Introduction

Process and Trigger

Use this procedure to create a Staff Exempt or Non-Exempt position.

Prerequisites.

- Check your Org Structure to determine if a similiar position to the one you want to create already exists. If this is tthe case, obtain the Position ID.

Menu Path

Use the following menu path to begin this transaction:

- BUworks Central Portal➔ Manager Self-Service or Payroll Coordinator➔ Organization

Tips and Tricks

- The forms do not have a save function that allows you to leave the form and complete at a later time. Best practice is once you start the form you need to complete the form.
- If you are unsure of what Job Code to enter use 20001554 (To Be Determined, TBD). Compensation will assign the correct job code when they see the position form via Workflow approval.
- You can use the matchcode search buttons located to the right of the entry fields to find the data you need for that field.
- You can use the position "Blurb" and "Essetial Functions" to build a position description once you get to the additional data tab.
- At times you may need to use your scroll bar to view additional information.

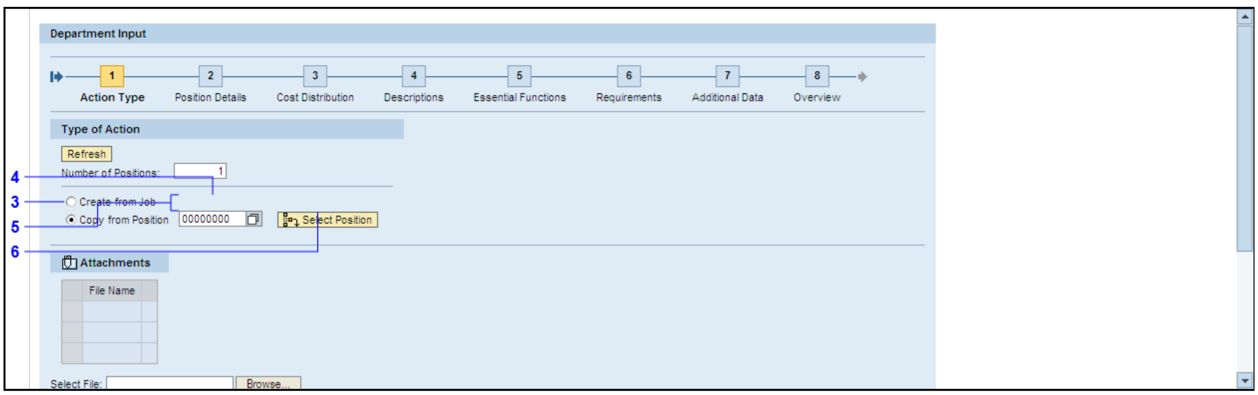
Procedure

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

Organization - DPO - Windows Internet Explorer

2. Click the **Create Position** link label Create Position.

Department Input



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

On the Create Position form, 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. If you are unsure what job code to enter, enter 20001554 (To Be Determined)

2. Copy from Position (This is the default choice that will appear initially on the screen)- 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. Click in the **Create from Job** field 00000000.

Number of Positions (you want to create)- Though defaulting to "1", you can change this value to indicate the number of positions you want to create. If you create more than "1" position the system will assign each position a unique position ID number

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

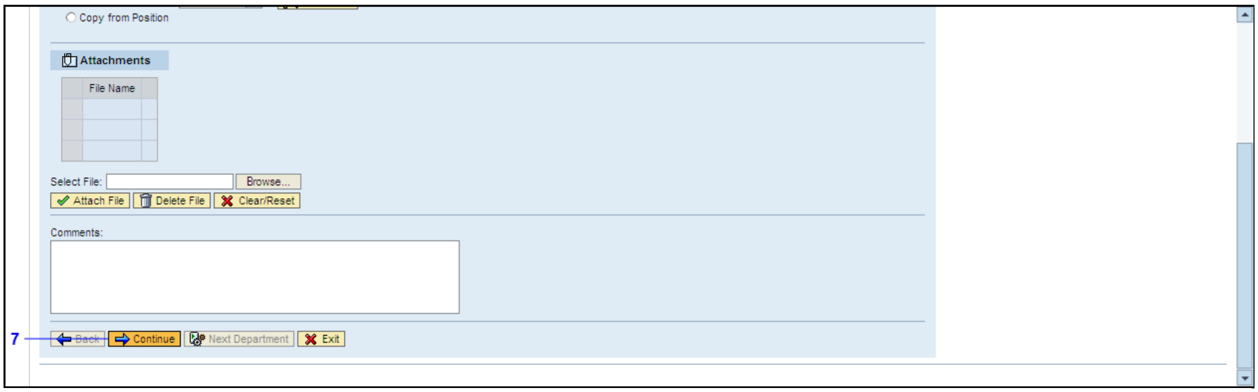
Field	R/O/C	Description

Field	R/O/C	Description
Create from Job	Required	**Example:** 20001554

6. Click the **Select Job** button Select Job.

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.

