



Process Document Position Management - HR: Create a New Position

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Create a New Position

Concept

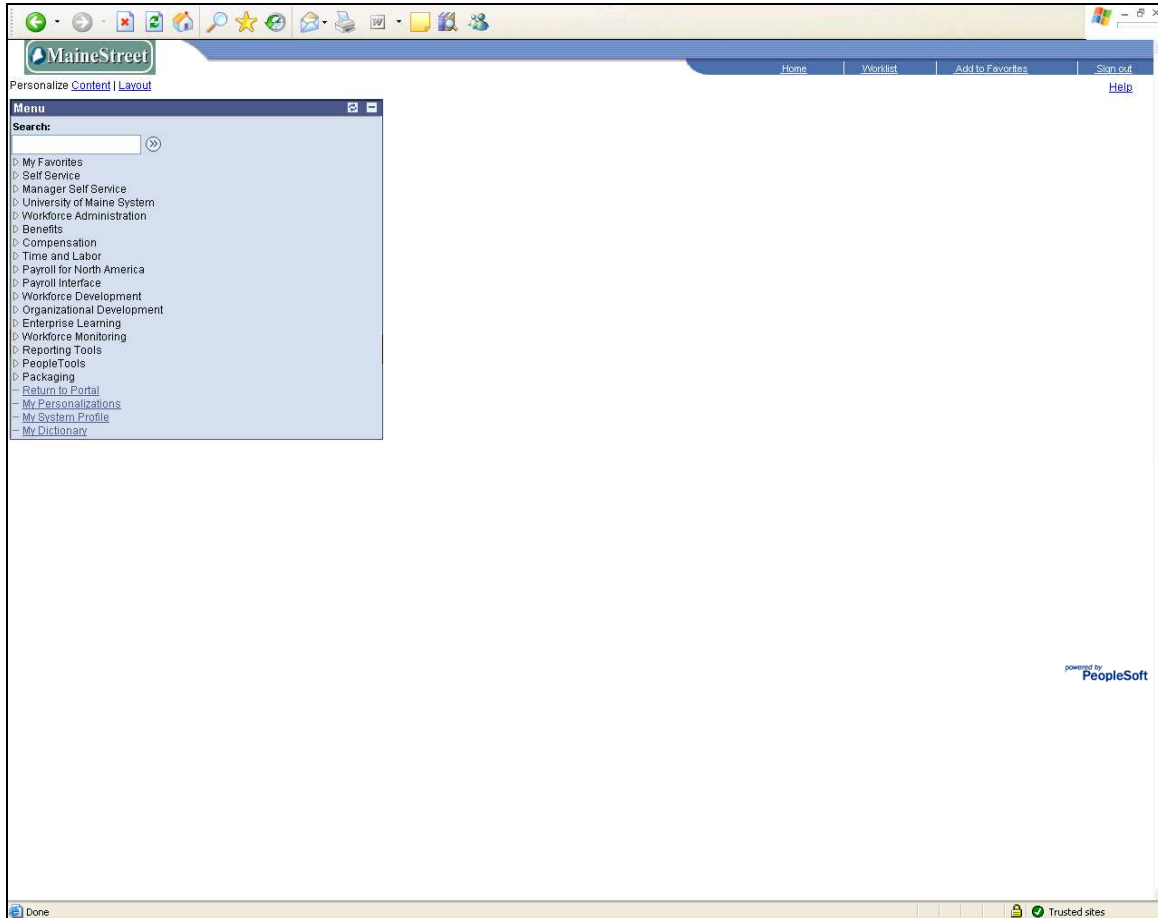
Description:

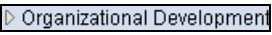
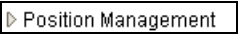
Use this process to add a new position to the Position Data Table.

