

## 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.

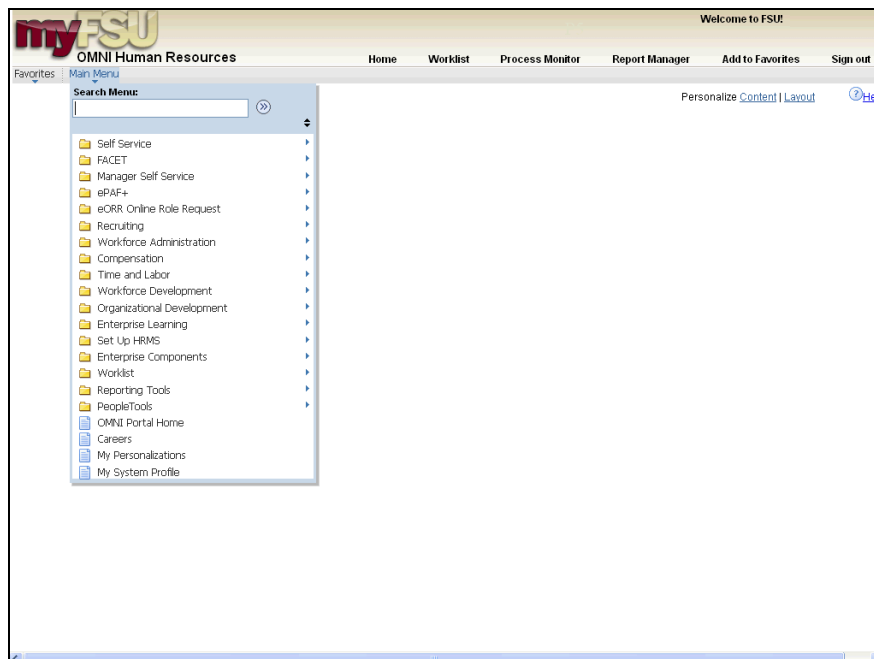
### Procedure

#### 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:

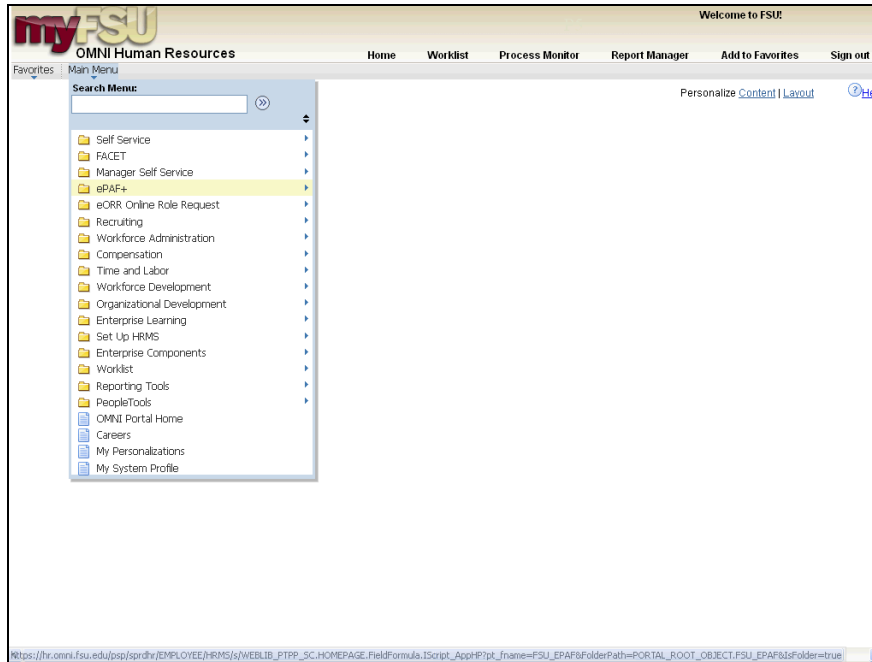
Position Details




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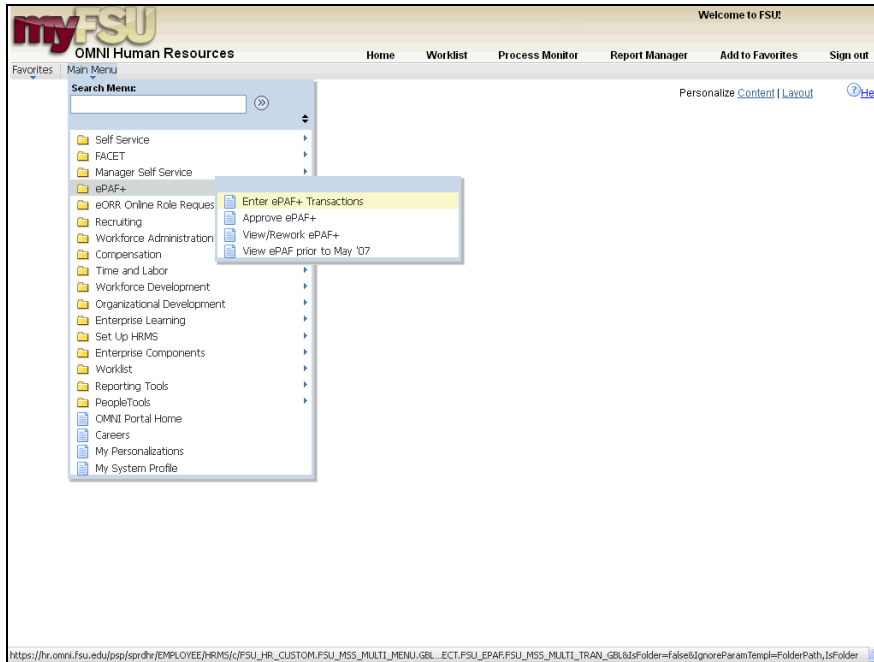
Step	Action
1.	Click in the <b>Main Menu</b> field. 



Step	Action
2.	Click in the <b>ePAF+</b> field. 

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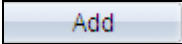
Step	Action
3.	Click the <b>Enter ePAF+ Transactions</b> menu. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Enter ePAF+ Transactions</div>



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Step	Action
4.	Click the <b>Add New Position</b> option. 



Step	Action
5.	Click the <b>Add</b> button. 

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**Transaction Effective Date**

Enter transaction Effective Date. Current information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

\*Requested Transaction Date: 05/07/2012

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

**Enter ePAF+ Transaction**

Position Number: 00000000  
Working Title:  
Headcount Status: Open

\*Requested Transaction Date: 05/07/2012

Position Data	
Current Information	Proposed Changes
<b>Status</b>	
Effective Status	Active
Position Status	
<b>Job Code</b>	
* Job Code	<input type="text"/>
Salary Admin Pin	
Pay Grade	
FLSA Status	
Union Code	
Academic Rank	
* Working Title	<input type="text"/>
<b>Position Specific - Job</b>	
* Max Head Count	<input type="text" value="1"/>
* FTE	<input type="text"/>

