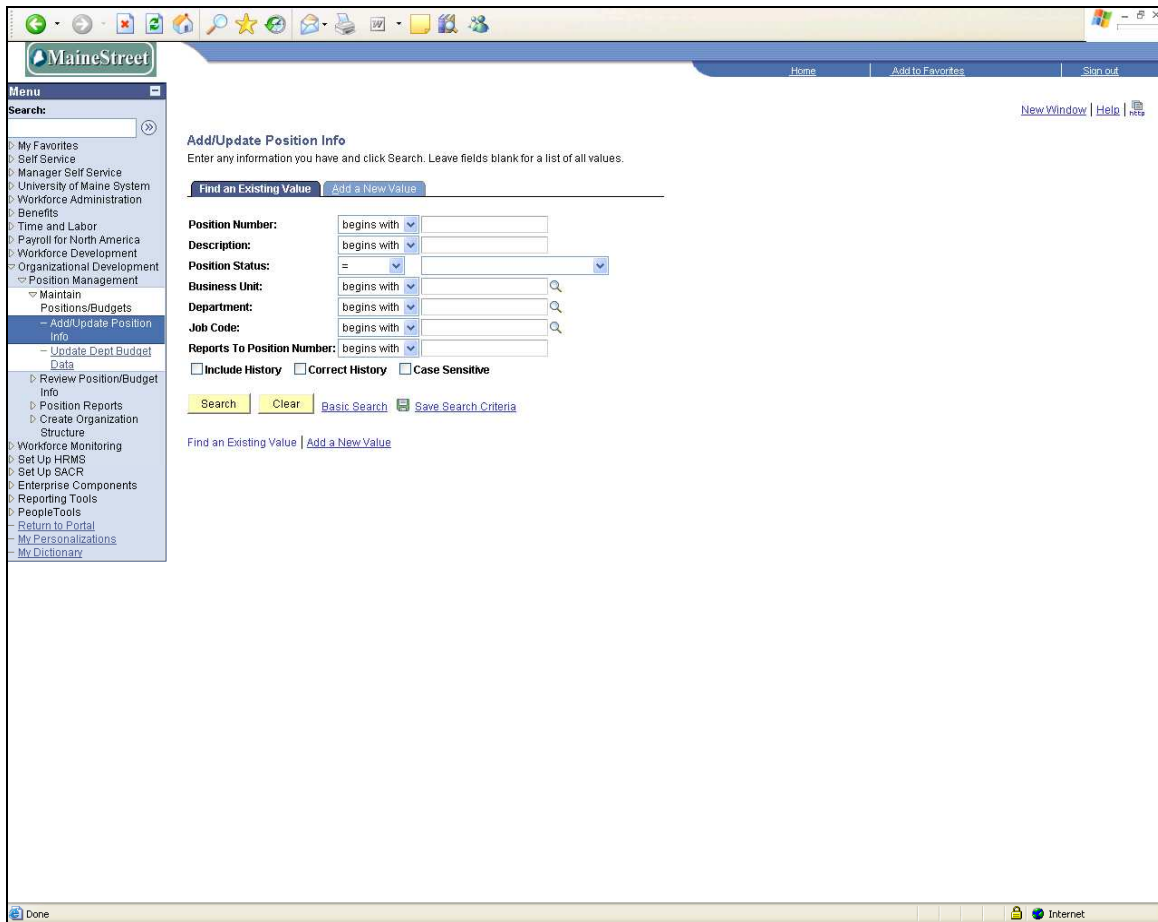
- Creating a new AAI position in a department
- Creating new student positions in a number of different departments.

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Procedure



Step	Action
1.	Click the Organizational Development link. 
2.	Click the Position Management link. 
3.	Click the Maintain Positions/Budgets link. 
4.	Click the Add/Update Position Info link. 