NOTE: If creating a new position that is a 'clone' of an existing position (i.e. creating a new student position in a number of departments or creating a second AAI position in a department) the data from the existing position can be duplicated into a new position.
SEE process: "*Position Data - Clone an existing Position*"

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

Procedure

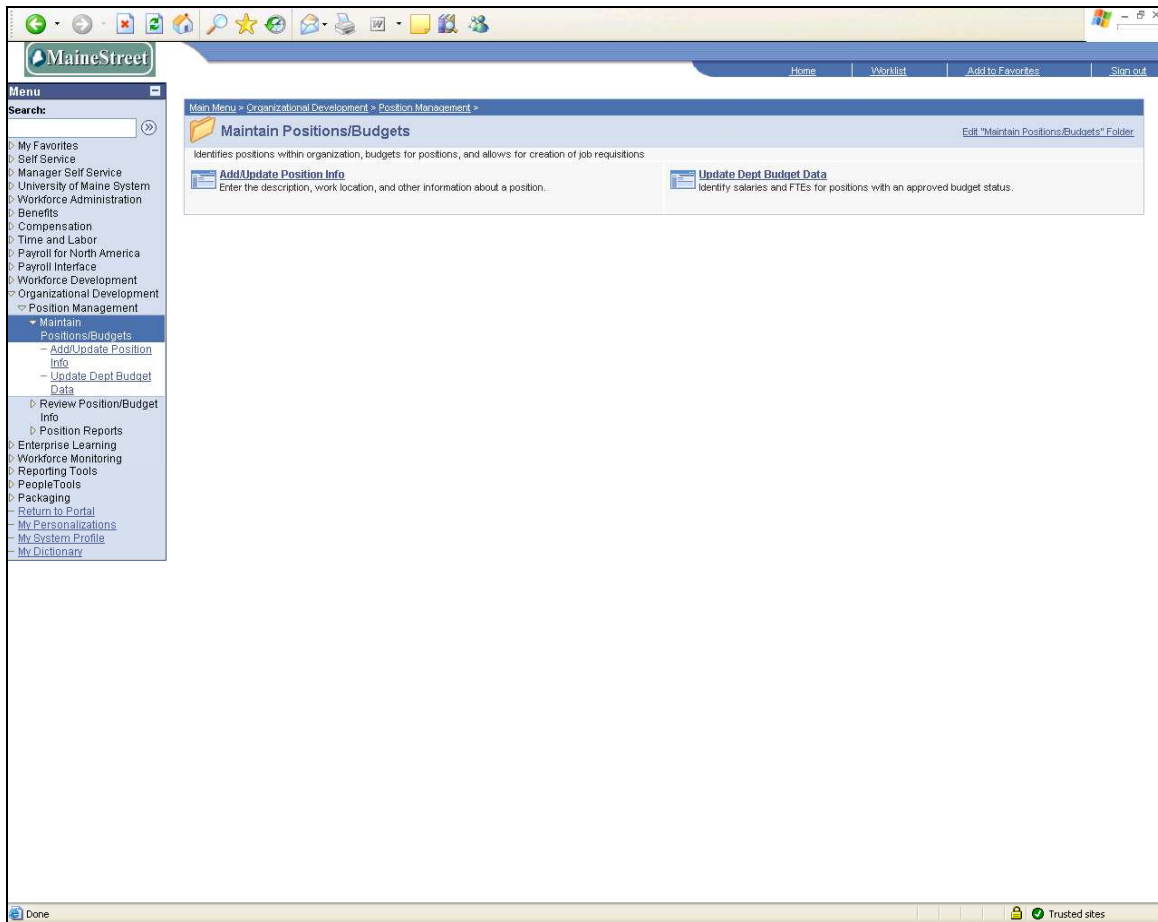


Step	Action
1.	Click the Organizational Development link. 
2.	Click the Position Management link. 
3.	Click the Maintain Positions/Budgets link. 



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Step	Action
4.	Click the Add/Update Position Info link.

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The screenshot shows a web browser window displaying the 'Add/Update Position Info' page. The page has a blue header with the 'MaineStreet' logo and navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the header, there are links for 'New Window', 'Help', and 'HR'. The main content area is titled 'Add/Update Position Info' and includes a sub-header 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' section contains several search criteria: 'Position Number', 'Description', 'Position Status', 'Business Unit', 'Department', 'Job Code', and 'Reports To Position Number'. Each criterion has a dropdown menu with 'begins with' selected and an adjacent text input field. Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The browser's address bar shows 'Done' and 'Trusted sites'.