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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.

The screenshot displays the 'Proposed Changes' section of the OMNI Human Resources system. The 'Job Code' field is set to '0189', which has populated the following information:

- Job Code: 0189 (Admin Support Assistant)
- Salary Admin Pln: 023 (Univ Support Personnel System)
- Pay Grade: 003 (USPS Band 3)
- FLSA Status: Nonexempt
- Union Code: 31E (AFSCME-Admin and Clerical Unit)
- Academic Rank: 099 (No Rank Assigned)
- Working Title: Admin Support Assistant

Other fields in the 'Position Specific - Job' section include:

- Max Head Count: 1
- FTE: 1.000000
- Standard Hours: 40.00
- Shift: Day/Standard
- Full/Part Time: Full-Time

Step	Action
8.	<b>NOTE:</b> 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.

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SEARCH FLORIDA STATE  
Web Search GO

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

**Position Specific - Job**

\* Max Head Count: 1  
 \* FTE: 1.000000  
 \* Standard Hours: 40.00  
 40.00 / 1.000000  
 \* Shift: Day/Standard  
 Full/Part Time: Full-Time

**Organizational Relationships**

\* Department: [ ]  
 \* Location Code: [ ]  
 County: [ ]  
 \* Reports To: [ ]

**Specific Information**

Time Limited Funding  
 Confidential Position  
 Financial Disclosure

Time Limited Funding  
 Confidential Position  
 Financial Disclosure

**Budget Office Specific**

Distrb % Ttl: 0.000

Budget Office - Default HR Acct Code

*Account Code	Description	*Distrb %
1		

\*Rate Amount: [ ]

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 " <b>065000</b> " into the Department field.

