Create a New Position from Scratch

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

This section will show you how to create a position from scratch.

**Please note the following changes made to Position Management as of April 2011:**

All new position requests require that the **Appointment Type** field be completed. The Appointment Type is necessary to ensure each employee receives the appropriate letter type for their annual Notice of Appointment (NOA). The Appointment Type may still be changed, based on the employee’s situation, during the NOA process.

Previously, a position could be created without selecting an Appointment Type. Now, the appointment type is initially defaulted based on job code. Or, you may change the Appointment type from the drop down menu or select Not Applicable if NOT subject to receiving a Notice of Appointment. If the Appointment Type is changed to blank, an Error Message will appear and the request will not be submitted.
If the Appointment Type is left blank, an Error Message will appear.

Error Message

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⚠️ Error Message

Error: Missing Value on Submit

- In order to submit, all editable values must be entered.
- Enter a valid value in the field APPOINTMENT TYPE.
Step 1 – Navigate to Create/Modify Position

Sign on to [HRSA PeopleSoft](#)

Navigate to:
ASU Customizations > ASU HCM Custom > ASU Position Management > Create/ Modify Position.
Step 2 – Select Create New Position

This is the start page for creating new positions.

In this example, we will create a new position from scratch.

Select the **Create New Position** radio button

Step 3 - Select Create from Scratch

Select the **Create from Scratch** radio button – then click the **Return** button
Step 4 - Select the Employee Class

In this example, we will create a new position with the following attributes:

- Classified Staff
- Police Officer
- In Public Events
- Reporting to position 114152

To start, select the employee class by clicking on the Drop Down Menu button.
Select the employee class for your new position.

**Step 5 – Select the Job Code**

Now you want to select the job code for the employee class you have selected.

Click the **Job Code Look Up** icon

The list of job codes that will appear after clicking this icon will be all classified job codes in your department because of the setting in the Empl Class (BOR): field above.

Respectively, if you had set the Empl Class (BOR) field to Service Professional, all of the job codes listed would be the Service Professional codes in your department.
You can focus your search if you know part of the job code or description.

You can change the “comparator” from “begins with” to “contains” –

For example – you can search for all job codes that contain “polic”
All of the Descriptions that start with **polic** are now displayed.

In this example, we want to create a Police Officer position.

Click on the row for the job code you want.
Step 6 – Enter in the Effective Date

Now, select the date that this new position will be made effective.

Select the **Choose a Date** link
The start date can be the present day's date or a previous date. Backdating is OK when creating a position number and should match the action it is being created for or the current date.
Click the **Continue >>** button
Step 7 – Standard Hours

Standard Hours will default to 40; change as necessary. If you change the Standard Hours, please tab out of the field and make sure that the FTE field calculates. Standard Hours impacts the benefits that an employee would receive in this position. Please see the appendix for more information.

Update the Max Head Count and Budgeted FTE as necessary.
Step 8 - Enter Department

Further down the screen, you can identify the department for this new position.

Select the Department Look Up link
To focus our search, you can select different items about your department.

In this example, our department begins with "Pub".
Type in your search criteria

Click on Look Up
In our example, our department is the public Events department.

Click on the row for your department.
Step 9 – Enter the ‘Reports To’ Position

Next you want to input the position number that this position will report to. You can do that from the magnifying glass, or you can launch a new window and use position cross reference to find a similar position.
When you have put the position number in the field, press the Tab key and the title of the Reports To position will appear.
Step 10 – Select Position Attributes Affecting Job

See the Benefits charts about the ramifications to benefits if you change data in this area.
Step 11 – Click on Save and Submit

Once you have everything set correctly, click the **Save and Submit** button.
Step 12 – Write down new position number, click Return

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Make a note of this New Position Number! Click the Return button. In the next screen click the Return button a second time.
Step 13 – Click on Create Distribution Funding

CAUTION: At this point, you have submitted the position, but NOT included any funding sources. In order for OHR to approve it, you need to identify those sources.

In order to do that, you must have the Dept Finance Manager role. If you have that role, you will see a new link at the bottom of the screen called "Create Distribution Funding". Our next step is to click on that link and submit identify the funding.

If you DON'T have Finance Manager access, a person who does can go find the position from the main menu. They can follow the instructions in the Maintaining Position Accounting exercise, or refer to that section in the business process guide.

For this example, we will say that you DO have Dept Finance Manager access, and can complete the process.

Click on Create Distributed Funding
Click the **Continue >>** button

PeopleSoft will automatically enter the funding Effective Date to match the position Effective Date. Click on the **Continue>>** button again.
Step 14 – Enter Accounts and Distribution Percentages – Save and Submit

Next you fill in the account(s) that will fund the position.

In the Required row, you can have more than one account fund the position, but the total of distribution must equal 100%. You can add more rows by clicking on the + button.

In the optional row, you can identify funding for different earning codes. You can also fund an earning code from multiple accounts, but each earning code must be funded to 100%

We have filled in the screen for you as an example.

Click the **Save and Submit button** when you have all of the accounts identified.
Step 15 – Click on Save and Submit then Return

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Submit Confirmation

The Submit was successful.

Click the Return button.
The position has now been funded and this transaction is complete.