

Process of Creating a New Position

Creating a New Position

What is “Create New?”

A “create new” consists of assigning a position number that has never existed in the University. Compensation Administration and the HR liaison of the department collaborate to ensure that the position is classified correctly.

Process of Creating a New Position

1. The Originator must submit a request through the Electronic Position Request Form (ePRF).
Location: Main Menu>Manager Self Service> ePRF Position Request Forms> Enter/Update Position request
2. “Add a New Value.”

favorites : Main Menu > Manager Self Service > ePRF Position Request Forms > Enter/Update Position Request


Enter/Update Position Request


Enter any information you have and click Search. Leave fields blank for a list of all values.


→ Click on *Add a New Value*


Limit the number of results to (up to 300):


Request ID: begins with

Business Unit: begins with 

Department: begins with 

Job Code: begins with 


Position Number: begins with 

Panther ID: begins with 


Last Name: begins with

First Name: begins with

Workflow Status: =

Originator UserID: begins with 

Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

3. Click “Add” to start completing the ePRF.

Find an Existing Value **Add a New Value**

Request ID:

Add

4. Complete the Fields

When creating an ePRF to create a new position, first determine if the position needs to be posted or if it only needs to be created for “budget purposes.”

Flag Functionality:

- “Post Upon Approval” – This flag triggers a notification to Talent Acquisition and Management (TAM) upon position action approval.

Position Request Form

Request ID: NEW

*Requested Effective Date:

*Reason: New Position

Post Upon Approval

Pay Action/Notification to Employee Records

Budget Purposes Only

- “Pay Action” – This flag triggers a notification to Employee Records to process the pay action upon approval.

Position Request Form

Request ID: NEW

*Requested Effective Date:

*Reason: Reclassification - Promotion

Post Upon Approval

Pay Action/Notification to Employee Records

Budget Purposes Only

- “Budget Purposes Only” – This flag identifies requests for new position to be used in the position budget tool during the budget process. This transaction does not require a position description and will not be a valid position for recruitment purposes. Once the Business Unit approves the action, the position number will be generated.

Position Request Form

Request ID:	NEW
*Requested Effective Date:	<input type="text" value="01/11/2017"/> 
*Reason:	<input type="text" value="NEW"/>  New Position
<input type="checkbox"/>	Post Upon Approval
<input type="checkbox"/>	Pay Action/Notification to Employee Records
<input checked="" type="checkbox"/>	Budget Purposes Only

Position Request Form

Request ID: NEW

*Requested Effective Date: 10/27/2012

*Reason: NEW New Position

Post Upon Approval

Pay Action/Notification to Employee Records

Budget Purposes Only

Proposed Position

Business Unit: BUSFN BUSINESS AND FINANCE

▼ Position Information

Job Code: 9225 Coordinator Admin. Services

Working Title: Coordinator Admin. Services

Short Title: CordAdmSvc

Reg/Temp: Regular

Full/Part Time: Full-Time

Union Code: 09N Out of Unit

Reg Region: USA

Salary Plan: 210 Administrative

Pay Grade: 002 Administrative - 002

Std Hours: 40.00

Work Period: 52.2 12-month Weeks

FLSA Status: Exempt

Position Information Fields:

Fields to Complete	Description
Requested Effective Date	The beginning of the pay period.
Reason	Click on the magnifying glass and choose the action reason "New – New Position."
Post Upon Approval	If the position is to be created for posting, please check off this box
Budget Purposes Only	This field should only be check off if the position is to be created during the financial planning process.

Job Code	Select the appropriate job code.
Working Title	The working title needs to be approved by Compensation.
Short Title	Field information defaults.
Reg/Temp	Field information defaults to "Reg."
Union Code	Field information defaults to the appropriate union code per the job code.
Reg Region	Field information defaults to USA.
Salary Plan	Field information defaults to the appropriate salary plan per the job code.
Pay Grade	Field information defaults to the appropriate salary plan per the job code.
Standard Hours	Enter the appropriate hours per the FTE.
Work Period	Field information defaults to 52.2.

