

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.



The screenshot shows the 'Staffing Summary' page with the following details:

Department	6987	Imagination	Fiscal Year	2014
Location	110	Imagination K-8	General Fund Balance	1.600
Status	Open		Title I Balance	0.090
			Title IC Balance	0.000

Buttons visible: Approve & Submit, SMT Help, Open/Edit, Employee Lookup, Run SMT Roster, Save, Return to Search, Notify, Update/Display, Include History.

The 'Request New Position' button is circled in red.

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.

The message box contains the following text:

Please enter the Work Days and FTE for the new position you are requesting. (20000,284)

You will then move on to the Position Details page to enter the remaining details of your new position.

The 'OK' button is circled in red.

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.**

The screenshot shows the 'View/Change' page with the following details:

Department	6987	Imagination	Notes	Fiscal Year	2014
Location	110	Imagination K-8		General Fund Balance	1.600
Employee				Title I Balance	0.090
				Title IC Balance	0.000


Buttons visible: SMT Help, Actions Glossary.

The table below shows the position details:

Effective Date	Seq	Action	Name	Empl ID	Rcd #	Position #	Assign
07/01/2013	1	Request New Position			0		


The 'Effective Date' field '07/01/2013' is circled in red.

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.**

Position Title	Vacancy Status	SearchSoft Posting#	Empl Status	Dept ID	Loc	Work Days	Posn FTE	Position Details
	Recruit	<input type="text"/>		6987	110	<input type="text"/> 	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.

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.

Position Group	Position Type	Lowest Grade	Highest Grade	General Subject	Specific Subject	IB	AP	Percent of Time	
						<input type="checkbox"/>	<input type="checkbox"/>	100 %	
Assignment Title								Total	100 %
Funding Source	Project/Grant	Posn FTE						1.000	

Position Group	Position Type	Lowest Grade	Highest Grade	General Subject	Specific Subject	IB	AP	Percent of Time
Licensed	Teacher	K	05	World Language	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	80 %
Licensed	Teacher	K	05	Language Arts		<input type="checkbox"/>	<input type="checkbox"/>	20 %

Generate System Title | Enter Custom Title | Assignment Title | Teacher-K8 Gr K-5 SpanishLA | Total Days | 100 | Total | 100 %

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.

Position Group	Position Type	Lowest Grade	Highest Grade	General Subject	Specific Subject	IB	AP	Percent of Time
Licensed	Teacher	K	05	World Language	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	80 %
Licensed	Teacher	K	05	Language Arts		<input type="checkbox"/>	<input type="checkbox"/>	20 %

Generate System Title | Enter Custom Title | Assignment Title | Teacher-K8 Gr K-5 SpanishLA | Total Days | 100 | Total | 100 %

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

Override default funding

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

Override default funding

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

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

Department: 6907 Imagination Notes: Fiscal Year: 2014
 Location: 110 Imagination K-8 General Fund Balance: 0.800
 Employee: Title I Balance: 0.090 Title K Balance: 0.000

Effective Date	Seq	Action	Name	Empl ID	Pos #	Position #	Assignment Title	Vacancy Status	Search/Sort	Postings#	Empl Status	Dept ID	Loc	Work Days	Posn FTE	Position Details
07/01/2013	1	Request New Position			0	NEW01144	Teacher-K8 Gr K-5 Spanish/LA	Recruit				6987	110	190	1,300	

Buttons: OK, Cancel, Apply

NOTE: The new Position Request now appears in the Vacant Position section of the Staffing Summary page.

IU	Media Specialist-K8	Inactive	U/I	U/I	U/I	U/I	U	U
11	Teacher-K8 Gr 6 Spanish Imm	Fill	1.000	09/28/2013	00015604	Parks,Rosa	016085	0 Active
12	Student Management Specialist	Fill	0.500	07/01/2013	00019999	Mouse,Mickey	029999	0 Active
13	Teacher-K8 Gr 6-8 /Reading	Fill	1.000	06/30/2014	NEW00590	Bullock,Sandra	016873	0 Active
14	Library Assistant	Fill	0.120	07/01/2013	NEW00631	Berry,Halle	016263	0 Active
15	Teacher-K8 Gr K-5 Spanish/LA	Recruit	1.000	07/01/2013	NEW01144			0

Request New Position

Buttons: Save, Return to Search, Notify

Buttons: Update/Display, Include History

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.