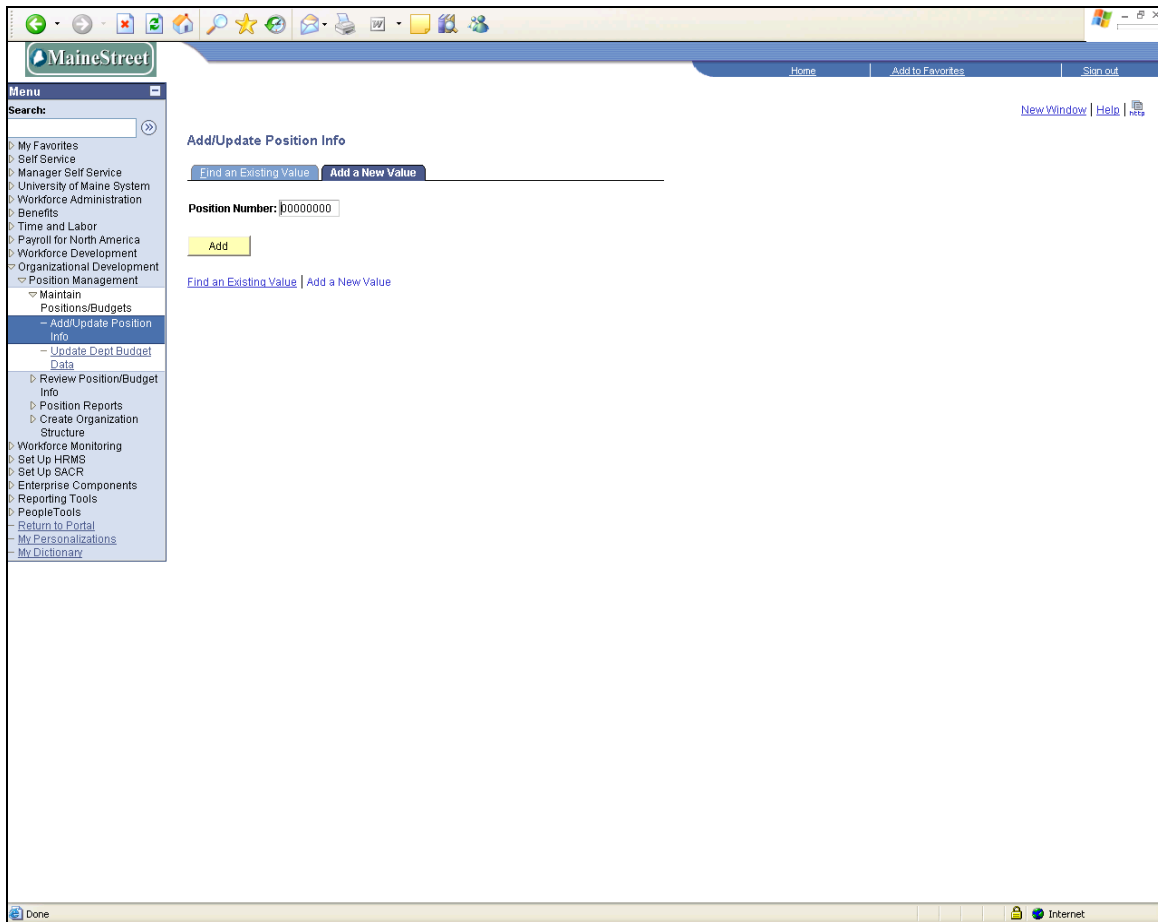
Step	Action
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5.	Click the Add a New Value link.
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	Add a New Value
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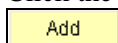
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Step	Action
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6.	Click the Add button.
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Position Information

Position Number: 00000000

Headcount Status: Current Head Count: 0 out of 0

*Effective Date: 08/19/2009 *Status: Active **Initialize**

Reason: NEW New Position Action Date: 08/19/2009

*Position Status: Approved Status Date: 08/19/2009 Key Position

Job Information

*Business Unit: UMS08 University of Maine System

Job Code: Manager Level:

*Reg/Temp: Full/Part Time: Full-Time

*Regular Shift: N/A Union Code:

Title: Short Title: [Detailed Position Description](#)

Long Title:

Work Location

*Reg Region: USA United States

Department: Company:

Location: Reports To: Dot-Line:

Supervisor Lvl:

Salary Plan Information

Salary Admin Plan: Grade: Step:

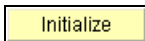
Standard Hours: 0.00 Work Period:

