Request a Position

1. Begin by navigation 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 page displays. To submit a new Position Request form, click the Add a New Value tab.

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

6. Click the Add button.

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

   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 a valid value e.g. "1".

   The Position Number and Reason will display the default of NEW.

7. Enter the date the job is to start. This date should be at the beginning of a payperiod. For grant positions, use the period of the grant for start and stop dates. You may type the date; for this exercise, click the Choose a date button.

8. Click on the desired date. Choose 31
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<td>9.</td>
<td>Enter the end date for the position, if it is a temporary job or has an ending date. Click the <strong>Choose a date</strong> button.</td>
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<tr>
<td>10.</td>
<td>Click the <strong>Month</strong> dropdown button to activate the menu.</td>
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<tr>
<td>11.</td>
<td>Click an entry in the list. Choose <strong>July</strong></td>
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<tr>
<td>12.</td>
<td>Click on the desired date. Choose <strong>27</strong></td>
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<td>13.</td>
<td>NOTE: At this point, the <strong>Detailed Position Description</strong> will be blank. The Office of Total Compensation will populate the <strong>Detailed Position Description</strong>. Once the request is complete, you can navigate to the page and access both the position number and the detailed description.</td>
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<tr>
<td>14.</td>
<td>Now you are ready to enter information about the Position. Click the <strong>Look Up Job Code</strong> button.</td>
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<td>15.</td>
<td>A list of job codes and their titles will display. Enter the desired information into the <strong>Job Code</strong> field. Enter a valid value e.g. &quot;1405&quot;.</td>
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<tr>
<td>16.</td>
<td>Click the <strong>Look Up</strong> button.</td>
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<tr>
<td>17.</td>
<td>Click the <strong>Search Results</strong> table. Choose <strong>1405 Teaching Assistant</strong>.</td>
</tr>
<tr>
<td>18.</td>
<td>Enter the job title information into the <strong>Description</strong> field. Enter a valid value e.g. &quot;Teaching Assistant-Bio/Chem&quot;.</td>
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<td>19.</td>
<td>Click the <strong>Reg/Temp</strong> dropdown button to activate the menu.</td>
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<td>20.</td>
<td>Click an entry in the list. Choose <strong>Temporary</strong></td>
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<tr>
<td>21.</td>
<td>Enter information about the work location. Click in the <strong>Look up Department</strong> field.</td>
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<td>22.</td>
<td>A list of University departments is displayed. It is a very long list, and you can refine your search. Enter the desired information into the <strong>Department</strong> field. Enter a valid value e.g. &quot;320110&quot;.</td>
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<tr>
<td>23.</td>
<td>Click the <strong>Look Up</strong> button.</td>
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24. Click the **Search Results** table.  
   **Choose 320110**

25. Next, enter the building location where the job is located.  
   Click the **Look Up Location** button.

26. Enter the desired information into the **Location Code** field. Enter a valid value e.g. "HUH".

27. Click the **Look Up** button.

28. Click the **Search Results** table.  
   **Choose HUH**

29. Enter the Position number to which this position will report. This is an essential field as system approvals are generated by this value.  
   Click the **Reports To** button.

30. Enter the desired information into the **Position Number** field. Enter a valid value e.g. "00003777".  
   You could also search by any of the other fields shown here, if you had other information available.

31. Click the **Look Up** button.

32. Select from the **Search Results** table.  
   **Choose 00003777**

33. Now you are ready to enter information about funding for the position.  
   Enter the desired information into the **IBS Annual Salary Request** field. Enter a valid value e.g. "15000.00".

34. You can use one or more lines to enter the funding source(s). In this scenario, the funding is coming from two project areas  
   Enter the desired information into the **Funding Amount** field. Enter a valid value e.g. "7500.00".

35. Enter the desired information into the **Distribution Requirement** field. Enter a valid value e.g. "FRS 310202".
36. Now enter the 2nd funding source by. Repeat these steps until all funding is entered.

**Note:** The system does not force the Annual Salary and the funding lines to match. Check your work.

Click the **Add a new row (Plus sign)** button.

37. Enter the amount for the second funding source. Enter the desired information into the **Funding Amount** field. Enter a valid value e.g. "7500.00".

38. Enter the account to which the second amount is to be charged. Enter the desired information into the **Distribution Requirement** field. Enter a valid value e.g. "FRS 323232".

39. If the request is for a Faculty position, turn on the checkbox for Faculty. If this is a Grants position, turn on the check box for Grants.

In this example, we will turn on the Faculty check box. Click the **Faculty** option.

40. Use the **Scroll Bar** to move to the bottom of the page.

41. You must save your information in order for the system to send it on for approval. Be sure to first review for accuracy! Click the **Save** button.

42. When you have finished entering the information, you must choose the "Complete" Requestor Status on the next page to initiate workflow. Click the **Position Approval** tab.

43. The **Requisition ID** is - Next; the **Request Status is- Open**; and the **Requestor Status is - Open**. This is the item you must change. Click the **Requestor Status** dropdown button to activate the menu.

44. Click an entry in the list.

Choose **Complete**

45. Document the justification for this position, and record your name and the date.

Enter the desired information into the **Comments** field. Enter a valid value e.g. "Add the justification here-Name-Date".

46. Click the **Save** button.

Note the unique Requisition ID number issued upon save.
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<td><strong>47.</strong></td>
<td>To return to the <strong>Home</strong> page, click the <em>Home</em> link.</td>
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<td><strong>48.</strong></td>
<td>Congratulations! You have completed the Request a Position business process. <strong>End of Procedure.</strong></td>
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