Create a Position by Cloning an Existing Position

To create a position you must have the role **HCM Department Position Mgr**

**Step 1 – Navigate to Create/Modify a Position**

Sign on to **HRSA PeopleSoft**

After navigating to **Create/Modify Positions**, the following 3 choices appear:

1. Create a New Position
2. Modify Existing Position
3. Return to Work in Progress (will not show for first time user)

**Step 2 – Select Create New Position**

Typically, **Create a New Position** will be chosen when one or more of the five main criteria for a position number **do not** correspond to an existing position number within the department. Those five main criteria are:

1. Job Class Code/Job Title
2. Job Dept
3. Reports To
4. Funding (accounts and percentages)
5. Value of the Reg/Temp field

A position number can be created by cloning an existing position number and then changing attributes of the position number, or can be created from scratch.

To change an existing position number’s attributes, like the reporting structure for example, select **Modify Existing Position**.

To return to position number updates in progress, select **Return to Work In-Progress** to see a listing of position numbers that have been saved.
Step 3 – Select the Clone from Existing Position ratio button
This time we are going to clone an existing position number.
Step 4 – Click on the Return button

A message will appear each time you indicate that you will be creating a new position number. Position numbers are auto assigned. It is not possible to choose a specific number for the new position.

Information Message

Topic: New Position Number

- A new position number will be assigned on save.
- A window like this will be displayed with the new number.

Create/Modify Positions

- Create New Position
- Modify Existing Position
- Return to Work In Progress
- Clone from Existing Position
- Create from Scratch

Enter Position to Clone From

Position Number: 

Click on the Look Up icon
Step 5 – Enter Position number to be cloned
Indicate the position number that you want to clone. You can look the position number up if you are unsure what it is.

In this example, we are going to clone position number 100004. Position numbers in PeopleSoft are six digits long instead of the five digit numbers we have been using in the legacy system.
Step 6 – Click on the Continue button

Upon selecting the position number that you have chosen to clone, tab out of the field and the title appears, most of the attributes have been copied to what will be the new position number.
Step 7 – Review attributes and update as necessary
Take a look at the attributes that have been copied over. The attributes that you can change are easy to identify.
Attributes of a Position Number
The Job Class table in PS contains the HR attributes of a position number like the salary grade or the FLSA status. In that respect, the Job Class modifies the Position. Once a position number has been set up, the position modifies the employee, for example the job department. PeopleSoft is now set up so that the employee job attributes will always match the position number attributes.

Step 8 – Click on Save and Submit

Make sure that all of the fields have been completed and that they match up to your specifications before clicking on the Save and Submit button. If necessary, you could choose to select Save for Later and come back to this position number at a later point in time.
Step 9 – Write down the new position number
Here is the promised message containing the position number that you have just created. It is a good idea to write this position number down.

Step 10 – Add Position funding
Be sure to add the funding distribution for the new position. If funding is not added to a new position, HR will be unable to process it. You can get step by step instructions from the section called “Maintain Position Accounting” in this document. In order to do this, you need to have the HCM Dept Financial Mgr role in PeopleSoft.