USA

Save Notify Previous tab Next tab

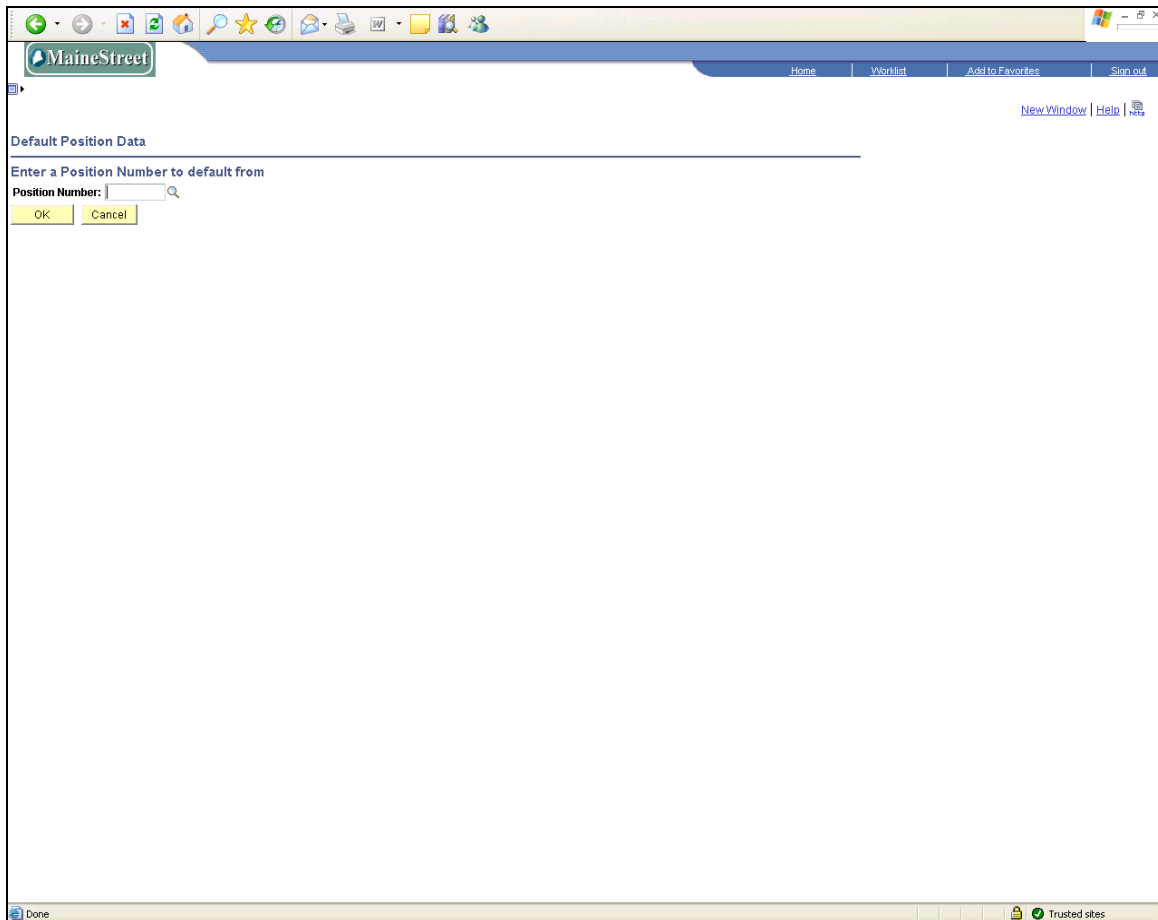
Description | Specific Information | Budget and Incumbents | Contract Data | ECCP | Other Incumbents

- | Step | Action |
|------|-------------------------------------|
| 7. | Click the Initialize button. |



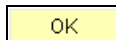
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Step	Action
8.	Enter the position number of the 'existing' position into the Position Number field.

9.	Click the OK button.
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Step

Action

10. Enter the effective date of the new position into the **Effective Date** field.
11. Data must be entered into the **Long Title** field. Enter title up to 254 characters.
12. Review and change any additional fields on this panel as appropriate.

Click the **Specific Information** tab.