- | Step | Action |
|------|---|
| 5. | Click the Add a New Value link.
Add a New Value |



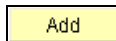
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The screenshot shows a web browser window with the MaineStreet logo in the top left. The page title is 'Add/Update Position Info'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there is a 'Position Number' field containing '00000000'. A yellow 'Add' button is located below the field. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

Step	Action
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- | | |
|----|---|
| 6. | When entering a new position, Do NOT enter a Position Number. The Position Number is assigned by the system and will remain 00000000 until the record is saved. |
|----|---|

Click the **Add** button.



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Step Action

7. Click the **Plus (+) button** to add a new row.

NOTE: The 'Initialize' button may be used to 'clone' a position. For additional instructions, see the "*Position Date - Clone an existing position*" process.



8. Enter the effective date of the new position into the **Effective Date** field.

NOTE: The effective date of the position must be on or earlier than the effective date of the employee's record in job data.

9. Click the **Look up Business Unit** button.







10. Click an entry in either the **Business Unit** or the **Description** column.

[University of Maine](#)



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Step	Action
11.	Enter the desired information into the Job Code field. NOTE: Once the job code has been entered, many of the remaining fields on this panel will populate with default information from the job code table.
12.	Title defaults from Job Code Table, but can be changed. Enter the desired information into the Title field.
13.	Enter the desired information into the Long Title field. NOTE: Data must be entered in this field. Data entered in this field populates the 'Business Title' field in Job Data. An Error will appear on the Position Audit Report if left blank. Enter title up to 254 characters.
14.	Enter the desired information into the Department field.
15.	Enter the desired information into the Reports To field.
16.	Click the Look up Supervisor Lvl button. 
17.	Click an entry in the Look UP Supervisor Lvl list. Items in either the Supervisor Level or Description column may be selected. 
18.	Click the Look up Grade button. 
19.	Click an entry in the Look Up Grade List. Items in either Salary Grade or Description columns may be selected. 

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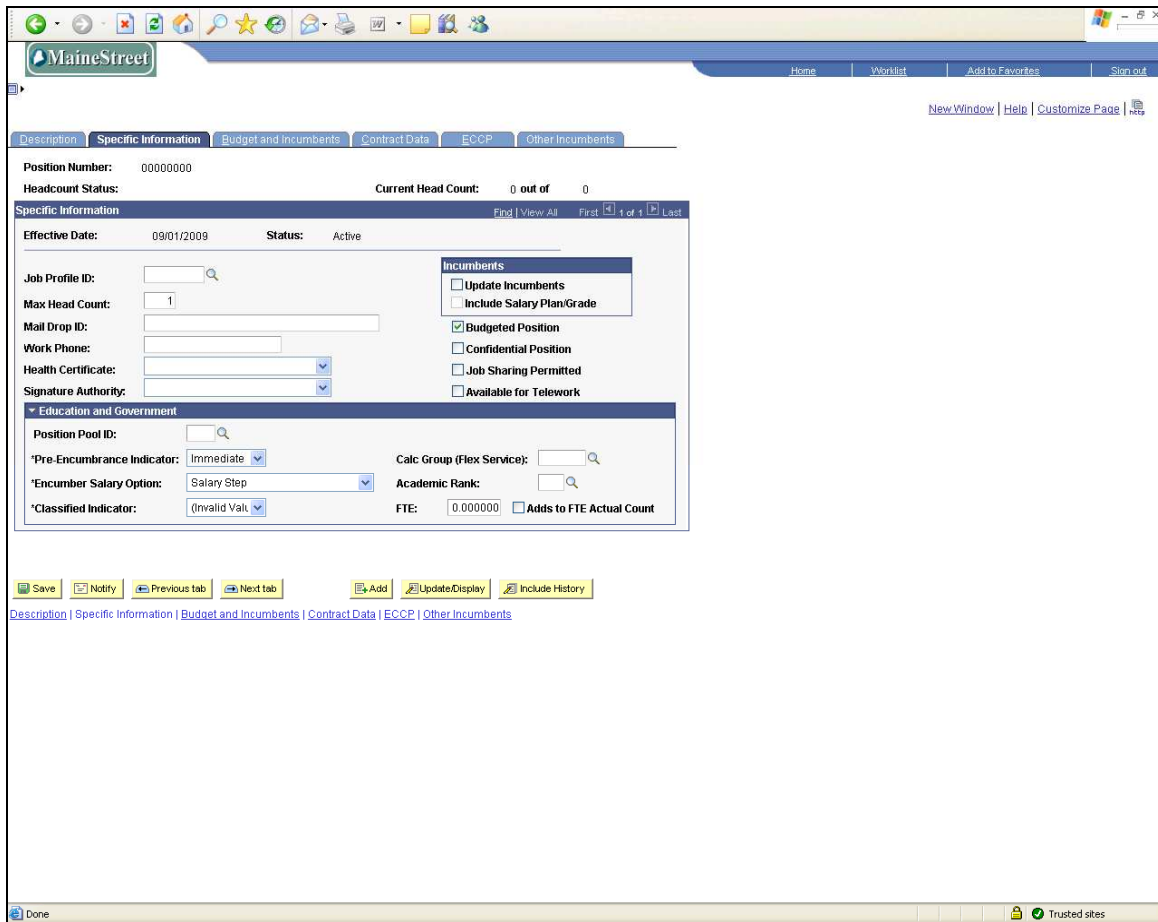
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The screenshot shows the 'MaineStreet' web application interface. The 'Specific Information' tab is active, displaying the following fields:

