

Introduction

Process and Trigger

There are times when you may need to hire employees for a temporary period or for a particular short-term project. Complete the Create Position form when you want create a "casual or Non-Compensated" position which does not currently exist within your organizational structure.

Prerequisites.

- Each department has a different internal approval process for the creation of new positions, please check with your department administration to learn your process.

Menu Path

Use the following menu path to begin this transaction:

- BUworks Central Portal → Manager Self-Service or Payroll Coordinator → Organization → Create Position

Tips and Tricks

- A casual employee cannot be employed at the University for more than nine months.
- The department determines the casual employee's pay rate and the duration of employment
- All casual positions must have a position description in Organizational Management
- The department is responsible for setting up the employee in SAP and notifying HR prior to the employee's start date so that HR can notify the employee of the Form I-9 completion procedure
- At times you may need to use your scroll bar to view additional information.
- Casual Job Code: 20001551
- Non-Compensated Job Code: 20001553

Reports

[What, if any, reports are directly related to this process step?]

Procedure

1. Start the transaction using the above menu path, portal path or transaction code.

Department Input

2. As required, complete/review the following fields:

Field	R/O/C	Description
Number of Positions:	Required	Example: 1

3. Click the **Create from Job** radio button ☒ Create from Job.

You have 2 options for creating a position:

1. Create from Job: This option allows for a position to be created using a job code.

TIP: Job Code: Casual position,20001551 or Non-Compensated position, 20001553

2. Copy from Position: Use this option when the new position will be the same as an existing position currently in your org structure. Note: the position numbers for each position will be different.

4. As required, complete/review the following fields:

Field	R/O/C	Description
Create from Job	Required	Example: 20001551

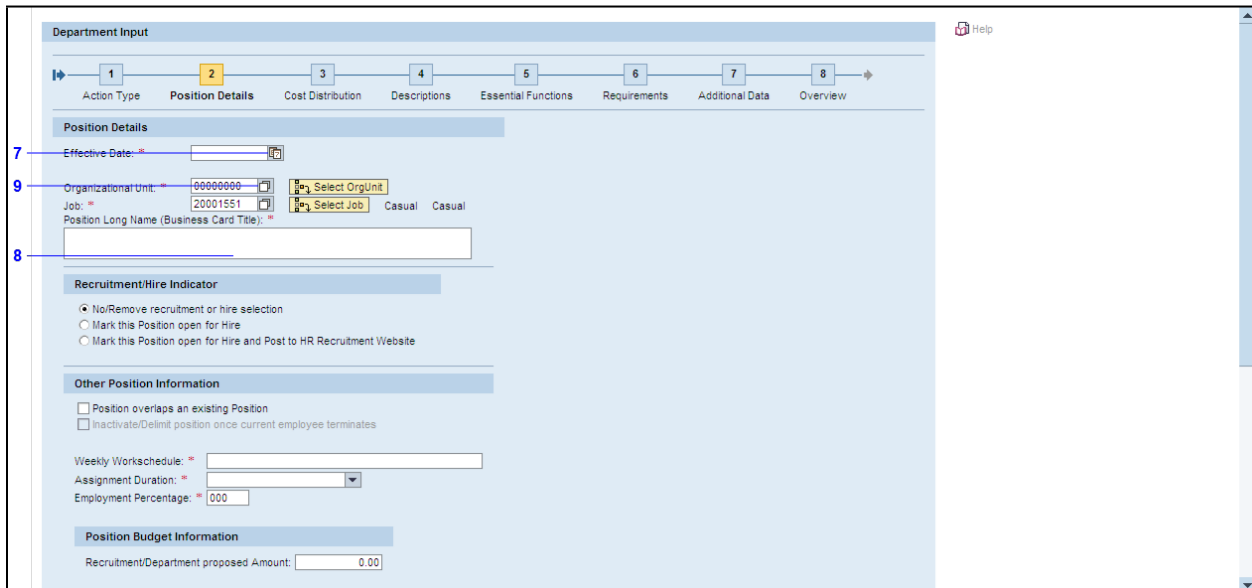
5. Click the **Select Job** button .




