



Creating a Proposed Position in OMNI HR

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

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 a Position from Proposed to Approved" job aid.

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.

Important Notes: For new proposed positions only, please do not future date the Requested Transaction Date.

Key Information:

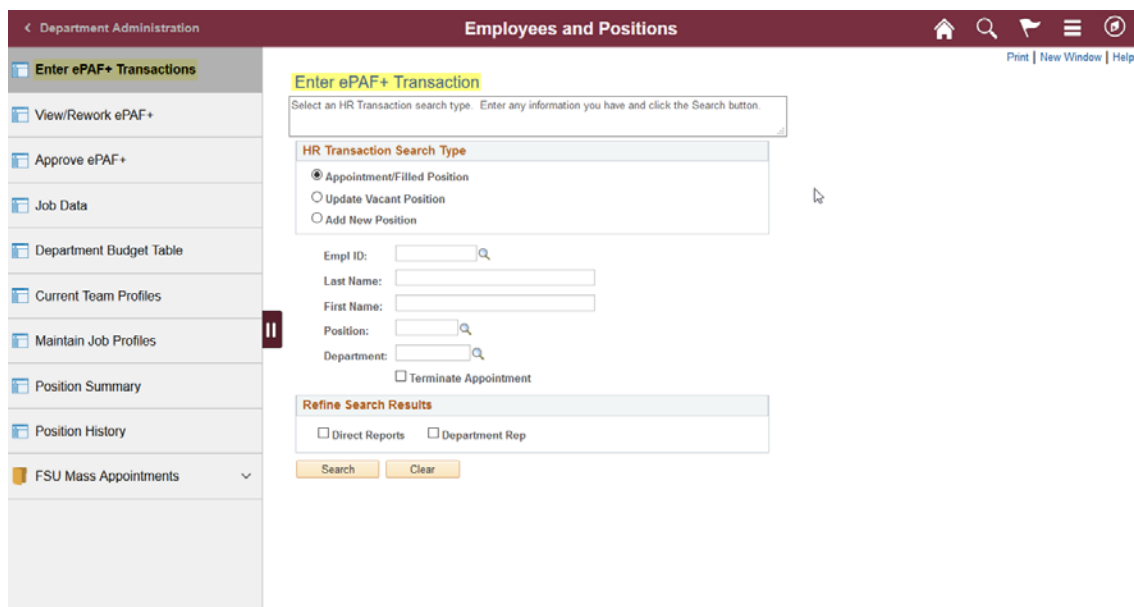
Position Details



Step	Action
1.	Go to https://my.fsu.edu and sign into OMNI HR with your FSUID and password. Select Department Administration from the drop down menu, then click the Employees and Positions tile. (Alternate Navigation: NavBar > Main Menu > ePAF+ > Enter ePAF+ Transaction)



Step	Action
2.	Ensure you are on the Enter ePAF+ Transaction screen.





Step	Action
3.	On the Enter ePAF+ Transaction page, select the Add New Position button. Click Add , and when prompted select the Requested Transaction Date , and Submit .

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position:
 Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Search Clear

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position: 00000000
 Department:

Refine Search Results

Direct Reports Department Rep

Add Clear

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: 06/22/2018

Submit

Step	Action
4.	NOTE: For new proposed positions only, please do not future date the Requested Transaction Date.



Step	Action
5.	Entering the Position Information Enter the Job Code number, or click the Look Up button to search for the job code > tab out of the job code field.

Headcount Status: Open

*Requested Transaction Date: 06/22/2018

Position Data

	Current Information	Proposed Changes
Status		
Effective Status		Active
Position Status		
Job Code		
* Job Code		<input type="text"/>
Salary Admin Pln		
Pay Grade		
FLSA Status		
Union Code		
Academic Rank		
* Working Title		<input type="text"/>
Position Specific - Job ?		
* Max Head Count		<input type="text" value="1"/>
* FTE		<input type="text"/>
* Standard Hours		<input type="text"/>
* Shift		Day/Standard
Full/Part Time		



Step	Action
6.	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.

Headcount Status: Open

*Requested Transaction Date: 06/22/2018

Position Data

Current Information	Proposed Changes
Status	
Effective Status	Active
Position Status	Proposed
Job Code	
* Job Code	0189 Administrative 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	Administrative Assistant
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

Step	Action
7.	Enter the department number into the Department field or click the Look Up button to search for the department.