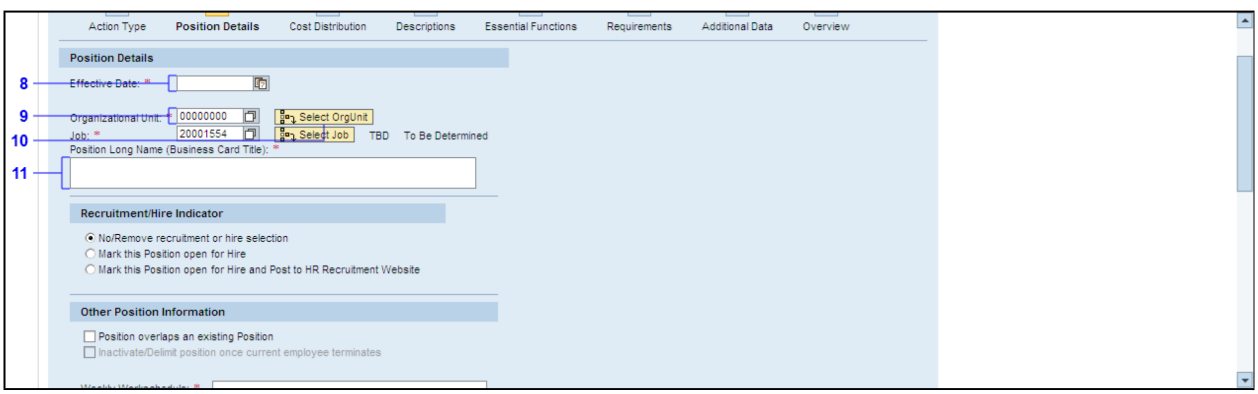
Department Input



7. Click the **Continue** button Continue.

Comments are optional. They have a character limit of roughly 150 (which includes spaces). Be concise and limit your comments to important information that will help the approvers understand the key elements of the position. Comments are seen only by those in Workflow approval groups (Comp, OM, Budget, Level 1 and/or Level 2 approvers).

Department Input



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

Field	R/O/C	Description

Field	R/O/C	Description
Effective Date:	Required	**Example:** 02/29/2012

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.

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

Field	R/O/C	Description
Organizational Unit	Required	An object used to depict the basic structure of an organization. Organizational units are functional units of a company. Depending on how tasks are distributed at a company, organizational units can be departments, groups or project teams. Organizational units are different from other entities at a company such as personnel areas, company codes, and business areas. These are used to depict administrative or accounting structures in the corresponding components. **Example:** 18000214

If you **Create from Job** you will need to enter an Org. Unit. This field will pre-populate if you used **Copy from Position.**

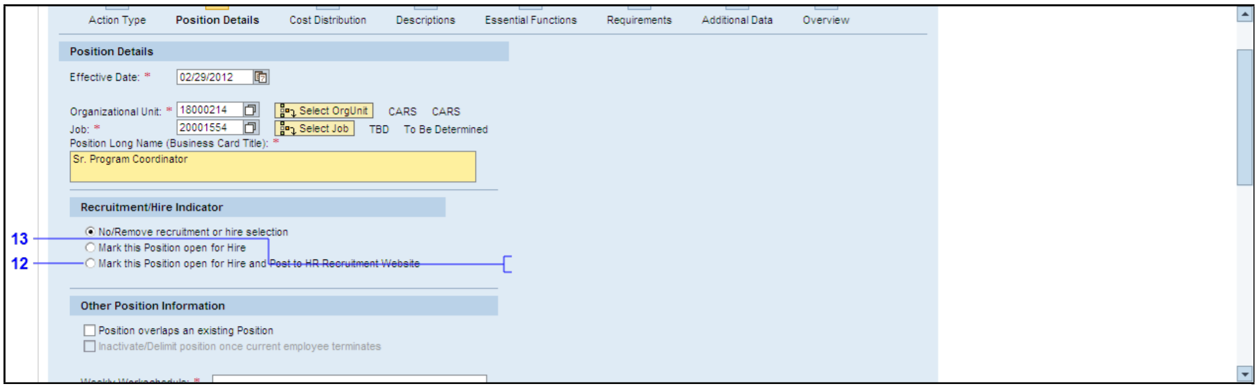
10. Click the **Select OrgUnit** button Select OrgUnit.

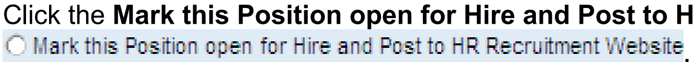
11. As required, complete/review the following fields:

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

Use this field to write the name of the position as it might appear on a business card

Department Input



12. Click the **Mark this Position open for Hire and Post to HR Recruitment Website** radio button 

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1. **No/Remove recruitment or hire selection:** Selecting this option means - “While I am creating a position, I have no immediate plans to hire an employee into it. I am being proactive, as I know I have additional headcount and will eventually need to hire an employee into this position“ or “I want to remove this position from the BU recruitment website.”

2. **Mark this Position open for Hire: Selecting this option means** This option should not be selected for Staff Exempt/Non-Exempt positions

3. **Mark this Position opne for Hire and Post to HR Recruitment Website**: Selecting this option indicates that you want the position posted through Human Resources to the BU HR Recruitment website.
This option also means you want to get an employee hired into it (also through HR, who will enter the new staff hire into SAP for you).

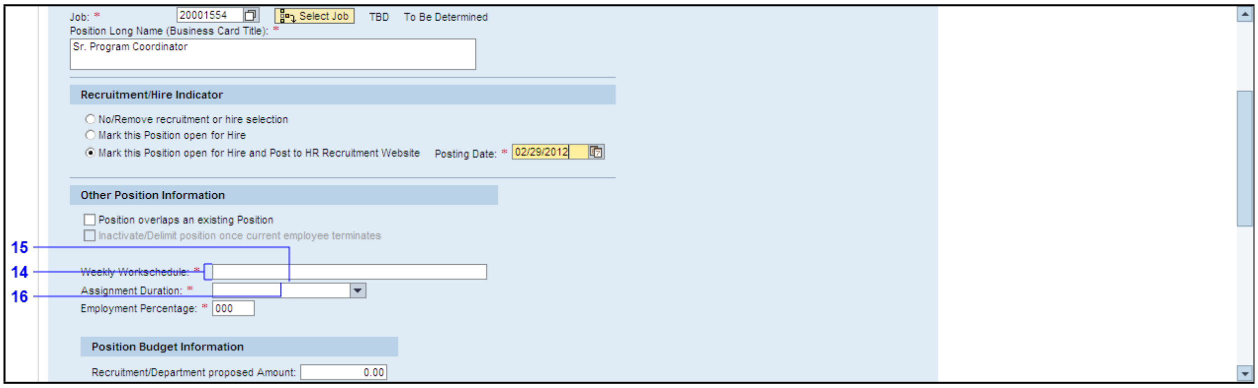
13. As required, complete/review the following fields:

Field	R/O/C	Description
Earliest Hire Action Date	Required	**Example:** 02/29/2012

When "Mark this Position open for Hire" is selected, a date field automatically appears, labeled "Earliest Hire Action Date". This is the earliest estimated date you expect to hire someone into it.

