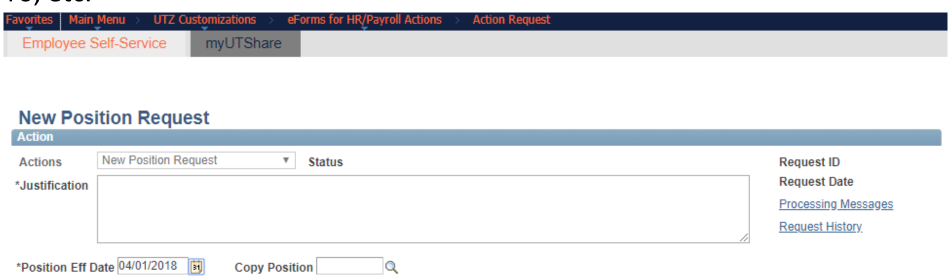
New Position Job Aid

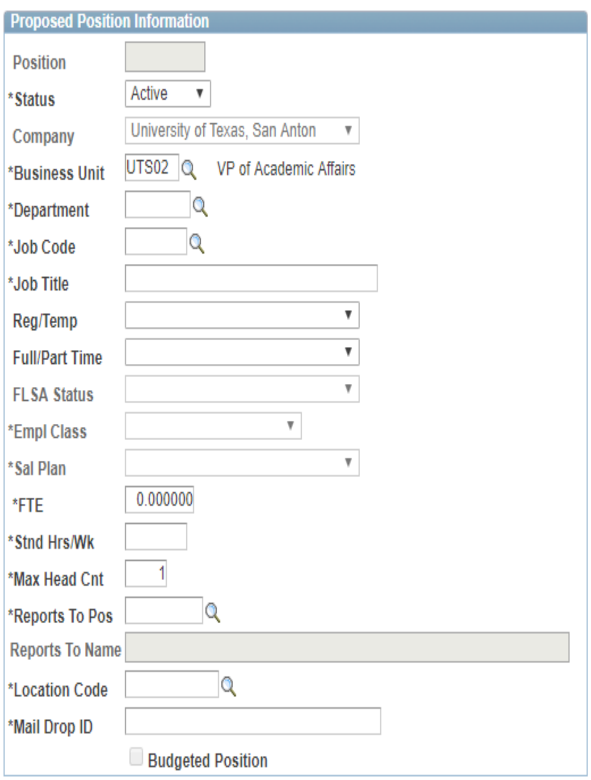
The **New Position Request** eform is used to create a brand new position.

Navigation: *Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request*

1. Navigate to the **eForms Action Request** page and click on the **Add a New Value** tab.
2. The **Initiate New eForms Request** page is displayed. Select the **New Position Request** option from the "Action" drop down menu.
3. The **New Position Request** eForm is displayed. Use the **Justification** text box is used to explain or "justify" the reason for the new eForm action requested.
4. Enter the effective date for the request in the **Position Eff Date** field.
5. The **Copy Position** field allows you to enter or look up an existing Position number to copy the position details to your new request, such as the Department, Job Code, Job Title, Standard Hours, FTE, Reports To, etc.