Organizational Relationships

* Department

* Location Code

County

* Reports To

Specific Information

<input type="checkbox"/> Time Limited Funding	<input type="checkbox"/> Time Limited Funding
<input type="checkbox"/> Confidential Position	<input type="checkbox"/> Confidential Position
<input type="checkbox"/> Financial Disclosure	<input type="checkbox"/> Financial Disclosure



Step	Action
8.	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.

Organizational Relationships

* Department: 025000 Human Resources

* Location Code: 0223A6200 UNIVERSITY CENTER - BLDGA6200

County: Leon

* Reports To: [Empty]

Step	Action
9.	Either type the supervisor’s position number into the Reports To field or click the Look Up to search for the supervisor, tab out of the field.

Organizational Relationships

* Department: 025000 Human Resources

* Location Code: 0223A6200 UNIVERSITY CENTER - BLDGA6200

County: Leon

* Reports To: [Yellow Highlighted]

Specific Information

Time Limited Funding

Confidential Position

Financial Disclosure

Step	Action
10.	NOTE: Once you tab out of the Reports To field, the supervisor field will populate with the Working Title of the supervisor chosen.

Organizational Relationships

Department: 025000 Human Resources

* Location Code: 0223A6200 UNIVERSITY CENTER - BLDGA6200

County: Leon

* Reports To: 00099999 Sr. Assoc Dir, E&RS/Comp Svcs



Step	Action
11.	Either type in the account code into the Account Code field or click the Look Up button to search for the account code.

Budget Office Specific

Distrb % Ttl 0.000

Budget Office - Default HR Acct Code Personalize | Find | [Print] | First 1 of 1 Last

*Account Code	Description	*Distrb %
1		

*Rate Amount:

Step	Action
12.	You may search for the account code using any of these fields. Entering the department prefix in the Combination Code field will return all available account codes for the department.

Look Up Account Code

Combination Code begins with

Description begins with

Account begins with

Department begins with

Project/Grant begins with

Fund Code begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Combination Code	Description	Account	Department	Project/Grant	Fund Code
025000110S	HUMAN_RES GEN_REV SAL	710000	025000	(blank)	110
025001330S	HR_OVHD AUX_OVHD SAL	710000	025001	(blank)	330
025009320S	HR_BACKGRO AUXILIARY SAL	710000	025009	(blank)	320
025011140S	Diversity GR_CFWD SAL	710000	025011	(blank)	140

Step	Action
13.	Enter the percentage of distribution for the account code into the Distrb % field. NOTE: If this position has multiple funding sources you may click the “+” sign.

Budget Office Specific

Distrb % Ttl 0.000

Budget Office - Default HR Acct Code Personalize | Find | [Print] | First 1 of 1 Last

*Account Code	Description	*Distrb %
1 025000110S	HUMAN_RES GEN_REV SAL	100.00

*Rate Amount:



Step	Action
14.	Enter the annual rate into the Rate Amount field and tab out.

Budget Office - Default HR Acct Code Distrib % Ttl 100.000

Personalize | Find | | First 1 of 1 Last

*Account Code	Description	*Distrib %
1 025000110S	HUMAN_RES GEN_REV SAL	100.000

*Rate Amount:

Step	Action
15.	Enter the appropriate VP Approver into the VP Approver field.

Originator's Information

Name **Robert Renegade** Telephone

Email ID **RR07A@psinvalid.fsu.edu**

Additional Approver (Required)

*VP Approver Chief Osceola

Pre-Manager Approver (Optional)

Pre-Manager Approver

Step	Action
16.	Comments are required by the originator. Any information an approver may need to know prior to approving the ePAF+ should be entered in to the Comments field.

ePAF+ Originator Comments

*Originator Comments

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

Step	Action
17.	Click the Submit button.



Step	Action
18.	Review Approval Routing here. To insert an approver, select the “+” at the desired step. <i>The inserted approver must have the appropriate approval authority.</i>

ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID= , EMPL_RCD=0, POSITION_NBR= , ACTION_DT_SS=2018-04-25, EFFSEQ=0:Pending [View/Hide Comments](#)

FSU ePAF+ Approval

Step	Action
19.	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.

Enter ePAF+ Transaction

Position Number: 00082235
Working Title:
Headcount Status: Open

Congratulations!
You have completed this topic.

Questions on this procedure? Contact your [assigned Compensation Analyst](#).