New Position: Creating a Proposed Position

Overview:

Understanding the Creating a Proposed Position Transaction Process

This guide outlines the basic steps for creating a proposed position for approval using the electronic Personnel Action Form Plus (ePAF+).

NOTE: The creation of a new faculty or staff position can be requested by using the ePAF+. This initial ePAF+ will place the position into "Proposed" status. In order to complete the process, the position profile information must be created or updated in a separate transaction after the proposed position has been approved. For more information detailing the procedure for updating a new position from "Proposed" status to "Approved," see the "New Position: Updating from Proposed to Approved" tutorial.

The required funding information to create a new position is for workflow routing purposes only. You are not specifying the future incumbent's actual funding.
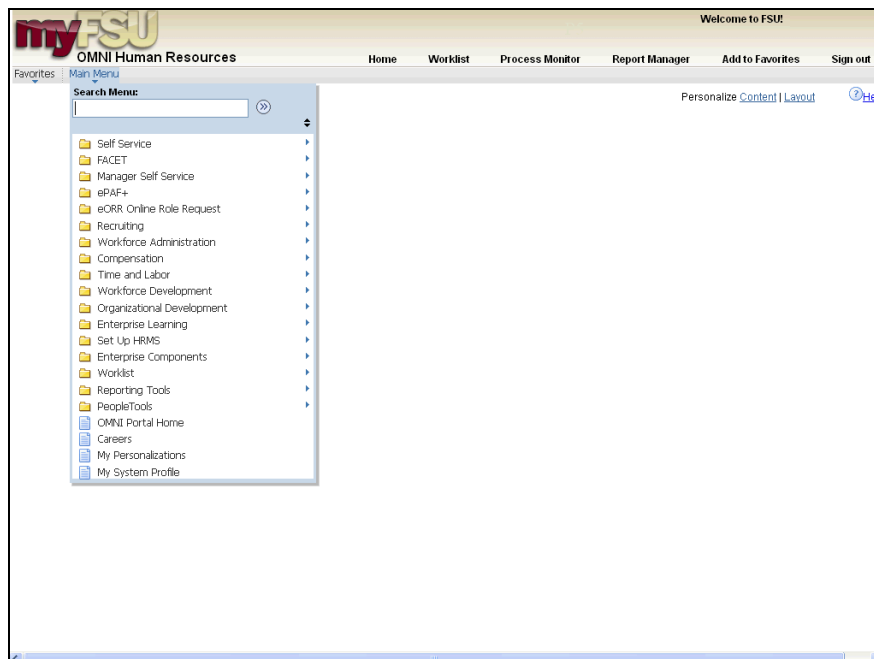
Procedure

Scenario:
In this topic, you will learn the basic steps for creating a proposed position for approval using the electronic Personnel Action Form Plus (ePAF+).
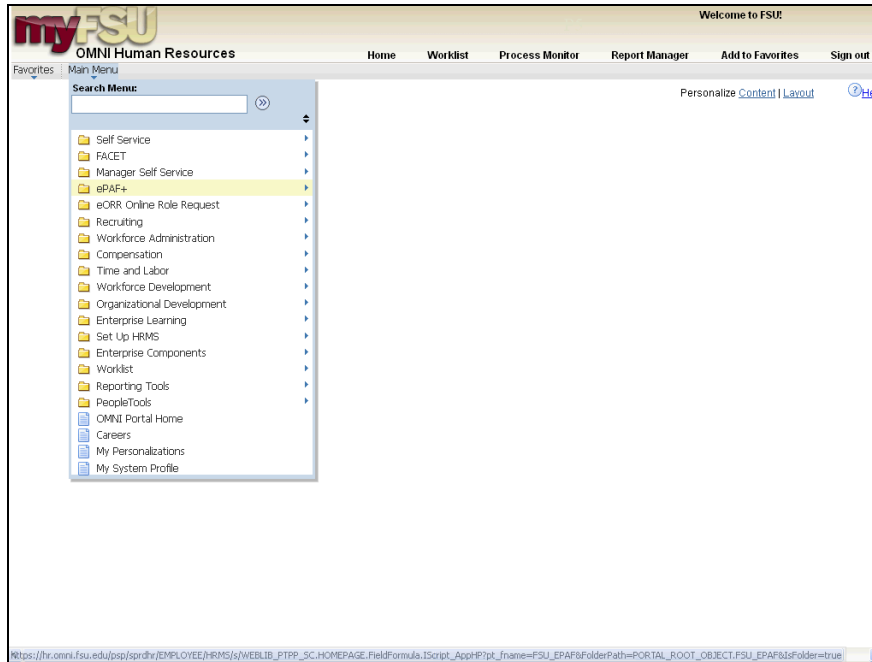
Key Information:
Position Details

Step	Action
1.	Click in the **Main Menu** field.