No matter if you found the specific job or position code or choose to enter a code, you must always select the button to the right. This action confirms your selection and actually displays the title on the screen, next to the button.

6. Click the **Continue** button .

Department Input



The screenshot shows the 'Department Input' form. At the top is a navigation bar with steps 1 through 8. Step 2, 'Position Details', is highlighted. The form contains several sections: 'Position Details' with fields for Effective Date, Organizational Unit (with a 'Select OrgUnit' button), Job (with a 'Select Job' button), and Position Long Name; 'Recruitment/Hire Indicator' with radio buttons for 'No/Remove recruitment or hire selection', 'Mark this Position open for Hire', and 'Mark this Position open for Hire and Post to HR Recruitment Website'; 'Other Position Information' with checkboxes for 'Position overlaps an existing Position' and 'Inactivate/Delimit position once current employee terminates'; 'Weekly Workschedule', 'Assignment Duration', and 'Employment Percentage' fields; and 'Position Budget Information' with a 'Recruitment/Department proposed Amount' field.

7. Click the button .

Effective Date: This will be the date the position will appear within your org structure. Given most positions are created because there is a need to hire, the Effective Date often is entered as today's date.

8. Click the label .

9. Click the button .

You can enter your Org Unit code or Click the button to search for an Org Unit.

Note: This field will pre-populate if you used Copy from Position.

Object ID: General Value List

Object ID: General Value List


► Show Filter Criteria Personal Value List Settings...

Add to Personal Value List

Object abbr.	Pl...	O...	Object ID
034203P	01	O	18000215
ADM & FIN AI	01	O	18000224
ADM1	01	O	18000206
BRIDGE	01	O	18000213
CARS	01	O	18000214
DEVOE RSCH	01	O	18000210
FA1	01	O	18000204
IGSW1	01	O	18000209
IGSW2	01	O	18000220
IGSW3	01	O	18000217

More Search Helps: Abbreviation

OK Cancel

10. Click the button .

Object ID: General Value List

Object abbr.	Pl...	O...	Object ID
034203P	01	O	18000215
ADM & FIN AI	01	O	18000224
ADM1	01	O	18000206
BRIDGE	01	O	18000213
CARS	01	O	18000214
DEVOE RSCH	01	O	18000210
FA1	01	O	18000204
IGSW1	01	O	18000209
IGSW2	01	O	18000220
IGSW3	01	O	18000217

11. Click the **OK** button .

Department Input

12. Click the **Select OrgUnit** button .



Make sure to click the "Select OrgUnit" button after you enter your Org Unit.

13. As required, complete/review the following fields:

Field	R/O/C	Description
Position Long Name (Business Card Title):	Required	Example:
Position Long Name (Business Card Title):	Required	Example: Program Coordinator (Casual)

14. Click the **Mark this Position open for Hire** radio button ☐ Mark this Position open for Hire.


Department Input


The screenshot shows the 'Department Input' form with the following tabs: 1 Action Type, 2 Position Details, 3 Cost Distribution, 4 Descriptions, 5 Essential Functions, 6 Requirements, 7 Additional Data, 8 Overview. The 'Position Details' tab is active. Fields include: Effective Date (02/21/2012), Organizational Unit (18000213), Job (20001551), Position Long Name (Business Card Title) (Program Coordinator (Casual)), Recruitment/Hire Indicator (Mark this Position open for Hire), Other Position Information (Position overlaps an existing Position, Inactivate/Desinit position once current employee terminates), Weekly Workschedule, Assignment Duration, Employment Percentage (000), and Position Budget Information (Recruitment/Department proposed Amount: 0.00).

15. Click the button .
16. Click the label .
17. As required, complete/review the following fields:

Field	R/O/C	Description
Weekly Workschedule:	Required	Example: m-f 9-5 35hrs per week

18. Press "Tab".

19. Click the list item .

20. Click the **Assignment Duration:** combo box .

21. Click the list item .

22. 