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Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

**Position Specific - Job**

\* Max Head Count: 1  
 \* FTE: 1.000000  
 \* Standard Hours: 40.00  
 40.00 / 1.000000  
 \* Shift: Day/Standard  
 Full/Part Time: Full-Time

**Organizational Relationships**

\* Department: 065000 Office of Financial Aid  
 \* Location Code: 022344400 UNIVERSITY CENTER - BLDG4400  
 County: Leon  
 \* Reports To: [ ]

**Specific Information**

Time Limited Funding  
 Confidential Position  
 Financial Disclosure

Time Limited Funding  
 Confidential Position  
 Financial Disclosure

**Budget Office Specific**

Distrb % Ttl: 0.000

Budget Office - Default HR Acct Code

*Account Code	Description	*Distrb %
1		

\*Rate Amount: [ ]

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Step	Action
10.	<b>NOTE:</b> 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.

The screenshot displays the 'Position Specific - Job' form in the ePAF+ system. The form is divided into several sections:

- Position Specific - Job:** Contains input fields for Max Head Count (1), FTE (1.000000), Standard Hours (40.00), Shift (Day/Standard), and Full/Part Time (Full-Time).
- Organizational Relationships:** Includes Department (095000 - Office of Financial Aid), Location Code (022344400 - UNIVERSITY CENTER - BLDG44400), County (Leon), and Reports To (empty).
- Specific Information:** Features checkboxes for Time Limited Funding, Confidential Position, and Financial Disclosure.
- Budget Office Specific:** Shows a table with one row for 'Budget Office - Default HR Acct Code' with an account code of 1 and a distribution percentage of 0.000.

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 " <b>00051090</b> " into the Reports To field.



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The screenshot shows the 'Enter ePAF+ Transactions' form in the OMNI system. The top navigation bar includes 'Home', 'Worklist', 'Process Monitor', 'Report Manager', 'Add to Favorites', and 'Sign out'. The form is divided into several sections:

- Location Code:** 022344400 (UNIVERSITY CENTER - BLDG44400)
- County:** Leon
- Reports To:** 00051090 (Assistant Director)
- Specific Information:** Includes checkboxes for 'Time Limited Funding', 'Confidential Position', and 'Financial Disclosure'.
- Budget Office Specific:** Includes a table for 'Budget Office - Default HR Acct Code' with columns for 'Account Code', 'Description', and 'Distrib %'. A 'Look up Account Code (Alt+S)' button is visible.
- Originator's Information:** Name: Amber Cochrane, Telephone: 850/294-5587, Email ID: ps\_invalid\_email@admin.fsu.edu.
- Additional Approver (Required):** \*VP Approver field.
- Pre-Manager Approver (Optional):** Pre-Manager Approver field.

Step	Action
12.	Either type in the account code into the Account Code field or click the Look Up button for the account code. For the purpose of this example, click the <b>Look Up Account Code</b> button.

The screenshot shows the 'Look Up Account Code' dialog box overlaid on the main form. The dialog box contains search criteria for various fields, each with a 'begins with' dropdown menu:

- Combination Code
- Description
- Account
- Department
- Project Grant
- Fund Code

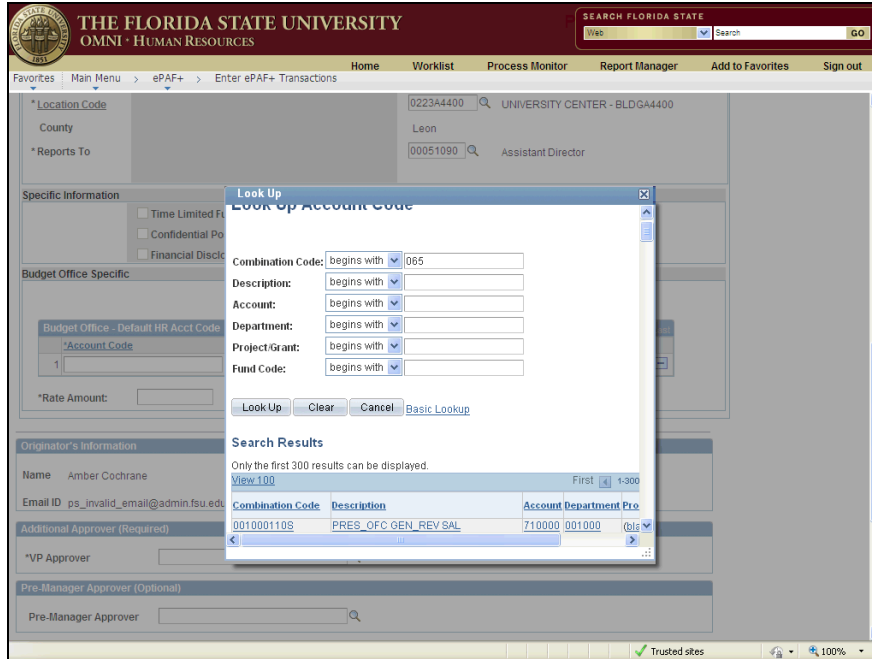
Buttons for 'Look Up', 'Clear', and 'Cancel' are at the bottom of the dialog. Below the search criteria, the 'Search Results' section displays a table with the following data:

Combination Code	Description	Account	Department	Pro
001000110S	PRES_OFC GEN_REV SAL	710000	001000	(tbl)

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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.