Main Menu

Step	Action
2.	Click in the **ePAF+** field.

ePAF+

Step	Action
3.	Click the **Enter ePAF+ Transactions** menu. Enter ePAF+ Transactions

Step	Action
4.	Click the **Add New Position** option. ⊙ Add New Position

Step	Action
5.	Click the **Add** button. Add

Step	Action
6.	For new proposed positions only, please **do not** future date the Requested Transaction Date. Click the **Submit** button.

Step	Action
7.	Either type the job code into the Job Code field or click the Look Up button to search for the job code. For the purpose of this example, enter "**0189**" into the job code field.

Step	Action
8.	**NOTE:** Once you tab out of the job code field, the default information associated with the selected job code will automatically populate the Job Code section.

Step	Action
9.	Either type the department number into the Department field or click the Look Up button to search for the department. For the purpose of this example, enter "**065000**" into the Department field.

Step	Action
10.	**NOTE:** Once you tab out of the Department field, the location field will populate with the default location code for the department. You may change the location code if necessary.

Step	Action
11.	Either type the supervisor's position number into the Reports To field or click the Look Up to search for the supervisor. For the purpose of this example, enter "**00051090**" into the Reports To field.

Step	Action
12.	Either type in the account code into the Account Code field or click the Look Up button to search for the account code. For the purpose of this example, click the **Look Up Account Code** button.