Organization Relationship Information:

▼ Organization Relationship Information

Dept ID: Criminal Justice → Enter the department ID

Location: Deuxieme Maison

Reports To: Roary Panther → Enter the supervisor's position number
 Job Code: 9199 FACULTY ADMINISTRATOR

Company: Florida International Univ

Supervisor Of Personalize | Find | View All | First 1 of 1 Last

*Position Number	Position Title	Name	Reports To	Reports To Descr
1 <input type="text"/>			<input type="text"/>	<input type="text"/>

Fields to Complete	Description
Department ID	Enter the Department ID.
Location	Information defaults.
Reports To	Enter the supervisor's position number. The supervisor's position must be higher than the incumbent.
Company	Defaults to FIU.
Supervisor Of	A new position cannot supervisor any positions since it is a vacant position.
Union Code	Field information defaults to the appropriate union code per the job code

Other Information:

▼ **Other Information**

Shift: 1 - Day Shift → Select appropriate Shift

Critical Investment ID: [] → Enter the Critical Investment ID

Comp Rate: [] Chg Amt: [] Chg %: []

Specific Information

- Update Incumbents
- Include Salary Plan/Grade
- Force Update for Title Changes
- Financial Disclosure Required
- Job Sharing Permitted
- Essential Personnel

Fields to Complete	Description
Shift	Select the appropriate shift.
Critical Investment ID	Critical investments are initiatives that have a specific goal or objective. Enter the appropriate critical investment ID.

Budget Information:

▼ **Budget Information**

Total Distribution Percent: 100.000

Allocation: Customize | Find | View All | First 1 of 1 Last

Combo Code	*Distrib %	Funding End Date	Edit Chartfields
1 000013545	100.000	[]	Edit Chartfields

Budget Amount: [60000.000]

Fields to Complete	Description
Allocation	Click on “edit chartfields” and then search for the correct activity number. You can enter multiple allocations, but the total distribution must be 100%.
Budget Amount	The maximum amount that the position is budgeted for. Please note that this is not the salary range.

5. Completing the Position Description

Position Profile Data	Profile ID 70016475
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Non-person Profile

Profile ID: 70016475

Profile Type: FIUPOS FIU POSITION

*Profile Status: Inactive

*Description: LMS Administrator  

Short Description: Spc Comp S

Profile Actions: <Select Action> 

[Profile Syndications](#)

[Import Content](#)

Conditions

Requirements

Qualifications

Duties

Advertisement


▼ Schedule

There are currently no Schedule for this profile. Please add one if required.

[+ Add New Schedule](#)

▼ Target Salary Range

Customize | Find | View All |  First 1 of 1 Last

Target Salary Range	Content Type	Status	
\$50,000-\$60,000	SALARY	Active	

[+ Add New Target Salary Range](#)

▼ Machines & Equipment Used

There are currently no Machines & Equipment Used for this profile. Please add one if required.

[+ Add New Machines & Equipment Used](#)

▶ Profile Identities

[+ Add Profile Identity](#)

Save

Fields to Complete	Conditions Tab
Add New Schedule	Select the appropriate schedule (e.g. Begin time: 8:00 AM, End time: 5:00 PM)
Target Salary Range	The target salary range is reviewed and approved by Compensation Administration.
Add New Machines & Equipment Used	Add the machines, equipment, and tools that the incumbent will be expected to use when performing the duties of this position.

Non-person Profile


Add New Schedule


Profile ID: 70016487 Coordinator Admin. Services

Profile Type: FIUPOS FIU POSITION

Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.

Find | View All | First 1 of 1 Last

*Effective Date: 

*Time: 

*Status:

Click on the Magnifying glass to open the content catalog for the Schedule

OK

Cancel

Apply and Add Another

Click to add another content item

Click to add the content item and return to the Conditions Tab



Note: Follow the same process for all the required fields.

Non-person Profile


Profile ID: 70016487

Profile Type: FIUPOS FIU POSITION

*Profile Status: Inactive

*Description: Coordinator Admin. Services  

Short Description: CordAdmSvc

Profile Actions: <Select Action> 

[Profile Syndications](#) [Import Content](#)

Conditions **Requirements** Qualifications Duties Advertisement

▼ Pre-Employment Requirements


There are currently no Pre-Employment Requirements for this profile. Please add one if required.