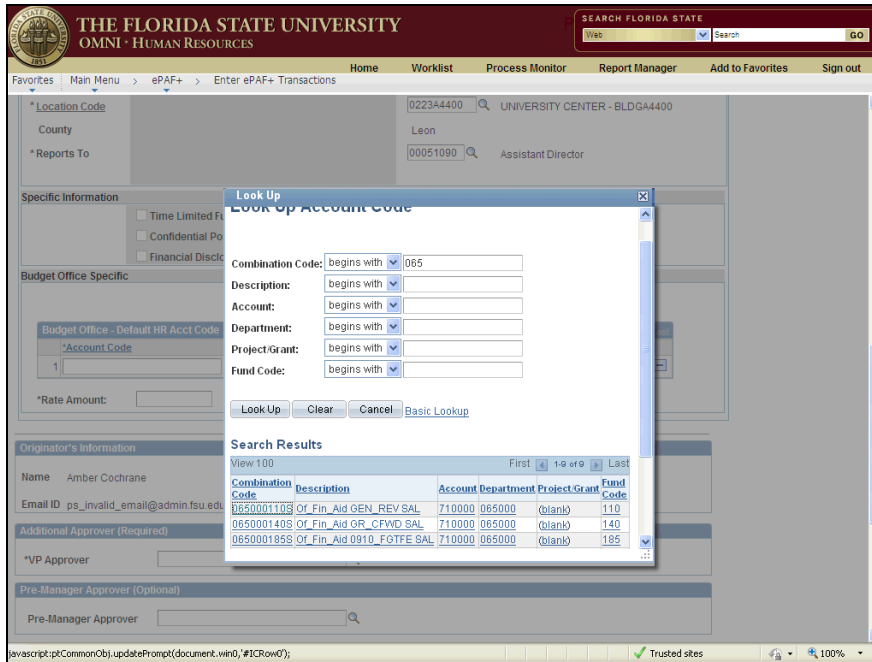


Step	Action
14.	Click the <b>Look Up</b> button.

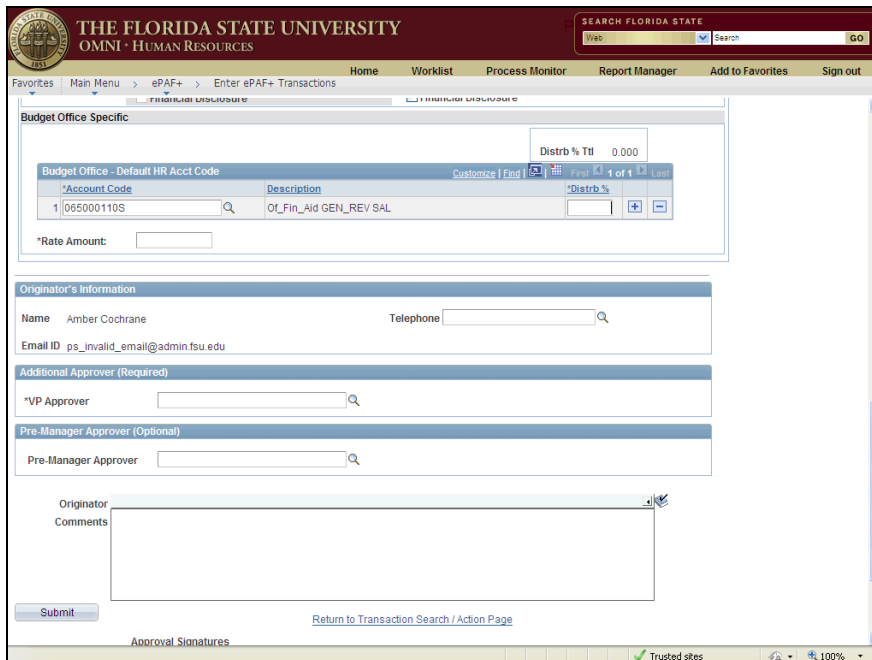
Look Up

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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 <b>065000110S</b> link.