Double-click the label

23. 

Double-click the label

24. 

Double-click the label

25. 

Click the label

Department Input

26. Drag to 5.8 Month - 25 Weeks

27. Click the **6 Month - 26 Weeks** list item

28. As required, complete/review the following fields:

Field	R/O/C	Description
*	Required	Example: 100

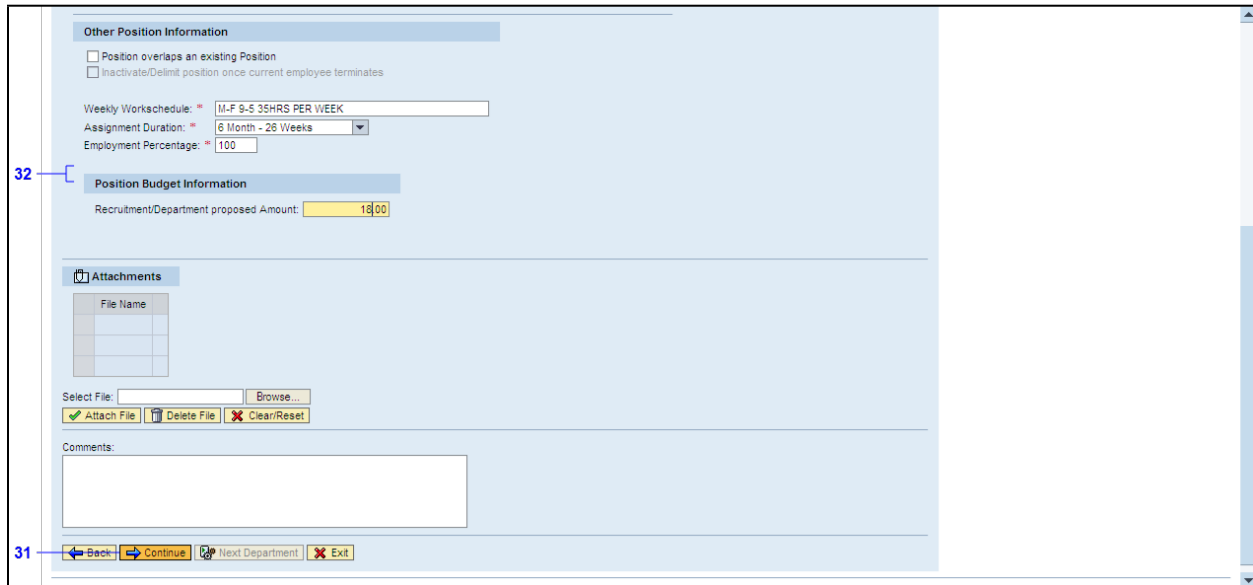
29. Click the control

30. As required, complete/review the following fields:

Field	R/O/C	Description
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Field	R/O/C	Description
Recruitment/Department proposed Amount:	Required	Example:

Department Input



31. Click the **Continue** button .

32. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. Example:
Percentage	Required	The percentage used to distribute to the selected account. Example: 0.00
Percentage	Required	The percentage used to distribute to the selected account. Example: 0.00

Department Input

33. Click the **Continue** button.

Department Input

34. As required, complete/review the following fields:

Field	R/O/C	Description
General Description Blurb:	Required	Example:

Department Input

35. Click the **Continue** button .

Department Input

36. As required, complete/review the following fields:

Field	R/O/C	Description
Position Essential Functions	Required	Example: Answer Phone 25%

Field	R/O/C	Description
Position Essential Functions	Required	Example: Front Desk responsibilities 25%
Position Essential Functions	Required	Example: Respond to all inquiries for graduate admission information. Create files and coordinate applications with admission department 25%
Position Essential Functions	Required	Example:

Department Input

37. Click the **Continue** button
38. Click the **Qualification Catalog** combo box
39. Click the **Communication / Writing** list item
40. Click the **Qualification** combo box
41. Click the **Oral Communication Skills** list item
42. Click the **Proficiency** combo box
43. Click the **Intermediate** list item
44. Click the **Qualification Catalog** combo box

45. Click the **Education** list item Education.
46. Click the **Qualification** combo box ▼.
47. Click the **Preferred Level** list item Preferred Level.
48. Click the **Proficiency** combo box ▼.
49. Click the **High School Diploma/GED** list item High School Diploma/GED.