- Position Information:** Position Number: 00000000, Headcount Status: Current Head Count: 0 out of 0, Effective Date: 09/01/2009, Status: Active, Reason: NEW New Position, Action Date: 08/17/2009, Position Status: Approved, Status Date: 09/01/2009, Key Position:
- Job Information:** Business Unit: UMS05 University of Maine, Job Code: 7919 Student Life Services, Manager Level: All Other Positions, Reg/Temp: Regular, Full/Part Time: Full-Time, Regular Shift: N/A, Union Code: [empty], Title: Academic Advisor, Long Title: Academic Advisor, Short Title: Std Life
- Work Location:** Reg Region: USA United States, Department: OADMS UM Admissions, Company: UMS University of Maine System, Location: 000100 Orono Campus, Reports To: 00011758 Sen Assoc Dir Adms -- Spec Pop, Supervisor Lvl: Z Supervisor
- Salary Plan Information:** Salary Admin Plan: U, Grade: 03, Step: [empty], Standard Hours: 40.00, Work Period: W Weekly, FLSA Status: Professional, Bargaining Unit: 8888

- | Step | Action |
|------|---|
| 20. | Click the Specific Information tab.
Specific Information |



Step	Action
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21.	Enter the desired information into the Max Head Count field.
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Regular positions with a One-to-one ratio position to incumbent should have this field value set to '1'. Multiple incumbent positions (Student, Part-time Faculty, Temp) should have a field value of '999'.

22.	Click the Budgeted Position option.
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23.	Click the drop down arrow to select from the Pre-Encumbrance Indicator list.
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24.	Click the None list item.
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25.	Click the drop down arrow to select from the Classified Indicator list.
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26.	Select the appropriate Classified Indicator .
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- | Step | Action |
|------|--|
| 27. | Enter the desired information into the FTE field. |
| 28. | Click the Adds to FTE Actual Count option.
 |

The screenshot shows the 'Maine Street' HR system interface. The 'Specific Information' tab is active, displaying fields for 'Effective Date' (09/01/2009), 'Status' (Active), 'Job Profile ID', 'Max Head Count' (1), 'Mail Drop ID', 'Work Phone', 'Health Certificate', and 'Signature Authority'. The 'Incumbents' section includes checkboxes for 'Update Incumbents', 'Include Salary Plan/Grade', 'Budgeted Position' (checked), 'Confidential Position', 'Job Sharing Permitted', and 'Available for Telework'. The 'Education and Government' section includes 'Position Pool ID', 'Pre-Encumbrance Indicator' (None), 'Encumber Salary Option' (Salary Step), 'Classified Indicator' (Regular), 'Calc Group (Flex Service)', 'Academic Rank', and 'FTE' (0.000000). The 'Adds to FTE Actual Count' checkbox is checked. Navigation buttons at the bottom include Save, Notify, Previous tab, Next tab, Add, Update/Display, and Include History.