Select the **Position overlaps an existing position** check box only in a case of "overlap:- when the position being created is for the person replacing an employee who has not yet vacated their position.

Department Input



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

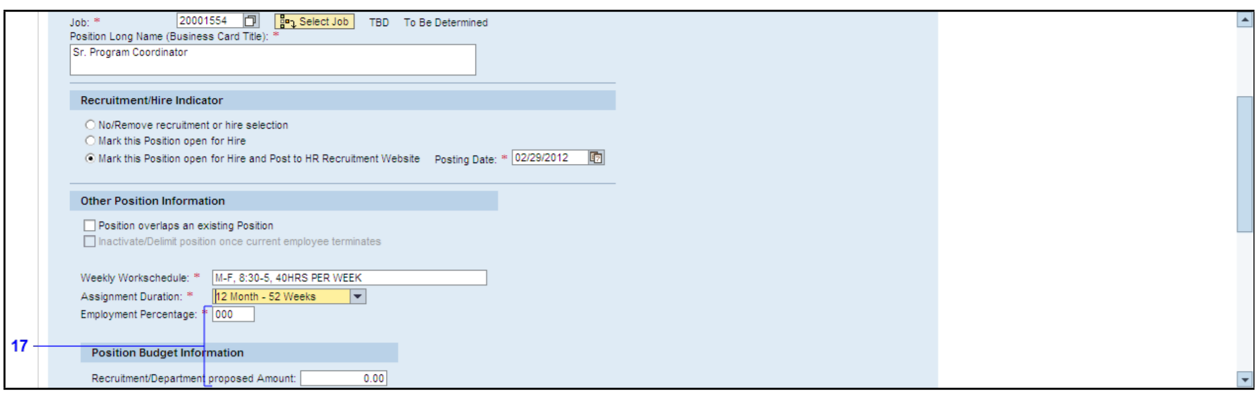
Field	R/O/C	Description
Weekly Workschedule:	Required	**Example:** M-F, 8:30-5, 40hrs per week

Weekly Workschedule: Enter the days, work schedule, duration.

15. Click in the **Assignment Duration:** field .

16. Select **12 Month - 52 Weeks** 12 Month - 52 Weeks .

Department Input

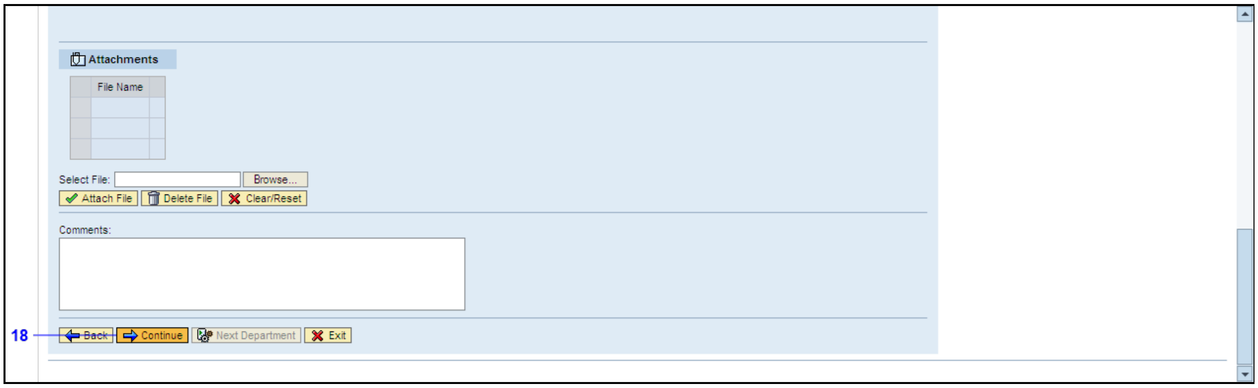


17. As required, complete/review the following fields:

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

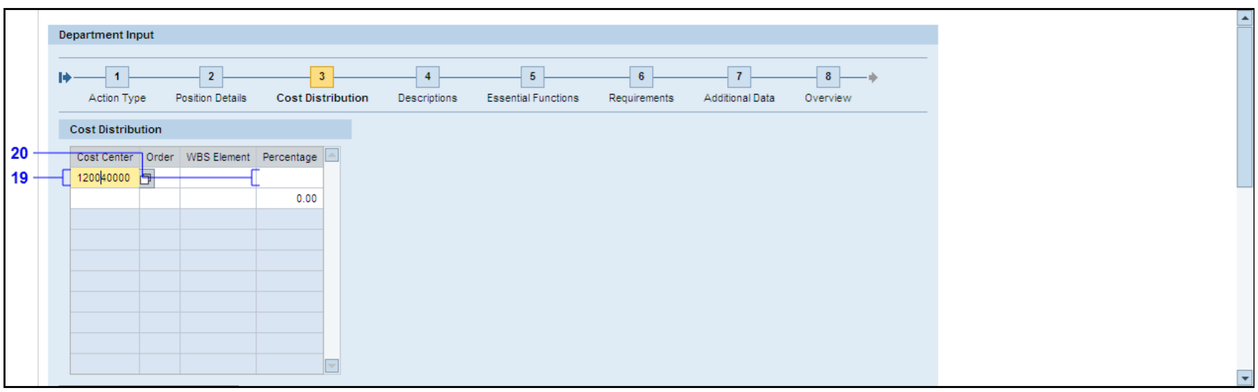
Field	R/O/C	Description
Recruitment/Department proposed Amount:	Required	**Example:** 60.00