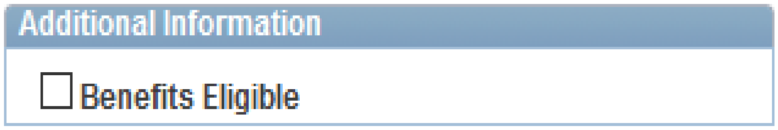


6. The **Proposed Position Information** section is used to enter the key attributes for the position:



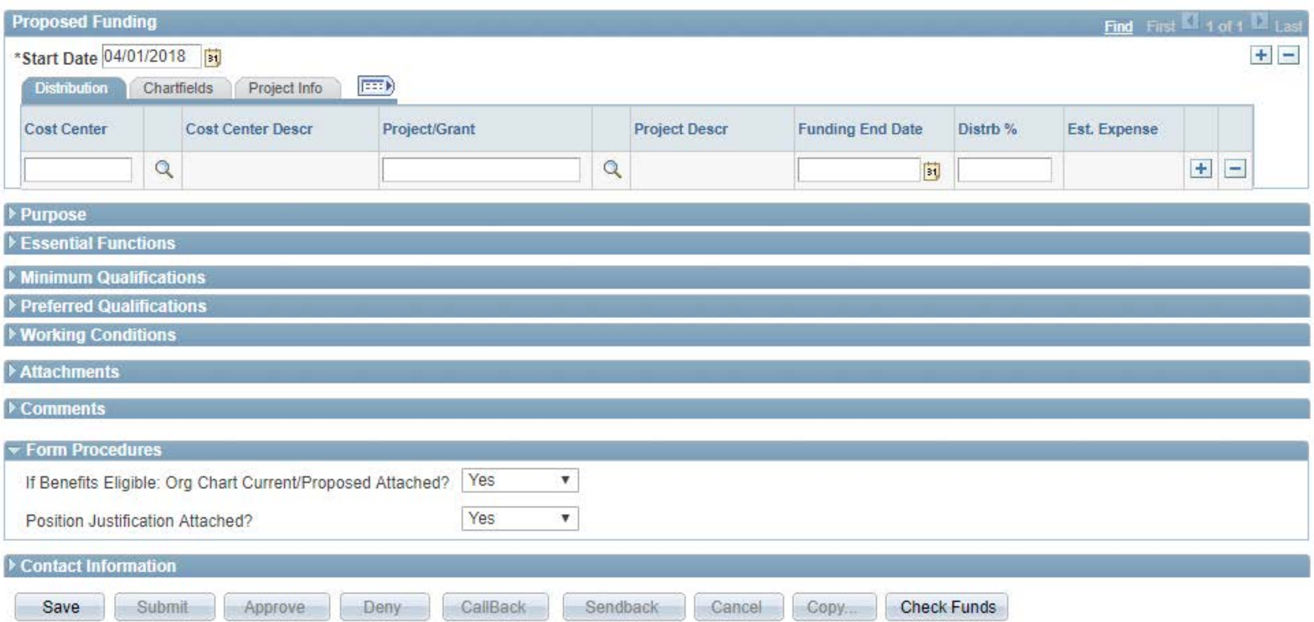
a) The **Position** field will update with the new Position ID number once the eForm has been final approved and completely processed in the system.
b) The position **Status** defaults to "Active".
c) The **Business Unit** and **Company** should default appropriately but you may change the default values if needed.
d) Enter or look up the **Department.**
e) Enter or look up the **Job Code**. Once the Job Code has been entered, the Following information will populate: Job Title, Regular/Temp, Full/Part Time, FLSA Status (NO FLSA-Exempt or Non-Exempt), Sal Plan,
f) FTE, Stnd Hrs/Wk, Reports To Pos, Location Code and Mail Drop ID need to be entered
g) For the **Reports To Pos** field, enter or look up the Position number which the new position will report to. The "Reports To Name" and email will display.

7. Select the checkbox next to each of the following options that applies for the new position:
   - **Budgeted Position** – position is ongoing and will be budgeted year to year



8. Use the **Proposed Funding** section to provide the funding source for the position. Enter or look up the Cost Center or Project ID.

   Note: Funding may be split between different Cost Centers or Projects but the total funding percentage must equal 100%. Use the plus or minus sign to add/remove an additional funding source.
9. Expand each of the following sections to provide additional details for the position:
   a) **Purpose**
   b) **Essential Functions**
   c) **Minimum Qualifications**
   d) **Preferred Qualifications**
   e) **Working Conditions**
10. Use the **Form Procedures** section to review a checklist and answer any questions or provide additional information.



11. Once all the required fields have been completed, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of "Saved."

12. After you’ve added your attachments and comments, click the **Submit** button.
13. The eForm **Status** shows “Pending Approvals” and the current approval routing is displayed at the bottom of the page.