











HR050.04: Adding a New Position

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Set Up HCM menu. 
4.	Click the Product Related menu. 
5.	Click the Organizational Development menu. 
6.	Click the Position Data menu. 
7.	Click the Add a New Value tab. 
8.	Click the Add button. 




Step	Action
9.	<p>Validate the Effective Date field and make any needed updates.</p> <p>NOTE: The effective date of the position must be less than or equal to the hire date of the employee who will hold the position.</p> <p>*Effective Date 10/18/2016</p>
10.	<p>Validate the Reason field and make any needed updates.</p> <p>Reason NEW </p>
11.	<p>Populate the Job Code field.</p> <p>Job Code <input type="text"/></p>
12.	<p>Click the Reg/Temp list.</p> <p>Reg/Temp <input type="text" value="Reg/Temp"/></p>
13.	<p>Select the desired value from the listing.</p> <p>Regular</p>
14.	<p>Validate the Full/Part Time field and make any needed updates.</p> <p>Full-Time <input type="text" value="Full-Time"/></p>
15.	<p>Populate the Official Title field.</p> <p>Official Title <input type="text"/></p>
16.	<p>Populate the Department field.</p> <p>Department <input type="text"/></p>
17.	<p>Validate the Location field defaulted by the system and make any needed updates.</p> <p>Location <input type="text"/></p>
18.	<p>Populate the Reports To field.</p> <p>NOTE: The Reports To position id should be the same as the Time Approver's position id.</p> <p>Reports To <input type="text"/></p>
19.	<p>Validate the Salary Admin Plan field defaulted by the system and make any needed updates.</p> <p>Salary Admin Plan <input type="text"/></p>
20.	<p>Validate the Standard Hours, Work Period and Work Day Hours information; make any needed updates.</p> <p>Standard Hours <input type="text" value="40.00"/></p>



Step	Action
21.	Click the Expand icon associated with the USA section. 
22.	Validate the FLSA Status defaulted by the system and make any needed updates. <input type="text" value="Administrative"/>
23.	Click the Specific Information tab. 
24.	Click the Expand icon associated with the Education and Government section. 
25.	Populate the FTE field. NOTE: For faculty positions, the FTE value entered in this field should match the Committed FTE value entered on the Create Tenure Data page. FTE <input type="text" value="0.000000"/>
26.	Click the Adds to FTE Actual Count checkbox, where applicable. <input type="checkbox"/> Adds to FTE Actual Count
27.	Click the Budget and Incumbents tab. 
28.	Review the Current Budget and Current Incumbents data on this page.
29.	Click the Specific Information tab. 
30.	Validate you entries, and then click the Save button. 
31.	Click the Description tab. 
32.	Click the Paygroup Info link. 
33.	Click the Look up icon associated with the Pay Group field. 
34.	Select the desired value from the listing. 



Step	Action
35.	DO NOT populate the Budget Amount field; this field will be systematically updated after the Position is saved. Budget Amount <input type="text"/>
36.	Click the Save button.  Save
37.	You have successfully completed the Adding a New Position topic. End of Procedure.