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

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Web Search GO

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

**Budget Office Specific**

Distrb % Ttl 100.000

Budget Office - Default HR Acct Code			
Account Code	Description	Distrb %	
1 065000110S	OF_Fin_Aid_GEN_REV SAL	100.000	

\*Rate Amount:

**Originator's Information**

Name Amber Cochrane Telephone

Email ID ps\_invalid\_email@admin.fsu.edu

**Additional Approver (Required)**

\*VP Approver

**Pre-Manager Approver (Optional)**

Pre-Manager Approver

Originator Comments

Submit [Return to Transaction Search / Action Page](#)

Approval Signatures

Trusted sites 100%

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

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The screenshot shows the 'Budget Office Specific' section of the ePAF+ system. The 'Rate Amount' field is currently empty. The table below shows the account code and description:

*Account Code	Description	*Distrib %
1 0650001105	OF_Fin_Aid GEN_REV SAL	100.000

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

The screenshot shows the 'Budget Office Specific' section of the ePAF+ system. The 'Rate Amount' field now contains the value '25000'. The table below shows the account code and description:

*Account Code	Description	*Distrib %
1 0650001105	OF_Fin_Aid GEN_REV SAL	100.000

Step	Action
19.	Enter the appropriate VP Approver into the <b>VP Approver</b> field. For the purpose of this example, Enter " <b>TFULCHER</b> ".

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The screenshot shows the ePAF+ interface for creating a proposed position. The 'Rate Amount' is set to 25000.00. The 'Originator's Information' section includes the name Amber Cochrane and email ps\_invalid\_email@admin.fsu.edu. The 'Additional Approver (Required)' section shows Terry Fulcher as the VP Approver. The 'Pre-Manager Approver (Optional)' section is empty. The 'Originator Comments' field is currently blank.

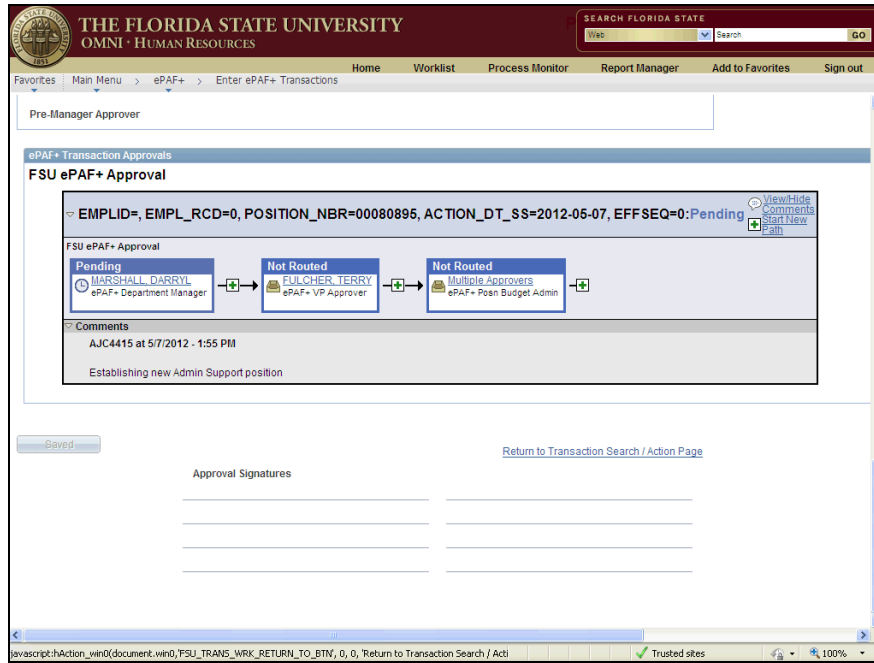
Step	Action
20.	<p>Comments are required by the originator. Any information an approver may need to know prior to approving the ePAF+ should be entered into the <b>Comments</b> field.</p> <p>For the purpose of this example, Enter "<b>Establishing new Admin Support position</b>".</p>

This screenshot is identical to the previous one, but the 'Originator Comments' field now contains the text: "Establishing new Admin Support position".

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Step	Action
21.	Click the <b>Submit</b> button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Submit</div>



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.

