Request a Position

Concept

Warning:
Do not allow a New Hire or Reappointment to begin work prior to the start date set or approved by the Department of Employment.

Purpose
The Position Request process provides a paperless method for departmental managers to submit a request for a new position. With all work done online, all interested parties can monitor the request as it progresses through the approval levels to completion. The Requestor supplies basic information about the position (job code, department, reports to, etc.) and enters the proposed funding source on the Position Request tab.

The Position Approval tab is used to enter and monitor the approvals required to complete the creation of the position.

Assumptions
* The position does not already exist.

Responsibility/Role
* PIs, Chairs, Directors, Associate Deans, Deans, Cabinet and Sub – Cabinet personnel, etc.
### Required Field(s) | Comments
--- | ---
**Reason** | Use New
**Max Head Count** | Used to indicate the number of incumbents the Position can accommodate. Most Positions at Howard University are 1 to 1, Position to Employee so the value is 1.
**Start Date** | Beginning of a Pay Period
**End Date** | If Temporary.
**Jobcode** | Make changes as needed.
**Description** | This is the Position Description.
**Department** | This is the Cost Center for the Position.
**Location** | This is the physical location on or off campus.
**Reports To** | Enter the Position to which this Position should report. This is how PeopleSoft builds an organizational structure.
**Position Type – Faculty** | Check if Faculty Position.
**Position Type – Grants** | Check if any part of the funding is charged to a grant.
**IBS Salary Amount** | Make changes as needed. This is the annual amount owed the Position incumbent.
**Funding Amount(s)** | Enter the dollar amount for this funding source.
**Funding Distribution(s)** | Enter the funding source, e.g. department id or project/grant id.
**Row Insert for multiple funding sources** | - Open saves the transaction as a draft. Complete submits the transaction to the Requestor’s supervisor as defined by PeopleSoft Position Reports To values for review and approval.
**Requestor Status** | Enter Justification for the request in this field. Do not use the Approver Comments field.
**Requestor Justification** | Click to save any data entry.

### Output - Results | Comments
--- | ---
**Requisition ID** | Note this for follow up of the transaction’s lifecycle status.

Transaction is forwarded to Requestor’s Supervisor as defined by PeopleSoft Position Reports To values for review and approval.
Procedure

You will use the Position Request page to request the creation of a new position or to request an update to an existing position.

Using this online request form enforces more efficient communication between the Office of Compensation, the Department of Employment and the Office of Financial Analysis and Budgets. It allows the requestor to monitor the progress of the request as it passes through the approval process in each of those offices.

Let's add a new position request.

Navigation: Home > Manager Self Service > Position Reports & Pay Request > Position Request

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<tr>
<th>Step</th>
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<td>1.</td>
<td>Begin by navigation to the Position Request page. Click the Manager Self Service link.</td>
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Step | Action
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2. | Click the **Position Reports & Pay Request** link.

3. | Click the **Position Request** link.
4. The Request Position search page displays.

   Even though you are requesting a change to an existing position, you are initiating a new request.

   To add a new request - either that a new position is created OR an existing position be changed, use the Add a New Value tab.

   Click the **Add a New Value** tab.

5. The Add a New Value page displays.
   The default Request ID of **NEXT** should be accepted.

   Click the **Add** button.
### Step 6
- Click the **Collapse Menu** button.

### Step 7
- The Position Request page displays. The Request ID and Request Status fields are found at the top of the page. The Request Status will change as the request passes through different levels of completion.

  The **Position Number and Reason** will display the default of **NEW**. Accept these defaults. When a new Position is created by Human Capital Management (HCM), this will be replaced with the Position Number which can be used to submit a Job Opening from the Recruit and Reappoint menu.

  One or more people may occupy this position. You must indicate whether this will be a one-to-one (employee to position) position or whether multiple employees will use the same position. Enter the desired information into the *Max Head Count* field.

  Enter **1** into the **Max Head Count** field.
8. Select the **Faculty** checkbox. This will route the request to the Provost’s office or to the SVP Allied Health depending on the Department for approval.

9. Select the **Grants** checkbox. This will route the request to Grants and Contract Accounting (GCA) for approval.

10. Enter the date the job is to start. This date should be at the beginning of a pay period. For grant positions, use the period of the grant for start and stop dates.

     Click the **1** link.

11. Click the Month dropdown button to activate the menu.

     Click the **September** list item.
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<td>12.</td>
<td>Click the <img src="image" alt="1 link." /></td>
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### Step 13

**Click the 2010 list item.**

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<td>13.</td>
<td>Click the 2010 list item.</td>
</tr>
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</table>
Step | Action
--- | ---
14. | The Detailed Position Description subpage is used to capture the PD for the Position. This description is used to evaluate the Salary Plan and Grade and for posting to both the Internal and External Careers pages for applicants. This description includes specifics including (but is not limited to):

- Basic Function
- Supervisory Authority
- Nature and Scope
- Principal Accountabilities
- Core Competencies
- Minimum and Additional Desirable Qualifications

Click the **Detailed Position Description** link.