- | Step | Action |
|------|--|
| 29. | Click the Budget and Incumbents tab.
 |



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The screenshot shows the 'MaineStreet' HR system interface. The 'Budget and Incumbents' tab is active. The 'Position Number' is 00000000. The 'Headcount Status' is 0 out of 0. The 'Current Budget' section shows a 'Head Count' of 0, 'Current Budget FTE' of 0.00, and 'Amount' of 0.000. The 'Current Incumbents' table is empty, with columns for EmplID, Empl Red#, Full/Part, Std Hrs-Wk, Name, and Job Data. Below the table are buttons for Save, Notify, Previous tab, Next tab, Add, Update/Display, and Include History. The browser's address bar shows the URL: Description | Specific Information | Budget and Incumbents | Contract Data | ECOP | Other Incumbents.

Step Action

30. The Budget and Incumbents panel is informational. It displays information for incumbents in a current active position and cannot be changed. No data will appear on this panel until the position has been assigned to an employee in job data.

Click the **Contract Data** tab to continue.

[Contract Data](#)

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The screenshot shows a web browser window displaying the MaineStreet HR system. The browser's address bar shows the URL 'http://www.maine.gov'. 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), EOPP, and Other Incumbents. The main content area displays the Contract Data form for a position with Position Number 00000000 and Current Head Count 0 out of 0. The form includes fields for Effective Date (09/01/2009), Status (Active), Contract Begin Date, Expected End Date, Contract Type (a dropdown menu), Contract Status (a dropdown menu), Actual End Date, and Maximum End Date. There is also a text area for Contract Comment. At the bottom of the form, there are buttons for Save, Notify, Previous tab, Next tab, Add, Update/Display, and Include History. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

Step	Action
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31.	Contract Data is maintained for employees who have contracts or funding for a specified length of time.
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Enter the desired information into the **Contract Begin Date** field.

32.	Enter the desired information into the Expected End Date field.
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33.	Click the drop down arrow to select from the Contract Type list.
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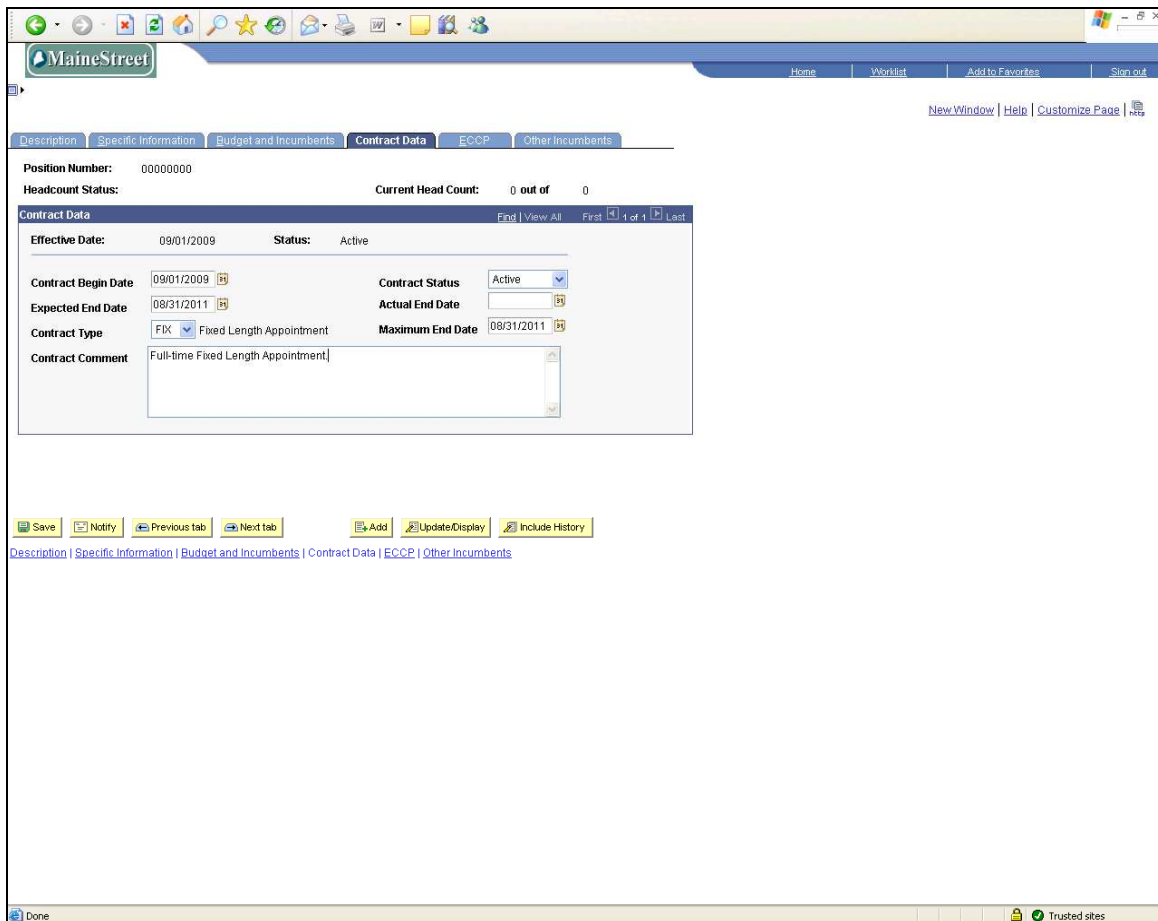
34.	Select the appropriate Contract Type .
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FIX