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Current Information		Proposed Changes	
<b>Status</b>			
Effective Status		Active	
Position Status		Proposed	
<b>Job Code</b>			
Job Code	0189	Admin Support Assistant	
Salary Admin Pln	023	Univ Support Personnel System	
Pay Grade	003	USPS Band 3	
FLSA Status		Nonexempt	
Union Code	31E	AFSCME-Admin and Clerical Unit	
Academic Rank	099	No Rank Assigned	
Working Title		Admin Support Assistant	
<b>Position Specific - Job</b>			
Max Head Count		1	

Step	Action
23.	<b>Important:</b> 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.

**FSU ePAF+ Approval**

EMPLID=, EMPL\_RCD=0, POSITION\_NBR=00080895, ACTION\_DT\_SS=2012-05-07, EFFSEQ=0: Pending

```

    graph LR
      A[Pending: MARSHALL DARRYL  
ePAF+ Department Manager] --> B[Not Routed: FULCHER TERRY  
ePAF+ VP Approver]
      B --> C[Not Routed: Multiple Approvers  
ePAF+ Posn Budget Admin]
  
```

**Comments**

AJC4415 at 5/7/2012 - 1:55 PM  
Establishing new Admin Support position

Approval Signatures

Return to Transaction Search / Action Page



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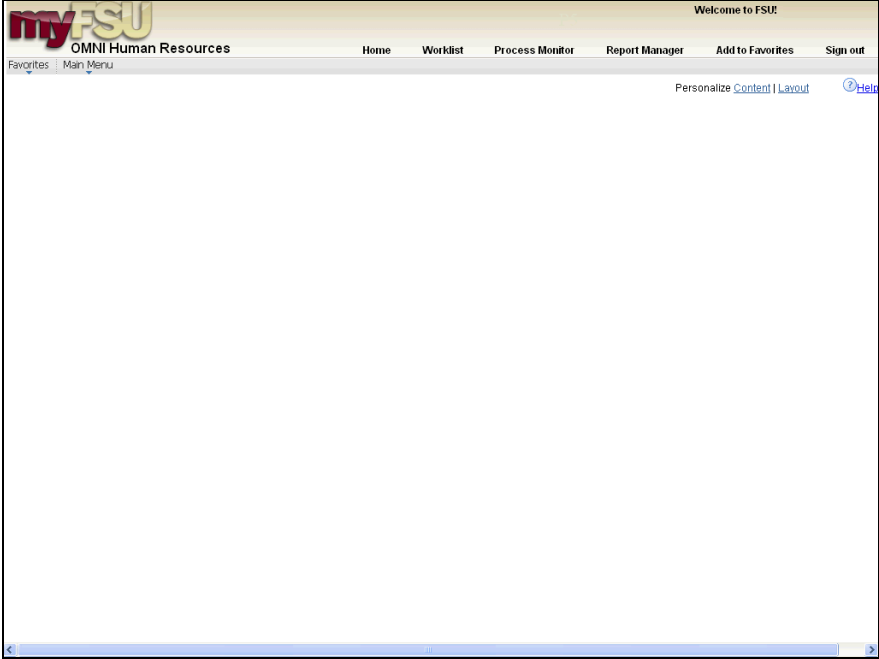
### New Position: Creating a Proposed Position

Step	Action
24.	Click the <b>Return to Transaction Search / Action Page</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Return to Transaction Search / Action Page</div>

The screenshot shows a web browser window displaying the 'Enter ePAF+ Transaction' page. The page header includes the Florida State University logo and navigation links like Home, Worklist, Process Monitor, Report Manager, Add to Favorites, and Sign out. The main content area has a title 'Enter ePAF+ Transaction' and a sub-instruction: 'Select an HR Transaction search type. Enter any information you have and click the Search button.' Below this is a section for 'HR Transaction Search Type' with three radio button options: 'Appointment Filled Position' (selected), 'Update Vacant Position', and 'Add New Position'. There are input fields for 'Empl ID', 'Last Name', 'First Name', 'Position', and 'Department', each with a magnifying glass icon. A checkbox for 'Terminate Appointment' is located below the Department field. A 'Refine Search Results' section contains two checkboxes: 'Direct Reports' and 'Department Rep'. At the bottom of the form are 'Search' and 'Clear' buttons. The browser's address bar shows the URL: https://aa.hr.omni.fsu.edu/jsp/sgnahr/EMPLOYEE/HRMS/h?tab=DEFAULT.

Step	Action
25.	Click the <b>Home</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Home</div>

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Step	Action
26.	<b>Congratulations!</b> You have completed this topic. <b>End of Procedure.</b>