Department Input



18. Click the **Continue** button Continue.

Department Input



19. 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:** 1200400000

One line item per Cost Distribution source. The total Cost must equal 100%

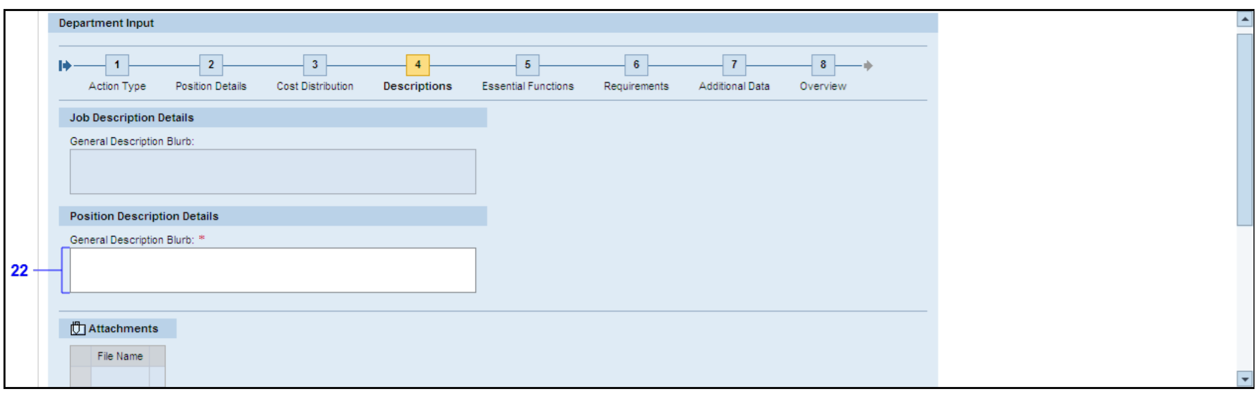
20. As required, complete/review the following fields:

Field	R/O/C	Description
Percentage	Required	The percentage used to distribute to the selected account. **Example:** 100.00

Department Input

21. Click the **Continue** button Continue.

Department Input

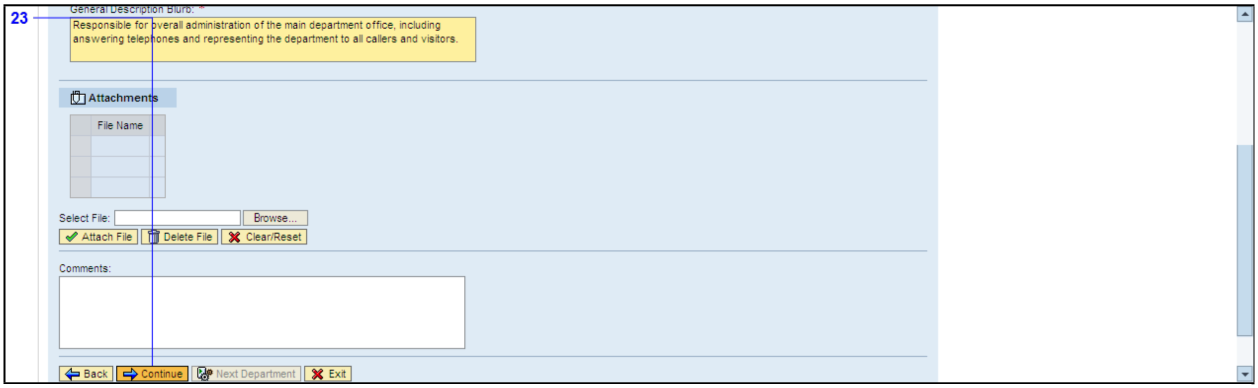


22. As required, complete/review the following fields:

Field	R/O/C	Description
General Description Blurb:	Required	**Example:** Responsible for overall administration of the main department office, including answering telephones and representing the department to all callers and visitors.

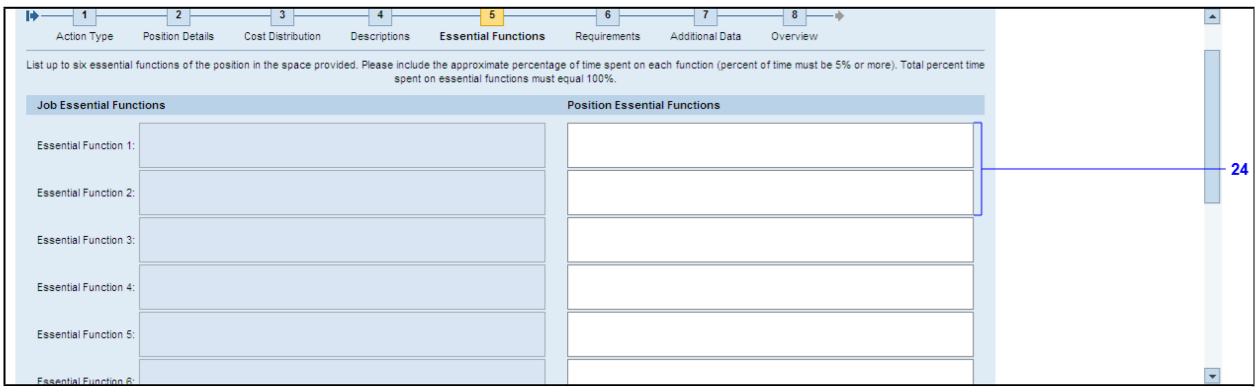
Enter a description that describes the overall taks and responsibilites of the position you are creating.

