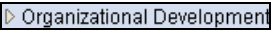
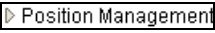
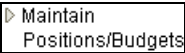




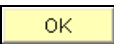


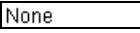

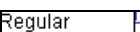






Clone an existing Position

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. 
5.	Click the Add a New Value link. 
6.	Click the Add button. 
7.	Click the Initialize button. 
8.	Enter the position number of the 'existing' position into the Position Number field.
9.	Click the OK button. 
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. 
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. 
17.	Click the Contract Data tab. 

18.	Enter information on the Contract Data panel if applicable. To continue: Click the ECCP tab. 
19.	Enter information on the ECCP Panel if applicable. 
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.