[+ Add New Pre-Employment Requirements](#)

▼ Working Conditions

There are currently no Working Conditions for this profile. Please add one if required.

[+ Add New Working Conditions](#)

▼ Other Essential Requirements [Customize](#) [Find](#) [View All](#)  [First](#) [1 of 1](#) [Last](#)

ID	Job factor ID	Content Type	Status	
SCHED007	Ability to work flexible hours as needed.	JOBFACTORS	Active	

[+ Add New Other Essential Requirements](#)

▼ Compliance Requirements

There are currently no Compliance Requirements for this profile. Please add one if required.

[+ Add New Compliance Requirements](#)

Fields to Complete	Requirements Tab
Pre-Employment Requirements	The pre-employment requirements are determined by the type of duties the incumbent will be performing. For example, positions that handle cash requirement fingerprinting. All positions require a criminal background check.
Working Conditions	Select the working conditions.
Other Essential Requirements	Select any other essential requirements that are needed to perform the duties of this position.
Compliance Requirements	The compliance requirement depends on the function of the job. For instance, if the position oversees budget, then it will require the “Financial Disclosure” compliance requirement.

6. Duties & Responsibilities

Fields to Complete	Duties Tab
Job Summary	<p>The Job Summary describes the primary purpose of the position. The purpose may be linked to goals or outcomes for the department/unit.</p> <p><u>Administrative positions</u> – the job summary can describe the strategic value of the position or the importance to the organization’s business.</p> <p><u>Staff positions</u> – the job summary will be more task oriented.</p>
Duties	The most important duties, responsibilities, or tasks should be listed first.

Non-person Profile

Profile ID NEW

Profile Type FIUPOS FIU POSITION

*Profile Status

*Description

Short Description

Print Comments Profile Actions

Conditions | Requirements | Qualifications | **Duties** | Advertisement | Direct Charge Exemption

▼ **Job Summary**

There are currently no Job Summary for this profile. Please add one if required.

→ Enter the scope of the job.

▼ **Duties & Responsibilities**

There are currently no Duties & Responsibilities for this profile. Please add one if required.

→ Enter the Duties/Responsibilities that this position will perform

▶ **Profile Identities**

▶ **Profile Associations**

How to enter the Job Summary:

Add New Job Summary

Profile ID NEW Coordinator Academic Suppt
Profile Type FIUPOS FIU POSITION

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Find | View All First

*Effective Date 01/11/2017

*Job Summary

Effective Status Active

Job Summary

OK Cancel Apply and Add Another

Click on the magnifying glass and select SUM01.

Enter the Job summary

Click to add the Job Summary and return to the Duties tab

Note: Follow the same process when entering additional duties.

How to enter the Duties/Responsibilities:

Add New Duties & Responsibilities

Profile ID NEW Coord. Academic Support Services
Profile Type FIUPOS FIU POSITION

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Find | View All First

*Effective Date 01/11/2017

*Duties

Status Active

Weight %

Essential Function

Description (1325 Max Length)

OK Cancel Apply and Add Another

Click on the magnifying glass and select the appropriate Duty number

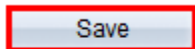
Staff position requires a weight percentage to be allocated to each of the duty.
Administrative position doesn't require a weight percentage

Check flag, if it's an Essential duty

Enter duties

Fields to Complete	Duties Tab
Duties	Enter "DU" and the next sequential number (e.g. DU01, DU02, etc).
Status	Active
Weight %	Staff Position – Enter the percentage of time, the incumbent generally spends performing the duty. Administrative position – Does not require a weight percentage.
Essential Function	Click the "Essential Flag" if the duty is essential to the position.
Description	Enter the duty in the "description" field.

- Once the duties have been entered, click "Save" toward the bottom of the page. Then, click "Return to Previous Page", which will direct you to the ePRF transaction.



- Scroll to the bottom of the main ePRF transaction and click the "Submit for Approval" button.