Department Input



23. Click the **Continue** button .

Department Input

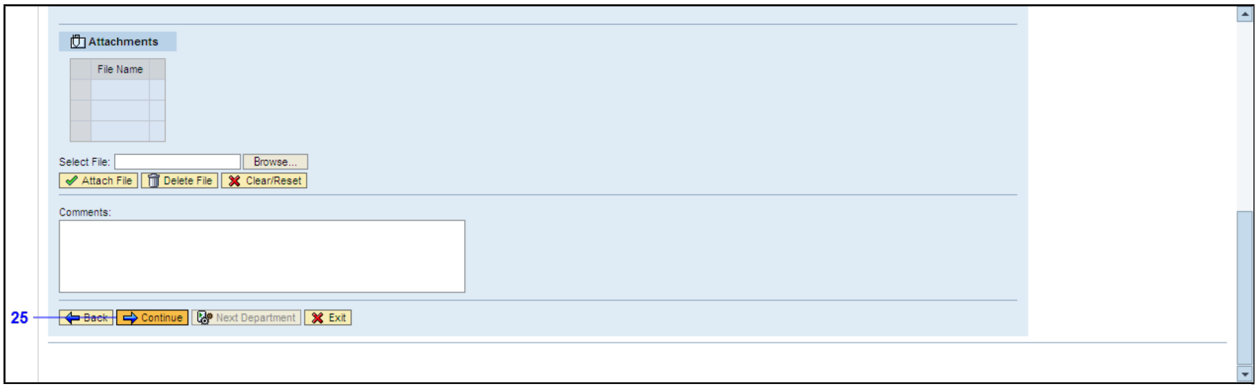


24. As required, complete/review the following fields:

Field	R/O/C	Description
Position Essential Functions	Required	**Example:** Answer Phones 25%
Position Essential Functions	Required	**Example:** Office Administration 75%

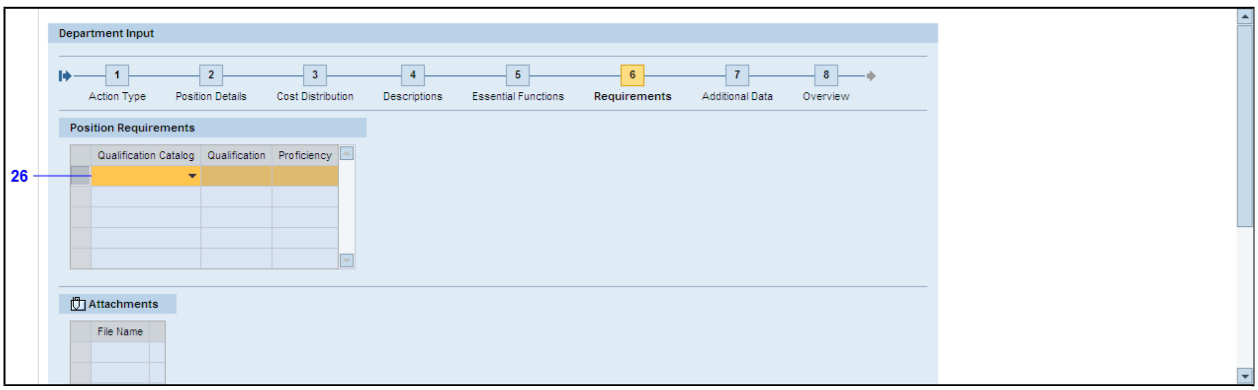
Essential Functions-List up to six essential functions of the position in the text areas provided. Please include the appropriate percentage of time spent on each function (percent of time must be 5% or more) at the end of the text. The total percent time spent on essential functions must equal 100.

