Begin **New 12 Month Full-time State Funded** Position Process

1. Dept. determines hiring need

2. Dept. confirms funding source and combo code

   2a. Confirm availability of funding review budget overview in FMS commitment control

3. Job Code Existing or New?

   3a. Existing Job Code go to 3b

   3b. Dept. initiates **New Position Justification Form** and **DAF** Identify attributes, job title, Dept. requirements

   3c. New Job Code

      3d. Click on hyperlink for job code titles go to 3d

4. Dept. routes Org Chart, Justification Form, DAF for Approvals

   4a. Academic Affairs Approvals Dept.-Dean-Provost

   4b. Non-Academic Affairs Dept.-VP-President

5. Dept. submits via SharePoint the **Create a new position form** to HR Comp. attaches approved **new position justification form, DAF, position description and Org Chart.**

   *Appendix: A Job Code (page 2)
HR Compensation creates position in HCM
HCM generates Position ID. Compensation sends approval email with link of the approved position in SharePoint to Dept.

Appendix A (COMP: Approved Position) Page 2

Dept. receives Position ID andDept. completes STARS Requisition, and attaches Position Justification & ORG Chart

Dept. recruits, interviews and identifies finalist(s) in STARS; completes CBC, and submits hiring proposal in STARS. Appendix C (STARS)(pg 5-6)

HR Comp review Hiring Proposal

Approved End Process

DBT budget review process. Budget reviews/verifies combo code, and 100% funding distribution

Dept. receives DBT email approval or denial from Budget

Denied go to DBT to review comments return to 10A

**The STARS and DBT process may be completed by 2 different people. The Hiring Manager should communicate with the Fiscal/Budget person that position is being posted.
HR Comp approves the Dept Hiring Proposal. STARS sends email to Dept. with link to submit Hiring Form. 

HR send an email with offer letter attached to finalist and copy hiring manager

Upon receipt of signed letter, Dept changes status (in STARS) of all applicants EXCEPT finalist to NOT HIRED.

New Employee attends Day O.N.E.

Day O.N.E. notifies Internal Transfer employee of date their assignment begins in new Depart.

Employee reports to Dept.