Request New Position

If an existing position cannot be modified to fit your needs and you have FTE available to fund it, you can Request a New Position.

Step 1: **Click on Request New Position** at the bottom of the Staffing Summary page.	

Step 2: Review the message and **Click OK.** **NOTE**: Clicking Cancel at any point in this process will still create a new position. If you do not want to create the position, you will need to click on the ▲ for the position on the Staffing Summary page, then click on the ⬚ , click OK on the Delete Confirmation message, then click on OK. The position will no longer show on the Staffing Summary page. Step 3: **Enter the effective date of the position. If the position is starting at the beginning of the school year, use 7/1/xxxx.**	

Step 4: **Enter the total number of Work Days for this position.**

NOTE:. You can click on the 🔍 to look up Work Days.

Step 5: **Enter the FTE for the position.**

Step 6: **Click on Position Details.**

nment Title	Vacancy Status	Search Soft Posting#	Empl Status	Dept ID	Loc	Work Days	Posn FTE	Position Details
	Recruit ▼			6987	110	🔍	0.000	Position Details

Step 7: Review the message and **Click OK.**

Message

Start filling in the details of this new position by selecting a Position Group. (20000,285)

You will be prompted to fill in additional data as required.

OK

BEFORE POSITION DETAIL ENTRY, PLEASE NOTE: Please make changes in the correct order, beginning with the Proposed Position Information, then moving to the Proposed Funding Distribution. Click Apply, then check the Chartfield Information and make changes if needed.

Step 8: **Select the Position Attributes, such as Position Group, Position Type, etc.**

NOTE: You can type the first letter of the word you're looking for to narrow the list of choices.

Step 9: **If the assignment is IB or AP, check the appropriate box.**

Step 10: **Enter the Percent of Time the employee is working in the assignment.**

Step 11: **If there are additional assignments for the new position, Click the [+] to add additional rows.**

Step 12: **Click on Generate System Title or Click on Enter Custom Title.**

NOTE: Generate System Title will use a system format for the title. The new Position Title will show in the blue box. If this does not accurately describe the assignment you may Enter Custom Title (the blue box will become an editable field). If no selection is made, the title will populate as system-generated when the page is saved.

Step 13: **Select the Funding Source for the position.**

NOTE: When a Grant funding source is selected the Project/Grant number will auto-populate unless you choose "Other Grants". If you choose "Other Grants", you will need to identify the Grant number.

NOTE: When a grant number populates, the Grant End Date will display. This field cannot be edited.

Step 14: **Click the** [+] **to add additional Funding Sources as needed.**

Step 15: **Adjust the Posn FTE of the new row and the original row to equal the position FTE displayed in the header at the top of the page.**

NOTE: To change the FTE distribution on Funding rows, do not zero out the FTE on one row, then add a new row. Instead, add the new row, enter the FTE for that Funding Source, and then delete the zero FTE row.

Step 16: **Click OK or Apply to save the changes.**

NOTE: If a funding group is missing in the chartfield grid, you will not be able to save the change. Call your Budget Analyst for assistance.

NOTE: If you click OK, you'll be taken back to the View/Change page. If you click Apply, you can stay on the Position Details page to make additional changes or view the Chartfields.

NOTE: Click the collapsed Chartfield grid arrow to view the chartfields. You can edit the fields if needed, and save.

NOTE: If you make additional changes in the Position Details area and save them, any edits you made to chartfields will be over-written and you'll need to re-enter them.

Proposed Position Information

		Position Group	Position Type	Lowest Grade	Highest Grade	General Subject
+	−	Licensed	Teacher	*K	05	World Language
+	−	Licensed	Teacher	*K	05	Language Arts

◉ Generate System Title   ○ Enter Custom Title   Assignment Title   Teacher-K8 Gr K-5 Spanish/LA   Total Day

Proposed Funding Distribution   Find | ▦   ☐ Override default funding

		Funding Source	Project/ Grant	Posn FTE	Grant End Date
+	−	General Fund		.80	
+	−	Other projects/grants	G1258	.20	12/31/2013

Proposed Funding Distribution   Find | ▦   ☐ Override default funding

		Funding Source	Project/ Grant	Posn FTE	Grant End Date
+	−	General Fund		.80	
+	−	Other projects/grants	G1258	.20	12/31/2013

▸ Press Apply before clicking to view Chartfield Information

Budget Approval	Grant Approval	HR Approval	SPED Approval	ESL Approval
	N/A	Approved	N/A	N/A

[OK] [Cancel] [Apply]

Step 17: **Click OK to return to the Staffing Summary page.**	

NOTE: The new Position Request now appears in the Vacant Position section of the Staffing Summary page. **NOTE**: Until the New Position Request is approved, the Position Number will begin with "NEW".	

The action is complete!	You have now requested a new position.