Department Input



25. Click the **Continue** button Continue.

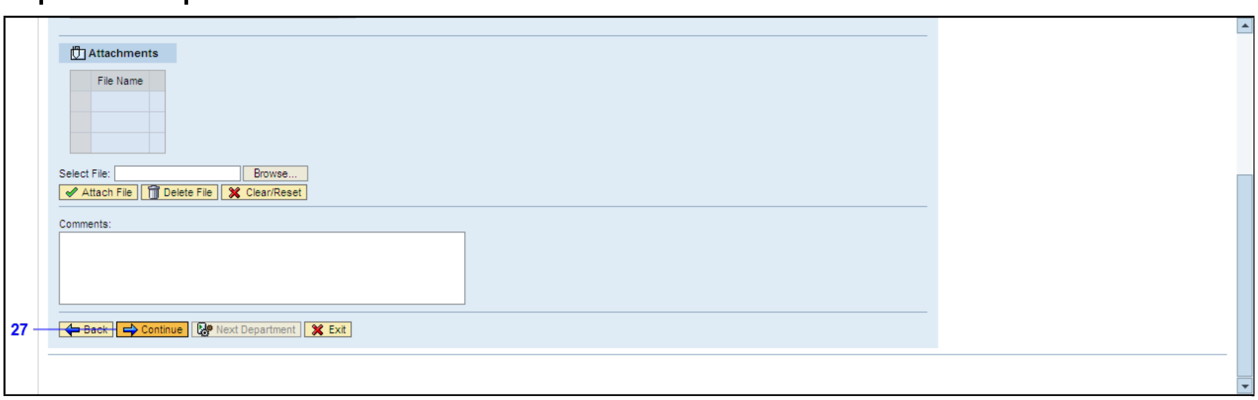
Department Input



26. Click in the **Qualification Catalog** field.

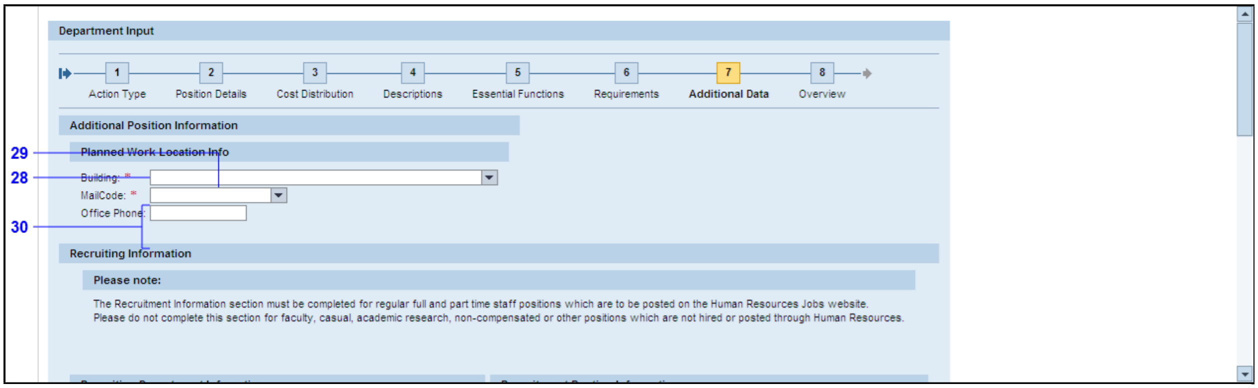
Highlight and select the appropriate value from the Qualification Catalog, Qualifications, and Proficiency field drop-downs relative to the position.

Department Input



27. Click the **Continue** button Continue.

Department Input



28. Click in the **Building:** field .

Select the appropriate **Buiding** location from the drop down selection.

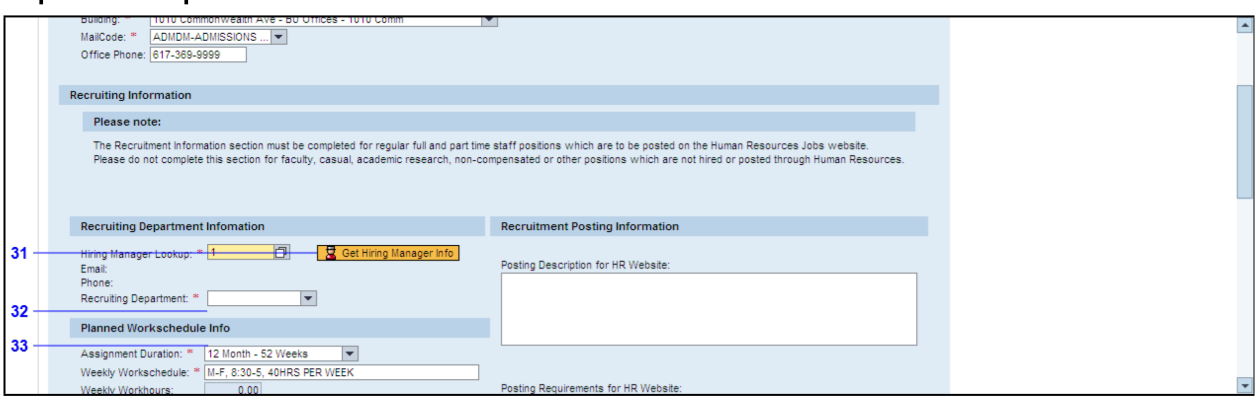
29. Click in the **MailCode:** field .

Select the appropriate **Mailcode** from the drop down selection.

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

Field	R/O/C	Description
Office Phone:	Required	**Example:** 617-353-4466
Hiring Manager Number:	Required	**Example:** 1

Department Input



31. Click the **Get Hiring Manager Info** button Get Hiring Manager Info.

Hiring Manager Lookup – Click the icon to locate the hiring manager's name from the list. Then click on the name and this will auto-populate the Hiring Manager's Name, along with the Email and Phone fields.

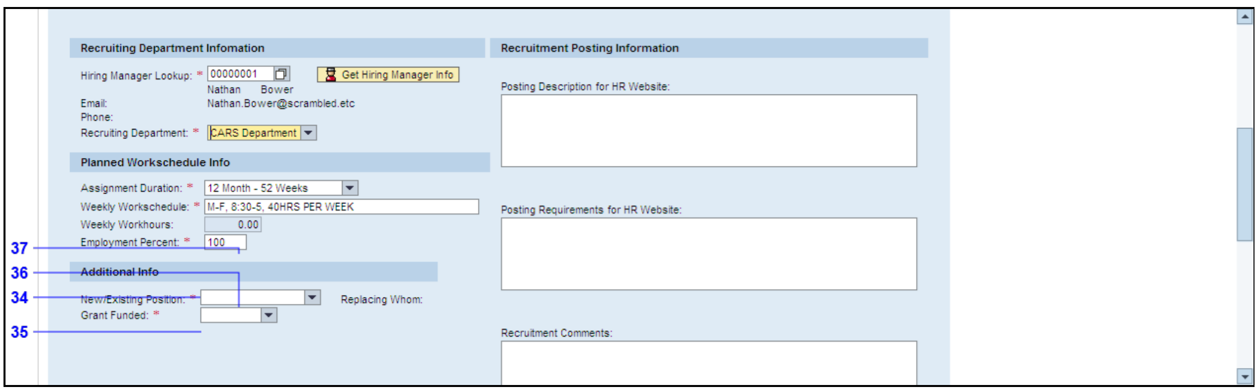
32. Click in the **Recruiting Department:** field .

Recruiting Department - Via the drop-down menu, you can select a different Recruiting Department. This value is linked to the Org Unit initially selected for this position currently being maintained.