[Detailed Position Description](#)
15. Paste the description you have received or negotiated with the Office of Compensation in the Description field.

Click the **OK** button.
16. Now you are ready to enter information about the Position.

   Click the **Look up Job Code** button.

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

   Enter **1513**.

18. Click the **Look Up** button.

19. Click **Post Doctoral Fellow** in the **Description** column.

20. Enter the desired information into the **Description** field.

   Enter **Grant - Post Doctoral Fellow**

21. Enter **40** into the **Standard Hours** field.
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<td>22.</td>
<td>Click the [Tab] key on your keyboard and read the warning about Standard Hours.</td>
</tr>
</tbody>
</table>

```
Step  Action

23.  Click the OK button.

Note the Full Time/Part Time field has populated based on the number of hours you have entered.

Leave the default of ‘W’ for Standard Work Hours to indicate that this Position will be responsible for working 40 hours per week.

[OK]
```
24. Enter information about the work location. Click the **Look up Department** button.

25. A list of University departments is displayed. It is a very long list, and you can refine your search by using the Description field. Note that all Howard University Departments’ descriptions are in ALL CAPITAL LETTERS.

Enter **322116** into the **Department** field.

26. Click the **Look Up** button.

27. Click **322116** in the **Department** column.

28. Next, enter the building location where the job is located.

Click the **Look up Location** button.
### Request a Position

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<td>29.</td>
<td>Enter the desired information into the Location Code field. You can also search by the Location Description, just like Department. Enter <strong>EJH</strong> into the Location Code field.</td>
</tr>
<tr>
<td>30.</td>
<td>Click the <strong>Look Up</strong> button.</td>
</tr>
<tr>
<td>31.</td>
<td>Click the Search Results table. Choose <strong>EARNEST JUST HALL</strong>.</td>
</tr>
<tr>
<td>32.</td>
<td>Enter the Position number to which this position will report. This is an essential field as PeopleSoft uses it to define the organizational structure and for workflow approvals routing. Click the <strong>Look up Reports To</strong> button.</td>
</tr>
<tr>
<td>33.</td>
<td>Enter <strong>00011619</strong> into the Position Number field. You could also search by any of the other fields shown here, if you had other information available.</td>
</tr>
<tr>
<td>34.</td>
<td>Click the <strong>Look Up</strong> button.</td>
</tr>
<tr>
<td>35.</td>
<td>Click <strong>00011619</strong> in the Position Number column.</td>
</tr>
<tr>
<td>36.</td>
<td>Note the Supervisor section below the Reports To field. This displays the Reports To Position incumbent’s Employee ID and Name.</td>
</tr>
<tr>
<td>37.</td>
<td>Now you are ready to enter information about funding for the position. Enter the desired information into the IBS Annual Salary Request field. Enter <strong>$44333.34</strong>.</td>
</tr>
<tr>
<td>38.</td>
<td>The Funding Amount and Distribution Requirement fields allow you to split fund the position across multiple sources. We are funding this Position from one source. Enter the desired information into the Funding Amount(s) field. Enter <strong>44333.34</strong>.</td>
</tr>
<tr>
<td></td>
<td>This the total IBS.</td>
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| 39.  | Use the Distribution Requirement field to identify the funding account.  
This Position is to be funded by the NIH/NIEHS grant and SALARY-POST DOCTORAL FELLOW account.  
Enter the desired information into the **Funding Source(s)** field.  
Enter *Project ID 0005782/Acct 5120*. |
| 40.  | When you have finished entering the information on the **Position Request** tab, click the Position Approval tab to update the Requestor Status and enter Justification comments.  
Click the **Position Approval** tab. |
### Step 41
The default Requestor Status is Open. You can save the transaction with this status to save the data you have entered and to have the system assign a Requisition ID. Use this feature if you are interrupted before completing the data entry or if you need to conduct research to complete the data entry. Once saved, you can come back at a later time and search for the transaction to complete the data entry and submit.

To finalize the requestor status, click the **Requestor Status** dropdown button to activate the menu.

### Step 42
Click the **Complete** list item.
### Step | Action
--- | ---
43. | Enter any comments that will assist approvers or processors in completing work on this position into the **Requestor Justification** field along with the date and your initials.

Enter **Justification-Date-Initials**.

44. | Click the **Save** button.

The transaction has now been forwarded to your Supervisor.

45. | Note the unique Requisition ID number that is automatically generated.

Note also the Name, Date and Time stamps that are inserted on the Requestor Status and the Justification Comments fields.

46. | To return to the Home page.

Click the **Home** link.
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| 47.  | Congratulations! You have completed the Request a Position business process.  
**End of Procedure.** |