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.

7. 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.

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

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

10. Enter the desired information into the **Business Unit** or the **Description** column.

11. Enter the desired information into the **Job Code** field.

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.

20. Click the **Specific Information** tab.

21. Enter the desired information into the **Max Head Count** field.

   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.

23. Click the **drop down arrow** to select from the **Pre-Encumbrance Indicator** list.

24. Click the **None** list item.

25. Click the **drop down arrow** to select from the **Classified Indicator** list.

26. Select the appropriate **Classified Indicator**.

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.

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.

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.

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.

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.**