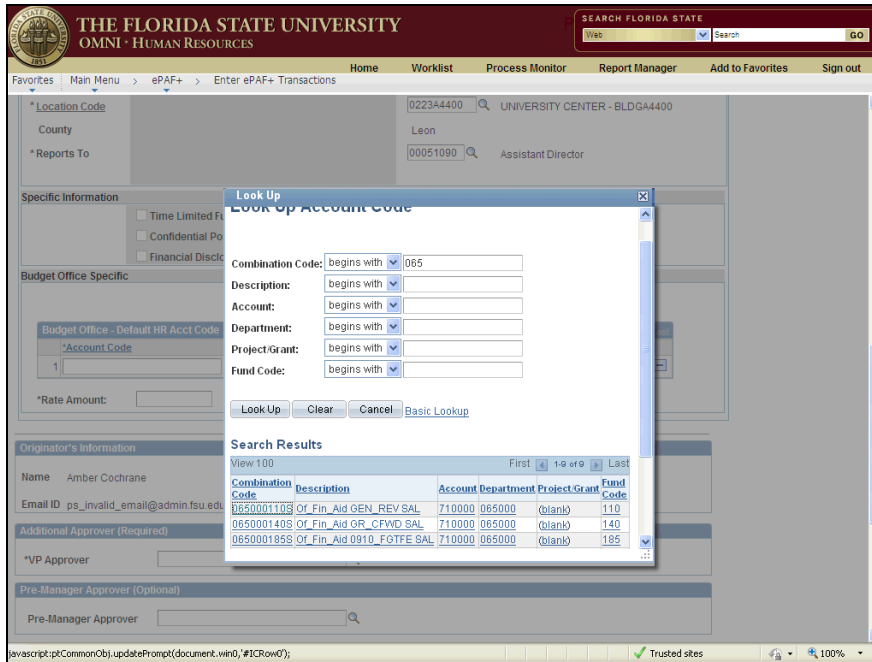| Step	Action
13.	You may search for the account code using any of these fields. For the purpose of this example, enter "**065**" into the Combination Code field.
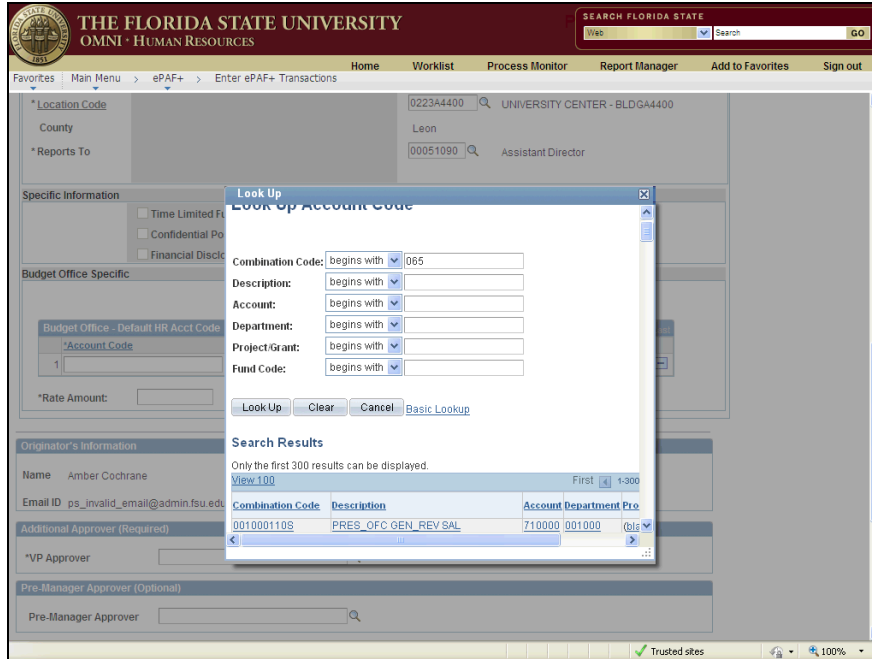
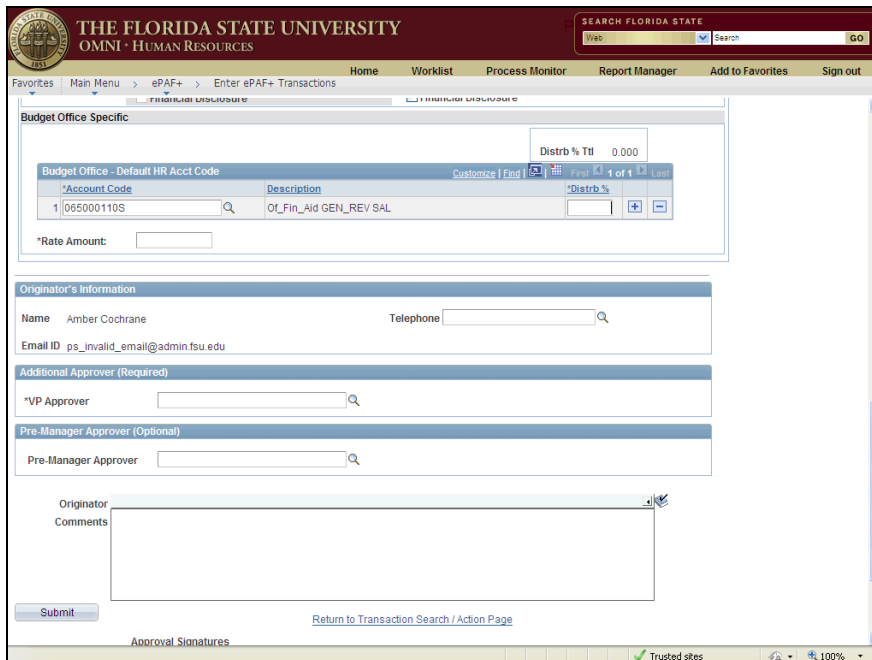| Step	Action
14.	Click the **Look Up** button.

Step	Action
15.	The search pulled a list of all of account codes that begin with 065. Select the appropriate funding information. For the purpose of this example, click the **065000110S** link. 065000110S

Step	Action
16.	Enter the percentage of distribution for the account code into the **Distrb %** field. For the purpose of this example, Enter "**100**".

Step	Action
17.	**NOTE:** If this position has multiple funding sources you may click the plus sign to enter additional funding rows.

Step	Action
18.	Enter the annual rate into the **Rate Amount** field. For the purpose of this example, Enter "**25000**".