Planned Work Schedule Info- This area is where you can modify any of the following fields, as needed, to accurately reflect changes to the position in the posting. NOTE: This is NOT the "Work Schedule Rule".
Assignment Duration - This pre-populates, based upon data that appeared on the Position Details tab.
Weekly Work Schedule - This pre-populates, based upon data that appeared on the Position Details tab.

33. Select **CARS Department** CARS Department.

Department Input



34. Click i the **New/Existing** field .

New/Existing Position - Given we are completing a Create Position form, you would select New Position.

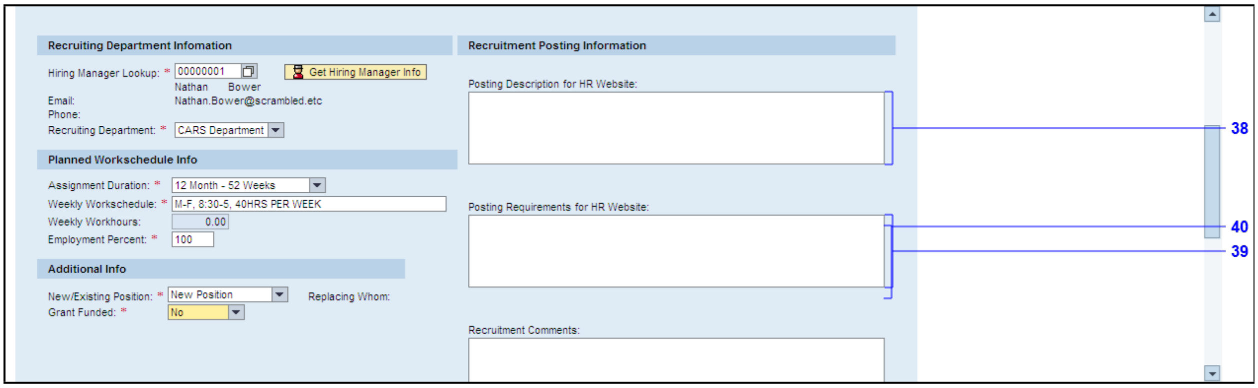
35. Select **New Position** New Position.

36. Click in the **Grant Funded:** field .

Grant Funded – You can change to No, Yes, or Partially.Note: This information is soley to help the Recruitment team and for posting purposes on the HR Recruitment website. It DOES NOT impact/drive actual funding of the position.

37. Select **No** No.

Department Input



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

Field	R/O/C	Description
Posting Description for HR website	Required	**Example:** Responsible for overall administration of the main department office, including answering telephones and representing the department to all callers and visitors. Organize and maintain student files and course materials including syllabi. Copy exams and type

Posting Description for HR Website- This area is for a 5-8 sentence description providing the primary function/purpose of the position. Note: It will be viewable by potential applicants.

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

Field	R/O/C	Description
Posting Requirements for HR website	Required	**Example:** Bachelors degree in Education or Communication. One to three years of related office experience preferably within Higher Education.

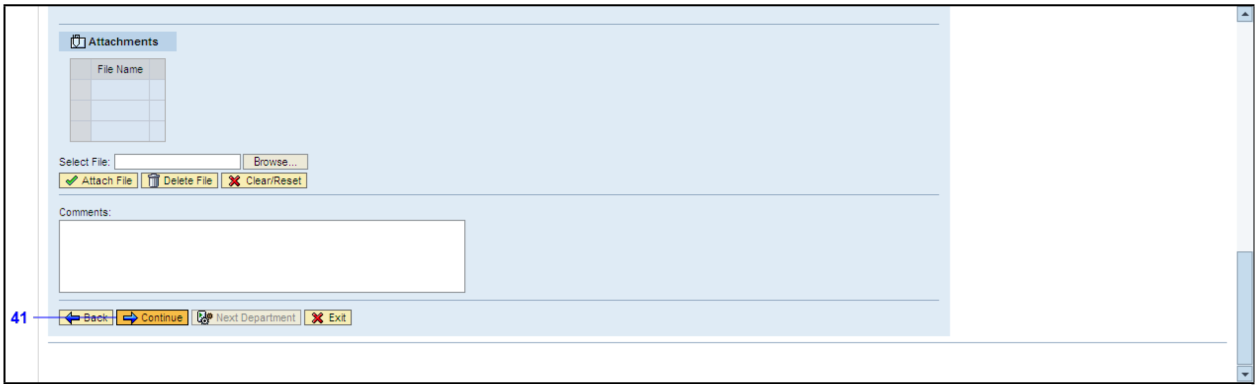
Posting Requirements for HR Website- This area is for a description of the requirements and qualifications needed to perform the position. Note: It will be viewable by potential applicants.

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

Field	R/O/C	Description
Recruitment Comments:	Required	**Example:** Need someone who can multi-task and works well with people.

This text area is to communicate directly with HR/Recruitment. It is NOT part of the posting.