35.	Click the drop down arrow to select from the Contract Status list.
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Step	Action
36.	Click the Active list item. <input type="text" value="Active"/>
37.	Enter the desired information into the Maximum End Date field.
38.	Enter the desired information into the Contract Comment field. This is an optional field for storing contract information.



Step	Action
39.	Click the ECCP tab. <input type="text" value="ECCP"/>

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







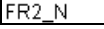
Effective Date: 09/01/2009 Status: Active

ECCP Program: Room and Board: N
 Work Year Calendar: Points:
 Job Family: Student Life Services

Category Name	Description	Key	Points
1			

Buttons: Save, Notify, Previous tab, Next tab, Add, Update/Display, Include History

Step	Action
40.	Click the Look up ECCP Program button.
41.	Click SALARIED in the ECCP Program column.
42.	Click the Look up Work Year Calendar button.
43.	Select the appropriate item from the Work Year Calendar list.
44.	Click the drop-down arrow to select from the Category Name list.
45.	Select an appropriate item from the Category Name list.

Step	Action
46.	Click the drop-down arrow to select from the Key list. 
47.	Select an appropriate item from the Key list. 
48.	Click the Plus (+) key to add a new row. 
49.	Click the drop-down arrow to select from the Category Name list. 
50.	Select the appropriate item from the Category Name list. 
51.	Click the drop-down arrow to select from the Key list. 
52.	Select the appropriate item from the Key list. 

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

Effective Date: 09/01/2009 Status: Active

ECCP Program: SALARIED Monthly Salaried Employees Room and Board: N
Work Year Calendar: MTLY 9 MO Monthly 9 Month Points: 120
Job Family: Student Life Services

Category Name	Description	Key	Points
1 CONTACTS	Contacts	C3	80
2 FISCAL	Fiscal Responsibility	FR2_N	40

Buttons: Save, Notify, Previous tab, Next tab, Add, Update/Display, Include History

Step	Action
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53.	Click the Plus (+) key to add a new row.
-----	---

Continue to add rows until values have been added for all Categories.

NOTE: The 'Points' total is programmatically calculated based on the selection in the Key column.





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The screenshot shows the 'Other Incumbents' tab in the HR system. The interface includes a navigation bar with tabs for 'Budget and Incumbents', 'Contract Data', 'ECCP', and 'Other Incumbents'. The 'Other Incumbents' tab is active. The main content area displays 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

ECCP Program: SALARIED Monthly Salaried Employees
Room and Board: N
Work Year Calendar: MTLY 9 MO Monthly 9 Month
Points: 470
Job Family: Student Life Services

