Request to Change an Existing Position

1. Begin by navigating to the Position Request page. Click the Manager Self Service link.

2. The Manager Self Service menu displays. Click the Position Reports & Pay Request link.

3. The Position Reports & Pay Request menu displays. 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. Accept the default Request ID of NEXT. Click the Add button.

6. The word New automatically appears in the Position Number field. You are searching for information about a specific, existing position. To search by Position Number, click the Look up Position Number button.

7. Search for and select the Position to be changed. Or, you can just enter the Position number – see the next step. Click the Cancel button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tr>
<td>8.</td>
<td>Enter the Position Number to be changed. To find this number, you can use the reports or Position Budget Summary Information found at Home &gt; Organizational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info (see the View Position Information topic). Enter the desired information into the Position Number field. Enter &quot;00000046&quot;. TAB out of the field, do not use the &quot;Enter&quot; key.</td>
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<td>9.</td>
<td>When you TAB out of the field, information about the selected position will appear in the Job Information and Work Location sections. Press [Tab].</td>
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<td>10.</td>
<td>The Reason field defaults to New. You will need to select a different reason. Click the Reason dropdown button to activate the menu.</td>
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<td>11.</td>
<td>Click the Position Change list item.</td>
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<td>12.</td>
<td>Click the Faculty option. This will route the request to the Provost's office or to the SVP Allied Health depending on the Department for approval.</td>
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<tr>
<td>13.</td>
<td>Click the Grants option. This will route the request to Grants and Contract Accounting (GCA) for approval.</td>
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<td>14.</td>
<td>The Start Date should be the beginning of a pay period. 10/11/2009 is the beginning of a pay period. If you need to change the date, click the Choose a date button and make a selection. If the position is a temporary position, enter an Ending Date. Click the Choose a date button.</td>
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<td>15.</td>
<td>Click the Month list.</td>
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<td>16.</td>
<td>Click the <strong>October</strong> list item.</td>
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<td>17.</td>
<td>Click the <strong>11</strong> link.</td>
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</table>
| 18. | The End Date indicates the appointment end date. For this scenario, enter 05/31/2010.  
If you need to change the date, click the Choose a date button and make a selection.  
If the position is a temporary position, enter an Ending Date.  

Enter the desired information into the **End Date** field.  
Enter "**05/31/2010**". |
| 19. | Max Head Count is an important field. It tells the system how many individual employees can be hired into this position.  

Enter the desired information into the Max Head Count field.  
Enter "**1**". |
| 20. | Because this will be a grant funded Position, we want to change the Position **Description** to be prefaced with the word Grant.  
Enter “**Grant –**“ in front of “Professor”. |
| 21. | Indicate the number of Standard Hours the Position will be expected to work for the Standard Work Period. For this example, enter ‘40’ in the Standard Hours.  

Enter the desired information into the **Standard Hours** field.  
Enter"**40**".  
Click the TAB key on your keyboard and read the warning about Standard Hours. |
| 22. | Press the **[Tab]** key. |
23. Click the OK button after reading the message regarding the importance of Standard Hours. 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. Click the **OK** button.

24. Confirm the Department, Location and Reports To field values are correct. Note the Supervisor section below the Reports To field. This displays the Reports To Position incumbent’s Employee ID and Name.

25. You will start with the annual salary for this position. Enter the desired information into the **IBS Annual Salary Request** field. Enter "25000.00".

26. The Funding Amount and Distribution Requirement fields allow you to split fund the position across multiple sources. We are split funding this position three ways:

   1. 25% will be paid out of the Detection and Classification Methods for Automated Target Recognition – Project ID 0000137/Acct 5105
   2. 65% will be paid out of the department’s hard money for Faculty Salary Adjuncts account – Dept 325411/Acct 5105
   3. 10% will be paid out of the department’s hard money for Salary Administrative account – Dept 325411/Acct 5130

   Enter the desired information into the **Funding Amount(s)** field. Enter "6250.00". This is 25% of the total $25,000.00 IBS.

27. Use the Distribution Requirement field to identify the funding account. Enter the desired information into the **Funding Source(s)** field. Enter "**Project ID 0000137/5105**".

28. Click the **Collapse Menu** button.

29. Click the **Add a new row** button.
30. Enter the desired information into the **Funding Amount(s)** field.

Enter "**$16250.00**".

This is 65% of the total **$25,000.00** IBS.

31. Enter the funding specifics into the **Funding Distribution(s)** field.

Enter "**Dept 325411/ Acct 5101**".

32. Click the **Add a new row** button.

33. Enter the desired information into the **Funding Amount(s)** field.

Enter "**2500.00**".

This is 10% of the total $25,000.00 IBS.

34. Enter the funding specifics into the **Funding Source(s)** field.

Enter "**Dept 325411/Acct 5130**".

35. The data entry on the Position Request tab is now complete.

Click the **Position Approval** tab.

36. 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 complete the request for change, click the **Requestor Status** button to activate the menu.

37. Click the **Complete** list item.

38. 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**".

39. Click the **Save** button.

The transaction has now been forwarded to your Supervisor.
40. 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.

41. Click the **Home** link to return to the *Home* page.

42. Congratulations! You have completed the process to Request to Change Existing Position. **End of Procedure.**