[Specific Information](#)

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Position Number: 00000000
Headcount Status: Current Head Count: 0 out of 0





Effective Date: 09/01/2009 Status: Active

Job Profile ID: [Search]
Max Head Count: 1
Mail Drop ID: [Text]
Work Phone: [Text]
Health Certificate: [Dropdown]
Signature Authority: [Dropdown]

Incumbents
 Update Incumbents
 Include Salary Plan/Grade
 Budgeted Position
 Confidential Position
 Job Sharing Permitted
 Available for Telework

Education and Government
Position Pool ID: [Search]
*Pre-Encumbrance Indicator: Immediate [Dropdown] Calc Group (Flex Service): [Search]
*Encumber Salary Option: Salary Step [Dropdown] Academic Rank: [Search]
*Classified Indicator: (Invalid Valt) [Dropdown] FTE: 1.000000 Add to FTE Actual Count

Save Notify Previous tab Next tab Add Update/Display Include History

- | Step | Action |
|------|---|
| 13. | Click the drop down arrow to select from the Pre-Encumbrance Indicator list.
 |
| 14. | Click the None list item.
 |
| 15. | Click the drop down arrow to select from the Classified Indicator list.
 |
| 16. | Select an item from the Classified Indicator list.
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Position Number: 00000000
Headcount Status: 0 out of 0
Current Head Count: 0 out of 0

Effective Date: 09/01/2009 Status: Active

Job Profile ID:
Max Head Count: 1
Mail Drop ID:
Work Phone:
Health Certificate:
Signature Authority:

Position Pool ID:
*Pre-Encumbrance Indicator: None
*Encumber Salary Option: Salary Step
*Classified Indicator: Regular

Calc Group (Flex Service):
Academic Rank:
FTE: 1.000000 Add to FTE Actual Count

Incumbents
 Update Incumbents
 Include Salary Plan/Grade
 Budgeted Position
 Confidential Position
 Job Sharing Permitted
 Available for Telework

Save Notify Previous tab Next tab Add Update/Display Include History

Description | Specific Information | Budget and Incumbents | Contract Data | ECCP | Other Incumbents

- | Step | Action |
|------|--|
| 17. | Click the Contract Data tab.
Contract Data |

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Position Management - HR: Clone an existing Position



The screenshot shows a web browser window displaying the MaineStreet HR system. The browser's address bar shows the URL. The page has a blue header with the MaineStreet logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. Below the header, there are tabs for Description, Specific Information, Budget and Incumbents, Contract Data (selected), ECCP, and Other Incumbents. The Contract Data panel is active, showing the following information:

- Position Number: 00000000
- Headcount Status: 0 out of 0
- Current Head Count: 0 out of 0
- Effective Date: 09/01/2009
- Status: Active
- Contract Begin Date: [text box]
- Contract Status: [dropdown menu]
- Expected End Date: [text box]
- Actual End Date: [text box]
- Contract Type: [dropdown menu]
- Maximum End Date: [text box]
- Contract Comment: [text area]

Below the form, there are buttons for Save, Notify, Previous tab, Next tab, Add, Update/Display, and Include History. At the bottom of the page, there are navigation links: Description | Specific Information | Budget and Incumbents | Contract Data | ECCP | Other Incumbents. The browser's status bar at the bottom shows "Done" and "Trusted sites".

Step	Action
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18.	Enter information on the Contract Data panel if applicable.
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To continue: Click the **ECCP** tab.

ECCP



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The screenshot shows the 'ECCP' (Employee Classification and Compensation) panel in the MaineStreet HR system. The panel is titled 'ECCP' and is part of a larger window with tabs for 'Description', 'Specific Information', 'Budget and Incumbents', 'Contract Data', 'ECCP', and 'Other Incumbents'. The 'ECCP' tab is currently selected.

Key information displayed includes:

- Position Number: 00000000
- Headcount Status: [Blank]
- Current Head Count: 0 out of 0
- Effective Date: 09/01/2009
- Status: Active
- ECCP Program: [Searchable field]
- Room and Board: N
- Work Year Calendar: [Searchable field]
- Points: [Blank]
- Job Family: [Blank]

Below the form fields is a table for 'Job Family' with columns for 'Category Name', 'Description', 'Key', and 'Points'. The table contains one row with a dropdown menu for 'Category Name' and a '+' button for adding new rows.