Department Input



41. Click the **Continue** button 

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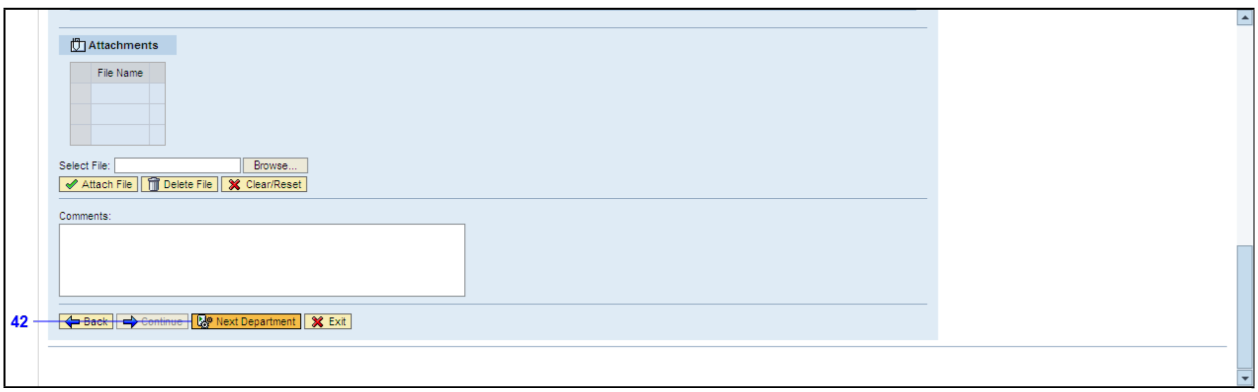
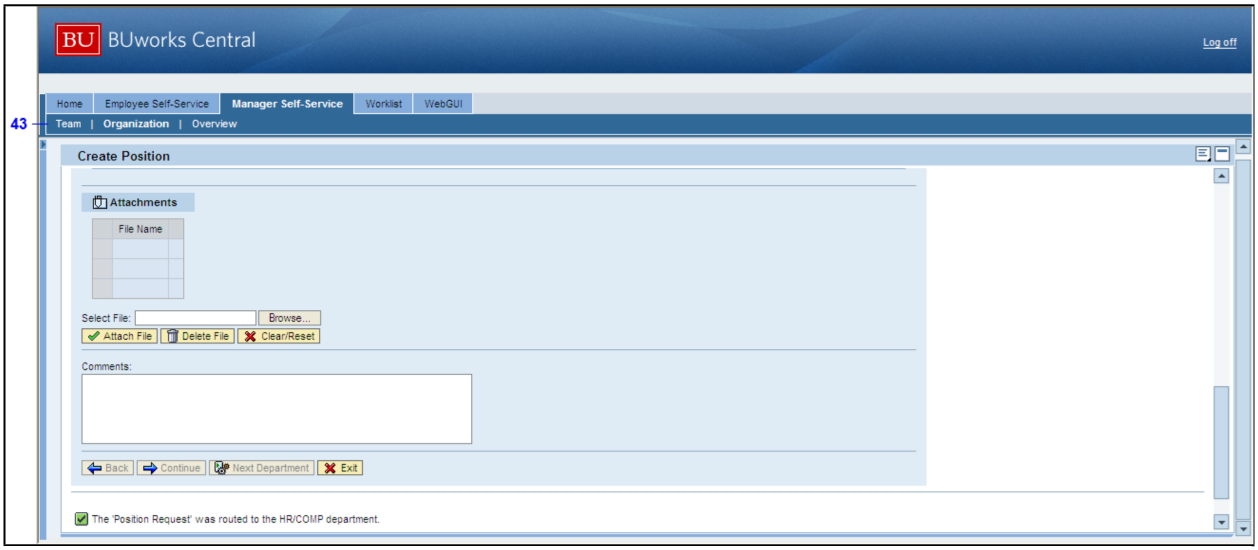
Department Input



42. Click the **Next Department** button 

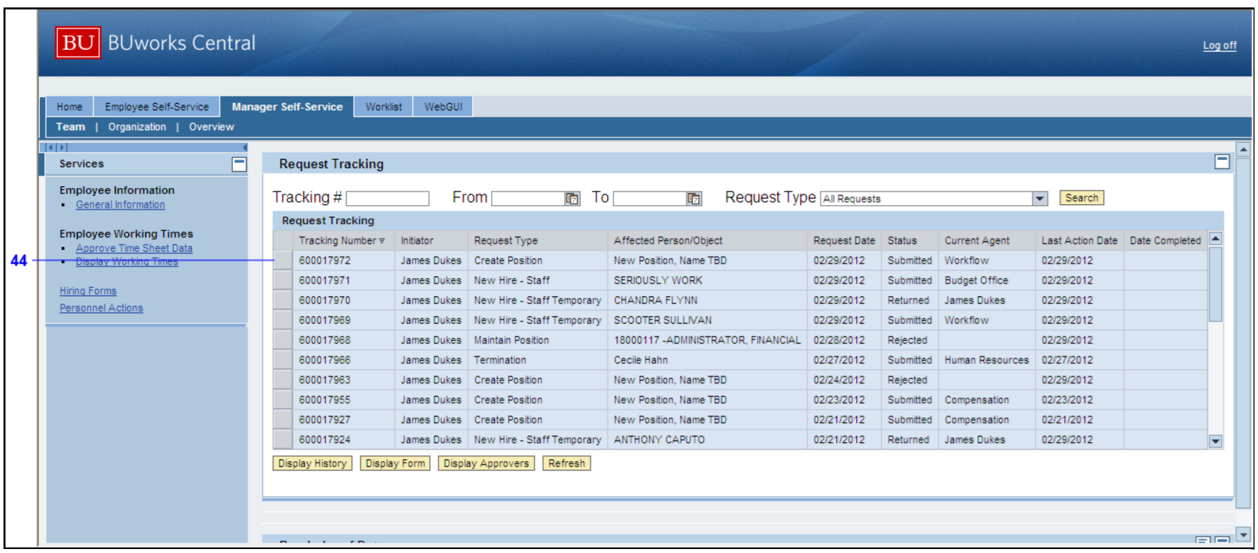
to start the workflow approval process.

Create Position - DPO - Windows Internet Explorer



43. Click the **Team** tab Team to view your **Request Tracker**.

Tracking version 3



44. Click the **Select** button next to the request you would like to review.

45. The transaction is complete.

Results and Next Steps

You have created a Staff Exempt/Non-Exempt postion, marked the position open for hire and prepared a posting to the HR Recruitment website .