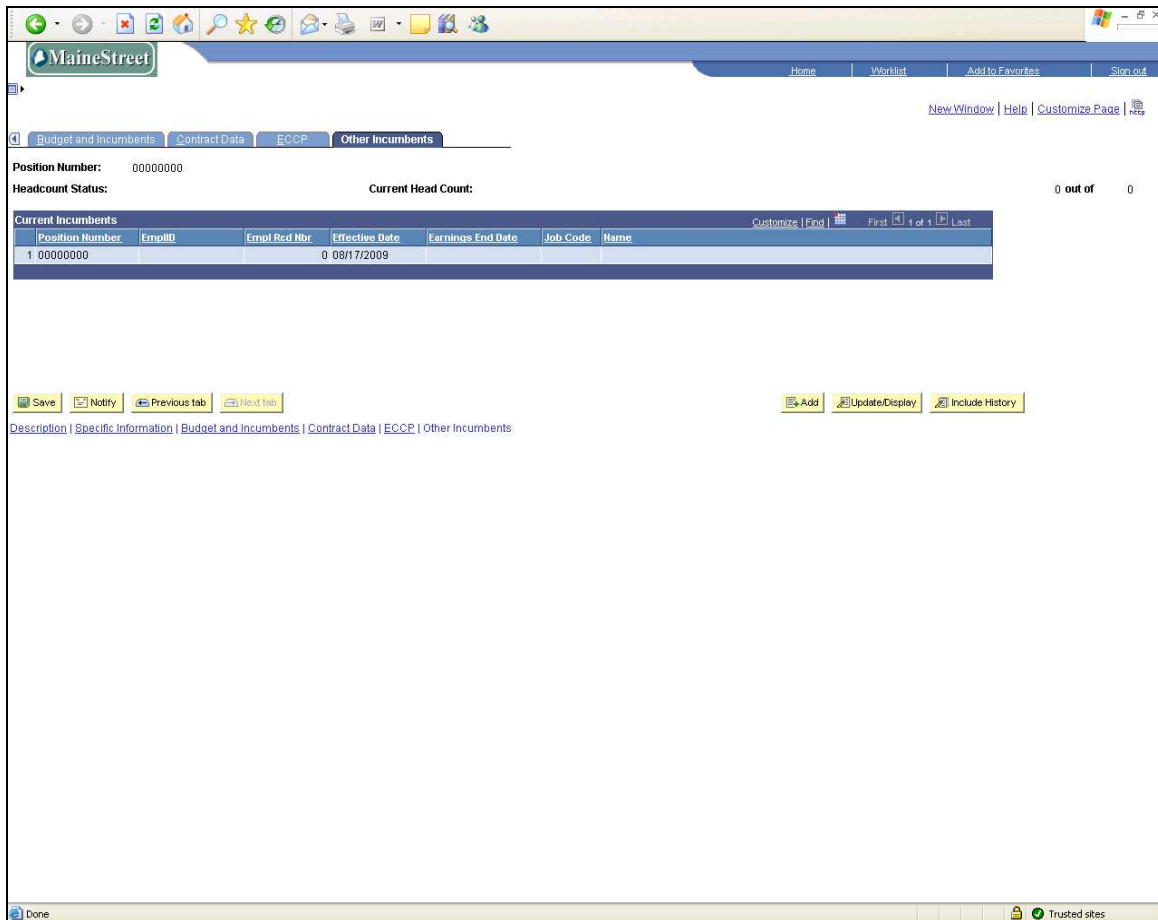
Category Name	Description	Key	Points
1 KNOW	Knowledge	K3	120
2 LICENSE	Certificate or license	N	
3 SCOPE	Scope	S3	120
4 IMPACT	Impact	I3	80
5 CONTACTS	Contacts	C3	80
6 WRK_ENV	Work Environment	WE2	30
7 SUPERVISN	Supervision	SP1	
8 FISCAL	Fiscal Responsibility	FR2_N	40


Below the table are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Add', 'Update/Display', and 'Include History'. At the bottom, there are links for 'Description', 'Specific Information', 'Budget and Incumbents', 'Contract Data', 'ECCP', and 'Other Incumbents'.

- | Step | Action |
|------|---|
| 54. | Click the Other Incumbents tab.
Other Incumbents |

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Step	Action
55.	The 'Other Incumbents' panel will display any incumbent indicated by this position number in Additional Pay. To continue: Click the Save button. 
56.	End of Procedure.