Create a New Position

1.	Click the **Organizational Development** link. Organizational Development
2.	Click the **Position Management** link. Position Management
3.	Click the **Maintain Positions/Budgets** link. Maintain Positions/Budgets
4.	Click the **Add/Update Position Info** link.
5.	Click the **Add a New Value** link. Add a New Value
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. Add
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
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 my be selected. Supervisor
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. UMS Salaried Plan Grade 03
20.	Click the **Specific Information** tab. Specific Information
21.	Enter the desired information into the **Max Head Count** field. Regular positions with a 0ne-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.
23.	Click the **drop down arrow** to select from the **Pre-Encumbrance Indicator** list.
24.	Click the **None** list item. None
25.	Click the **drop down arrow** to select from the **Classified Indicator** list.
26.	Select the appropriate **Classified Indicator**. Regular
27.	Enter the desired information into the **FTE** field.
28.	Click the **Adds to FTE Actual Count** option.

29.	Click the **Budget and Incumbents** tab. Budget and Incumbents
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
31.	Contract Data is maintained for employees who have contracts or funding for a specified length of time. Enter the desired information into the **Contract Begin Date** field.
32.	Enter the desired information into the **Expected End Date** field.
33.	Click the **drop down arrow** to select from the **Contract Type** list.
34.	Select the appropriate **Contract Type.** FIX
35.	Click the **drop down arrow** to select from the **Contract Status** list.
36.	Click the **Active** list item. 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 **optiona**l field for storing contract information.
39.	Click the **ECCP** tab. ECCP
40.	Click the **Look up ECCP Program** button.
41.	Click **SALARIED** in the **ECCP Program** column. SALARIED
42.	Click the **Look up Work Year Calendar** button.
43.	Select the appropriate item from the **Work Year Calendar** list. Monthly 9 Month
44.	Click the **drop-down arrow** to select from the **Category Name** list.
45.	Select an appropriate item from the **Category Name** list. CONTACTS

46.	Click the drop-down arrow to select from the **Key** list.
47.	Select an appropriate item from the **Key** list. C3
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. FISCAL
51.	Click the **drop-down arrow** to select from the **Key** list.
52.	Select the appropriate item from the **Key** list. FR2_N
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.
54.	Click the **Other Incumbents** tab. Other Incumbents
55.	The 'Other Incumbents' panel will display any incumbent indicated by this position number in Additional Pay. To continue: Click the **Save** button. Save
56.	**End of Procedure.**