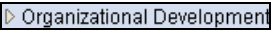
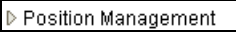
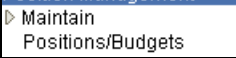




















Create a New Position

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.	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. 
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 " <i>Position Date - Clone an existing position</i> " 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. 
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.	<p>Enter the desired information into the Long Title field.</p> <p>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.</p>
14.	<p>Enter the desired information into the Department field.</p>
15.	<p>Enter the desired information into the Reports To field.</p>
16.	<p>Click the Look up Supervisor Lvl button.</p> <p></p>
17.	<p>Click an entry in the Look UP Supervisor Lvl list. Items in either the Supervisor Level or Description column may be selected.</p> <p></p>
18.	<p>Click the Look up Grade button.</p> <p></p>
19.	<p>Click an entry in the Look Up Grade List. Items in either Salary Grade or Description columns may be selected.</p> <p></p>
20.	<p>Click the Specific Information tab.</p> <p></p>
21.	<p>Enter the desired information into the Max Head Count field.</p> <p>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'.</p>
22.	<p>Click the Budgeted Position option.</p> <p><input checked="" type="checkbox"/></p>
23.	<p>Click the drop down arrow to select from the Pre-Encumbrance Indicator list.</p> <p></p>
24.	<p>Click the None list item.</p> <p><input type="text" value="None"/></p>
25.	<p>Click the drop down arrow to select from the Classified Indicator list.</p> <p></p>
26.	<p>Select the appropriate Classified Indicator.</p> <p><input type="text" value="Regular"/></p>
27.	<p>Enter the desired information into the FTE field.</p>
28.	<p>Click the Adds to FTE Actual Count option.</p> <p><input type="checkbox"/></p>

29.	Click the Budget and Incumbents tab. 
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. 
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 . 
35.	Click the drop down arrow to select from the Contract Status list. 
36.	Click the Active list item. 
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.
39.	Click the ECCP tab. 
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. 

46.	Click the drop-down arrow to select from the Key list. 
47.	Select an appropriate item from the Key list. <input data-bbox="370 401 472 428" type="text" value="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. <input data-bbox="370 686 573 714" type="text" value="FISCAL"/>
51.	Click the drop-down arrow to select from the Key list. 
52.	Select the appropriate item from the Key list. <input data-bbox="370 890 472 917" type="text" value="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. <input data-bbox="370 1220 529 1247" type="text" value="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. 
56.	End of Procedure.