Department Input

50. Click the **Continue** button Continue.

Department Input

53. Click the **Building** field.

52. Click the **Please note** box.

54. Click the **Continue** button.



51. Click the **Building:** combo box
52. Click the **1010 Commonwealth Ave - BU Offices - 1010 Comm** list item
1010 Commonwealth Ave - BU Offices - 1010 Comm
53. Click the **MailCode:** combo box
54. Click the **BUWKS-BU WORKS** list item **BUWKS-BU WORKS**
55. As required, complete/review the following fields:

Field	R/O/C	Description
Office Phone:	Required	Example: 6173589866
Office Phone:	Required	Example: 6173589866

Department Input

Weekly Workhours:
Employment Percent:

Additional Info
New/Existing Position: Replacing Whom:
Grant Funded:

Posting Requirements for HR Website:

Recruitment Comments:

Attachments
File Name

Select File: Browse...

Comments:

56.

56. Click the **Continue** button

Department Input

☐ Position created as existing position
☐ Inactivate/Delimit position once current employee terminates

Weekly Workschedule:
Assignment Duration:
Employment Percentage:

Position Budget Information
Recruitment/Department proposed Amount:

Attachments

File Name

Select File:

Comments:

57.

57. Click the **Next Department** button .

Create Position - DPO - Windows Internet Explorer

BU BUworks Central Log off

Home | Employee Self-Service | **Manager Self-Service** | Worklist | WebGUI

58. Team | Organization | Overview

Create Position

☐ Position created as existing position
☐ Inactivate/Delimit position once current employee terminates

Weekly Workschedule:
Assignment Duration:
Employment Percentage:

Position Budget Information
Recruitment/Department proposed Amount:

Attachments

File Name

Select File:

Comments:


☒ The 'Position Request' was routed to the HR/COMP department.

58. Click the **Team** tab .

Tracking version 3

Tracking # From To Request Type

Request Tracking									
Tracking Number	Initiator	Request Type	Affected Person/Object	Request Date	Status	Current Agent	Last Action Date	Date Completed	
600017927	James Dukes	Create Position	New Position, Name TBD	02/21/2012	Submitted	Compensation	02/21/2012		
600017924	James Dukes	New Hire - Staff Temporary	ANTHONY CAPUTO	02/21/2012	Submitted	Budget Office	02/21/2012		
600017923	James Dukes	Create Position	New Position, Name TBD	02/21/2012	Completed		02/21/2012	02/21/2012	
600017885	James Dukes	Create Position	New Position, Name TBD	02/13/2012	Submitted	Compensation	02/13/2012		
600017879	James Dukes	Create Position	New Position, Name TBD	02/10/2012	Submitted	Compensation	02/10/2012		
600017870	James Dukes	Maintain Position	18000091 -DIRECTOR, FINANCE & ADMIN	02/09/2012	In Process	OM	02/09/2012		
600017869	James Dukes	Maintain Position	18000091 -DIRECTOR, FINANCE & ADMIN	02/09/2012	Rejected		02/09/2012		
600017868	James Dukes	Create Position	New Position, Name TBD	02/09/2012	In Process	OM	02/09/2012		
600017867	James Dukes	Create Position	New Position, Name TBD	02/09/2012	In Process	OM	02/09/2012		
600017865	James Dukes	Create Position	New Position, Name TBD	02/09/2012	In Process	OM	02/09/2012		

59. Click the button .



Results and Next Steps

You have xxxx.