At the bottom of the panel are several buttons: 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', 'Update/Display', and 'Include History'. Navigation links for the tabs are also present at the bottom of the panel.

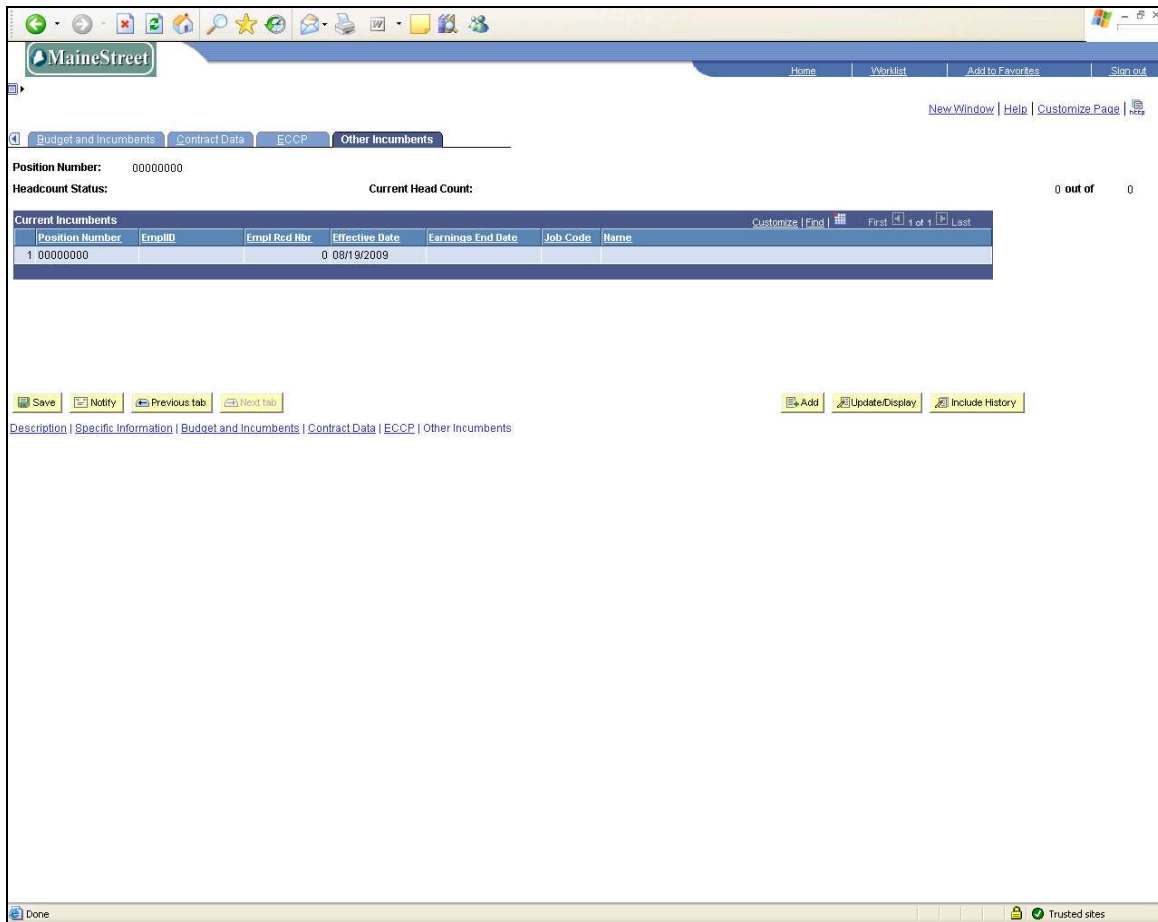
Step	Action
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19.	Enter information on the ECCP Panel if applicable. To continue: Click the Other Incumbents tab.
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[Other Incumbents](#)

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Step

Action

20. The Other Incumbents panel will display employees with this position number in Additional Pay.

To continue: Click the **Save** button.



21. **End of Procedure.**