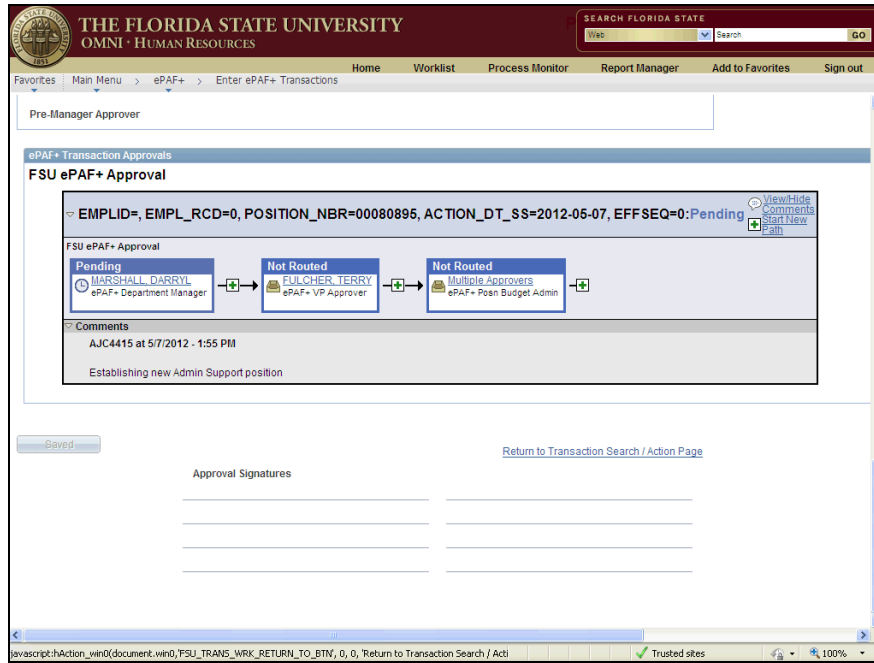| Step	Action
19.	Enter the appropriate VP Approver into the **VP Approver** field. For the purpose of this example, Enter "**TFULCHER**".

Step	Action
20.	Comments are required by the originator. Any information an approver may need to know prior to approving the ePAF+ should be entered into the **Comments** field. For the purpose of this example, Enter "**Establishing new Admin Support position**".

Step	Action
21.	Click the **Submit** button. Submit

Step	Action
22.	Review Approval Routing here. To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority.

Step	Action
23.	**Important:** After you hit submit, OMNI will automatically generate a position number for the proposed position. Before leaving the ePAF+, scroll to the top of the ePAF+ to find out the assigned position number.

Step	Action
24.	Click the **Return to Transaction Search / Action Page** link. Return to Transaction Search / Action Page

Step	Action
25.	Click the **Home** link. Home
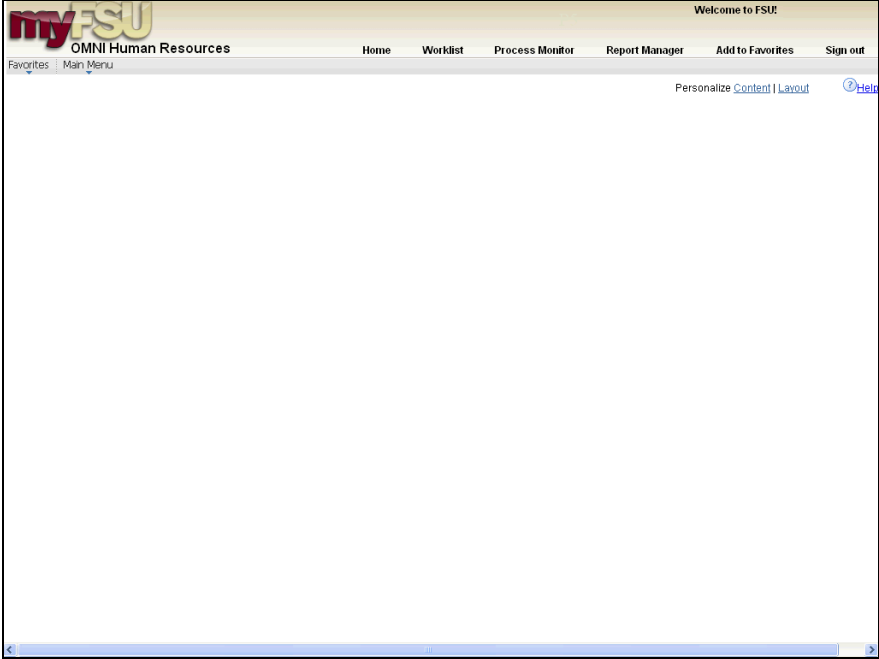
Step	Action
26.	**Congratulations!** You have completed this topic. **End of Procedure.**