How to Set up Summer Hires Position Data

Introduction

Summer Hires for Non-Staff Positions (ie: Faculty and Academic Professionals) will require a new position with the new Summer/Winter Job codes. Summer/Winter jobs will be classified as ST Temp (Short Term Temporary). These jobs are considered non-benefits eligible Additional Jobs. It is not the Academic contract job. The Summer/Winter job codes are:

- SUM/WTR Faculty - Teaching (897900)
- SUM/WTR Faculty - Research (897901)
- SUM/WTR Faculty - Other (897902)
- SUM/WTR AP - Teaching (894900)
- SUM/WTR AP - Research (894901)
- SUM/WTR AP - Other (894902)

Security

You will need two roles in order to process Position Data. You can request them at:

http://www.asu.edu/oasis/support/Access.html

The roles you need are:

<table>
<thead>
<tr>
<th>Human Capital Management (HR) - Position Management (PM)</th>
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<tbody>
<tr>
<td>[ ] FSO Redistribution</td>
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<tr>
<td>[ ] HCM Dept Financial Mgr</td>
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<tr>
<td>[ ] HCM Dept Position Manager</td>
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<tr>
<td>[ ] HCM Dept Position View</td>
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<tr>
<td>[ ] OHR Position Mt General User</td>
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<tr>
<td>[ ] OHR Position Mt Super User</td>
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<tr>
<td>[ ] OHR Position Mt View</td>
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Creating the Position:

To create a position, log into PeopleSoft. Navigate to ASU Customizations>ASU HCM Custom > ASU Position Management:

Click on **Create/Modify Positions**.

Select **Create New Position**.

Then select **Create from Scratch**.

You will see the following message once this part is completed.
The Position data page will open up for you to select the following: Empl Class and Job Code. You must choose the correct Empl Class in order to see the job code you are looking to find. The Empl Class drives which job codes you will see in the Job Code drop down menu.

Choose your Empl Class.

- Faculty
- Academic Professional
- Graduate (for New Hires or positions that are changing; will use existing, non SUM/WTR job code)

Choose your Job Code. You should select the specific SUM/WTR job code for a summer hire position.

- SUM/WTR Faculty - Teaching (897900)
- SUM/WTR Faculty - Research (897901)
- SUM/WTR Faculty - Other (897902)
- SUM/WTR AP - Teaching (894900)
- SUM/WTR AP - Research (894901)
- SUM/WTR AP - Other (894902)
Next you will provide the attributes for the position data. Click **Save and Submit** when you are finished.
Create/Modify Positions

Effective Date can be current in case you need to modify the position.

Standard Hrs should be set appropriately. They will default onto Job Data.

Enter your Dept Number

Enter Reports-To Posn

Choose appropriate Full/Part Time

Make sure to choose ST Temp

Save for Later  Save and Submit  Cancel / Reset
After you **Save and Submit**, you will be given your Position Number. Write this down so that you can reference it in the future. Click on **Return**.

**Position Management Information**

![Information Message]

- A position number has been assigned.
- The new number is: 141383

You will then see all the position details that you have entered and can now then add the funding information. All positions must be funded or else they will not be approved. The funding effective date must also equal the position effective date if you want your position to be processed into the system.

Click on **Create Distribution Funding**. See the next screen shot.
# Create/Modify Positions

**User:** PG_KMICE

## Create New or Modify Existing Position
- [ ] Create New Position
- [ ] Modify Existing Position

## Clone Existing Position or Create from Scratch
- [ ] Clone from Existing Position
- [ ] Create from Scratch

### Proposed Position Data

- **Position Number:** 141383
- **Status:** Submitted
- **Empl Class (BOR):** Faculty
- **Job Code:** 837900 (SUMWTR Faculty Teaching)
- **Effective Date:** 04/10/2008
- **Effective Status:** Active
- **Action Reason:** New Position
- **Detailed Title:** SUMWTR Faculty Teaching (254 char)

### Position Only Attributes

- **Standard Hours:** 20.00
- **FTE per Head:** 0.500000
- **Budgeted Position?**
- **Max Head Count:** 1
- **Budgeted FTE:** 0.000
- **Fingerprint required?**

- **EEO Job Group:** 299 Misc Faculty - Not On Track
- **Workers' Comp Code:** 8888 Low Exposure
- **Class Indc.:** No Classification
- **A** Academic Rank

### Position Attributes Affecting Job (No Job Data Overrides)

- **Company:** ASU Arizona State University
- **Pay Group:** FSW Faculty Summer Winter Instruct
- **Business Unit:** BO'101 B - Provost Tempe
- **Department:** B1301 Fulton School of Engineering
- **Sal Admin Plan:** FCLT Faculty
- **FLSA Status:** Exempted
- **Reports-To Posn.:** 100004 Professor

### Position Attributes Affecting Job (May Override on Job Data)

- **Full/Part Time:** Part-Time
- **Reg/Temp:** ST Temp
- **Location Code:** TEMPE Campus: Tempe

### Funding/Distribution Links

- [Fiscal Year Distribution](#)
- [Create Distribution Funding](#)

[Create Distribution Funding]
The position number will automatically default into the **Position Accounting Distribution** screen.

Click **Continue**.

Next you will enter the **Effective Date** for the funding. Be sure to *match this date* to the one you selected for the Position Effective Date.

Click **Continue**.
The **Position Accounting Distribution** page will open up for you to add the **Dept ID, Account** and **Distribution percentage**. The Dept ID **must match** the Dept ID on the position number or the position request cannot be approved. The **total** distribution percentage must equal 100% but can be from multiple accounts. To add another account, you will click on the + sign under **Required: Typical Distribution**.

Make sure that you choose your Summer Account. If you cannot find your Summer Account, you will want to work with the Provost Office to understand if it has been submitted and approved.

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Once you have finished these details, click on **Save and Submit**.
Your position data will be sent to OHR for processing. They will let you know when your request has been completed. At that time, you can continue to create a Job Opening.

**Key Position Data Facts:**

You must wait for the Position to be processed by OHR before you can create the job.

Make sure that the position is effective **on or before** the date you want to hire the person. If it is after the date of hire, the position will not be effective and therefore neither will the person. Data Management cannot process the hire when this is the case.

If you enter a future effective date, you will not be able to modify the position or see it in your search menu until the date it becomes effective.

Make sure that you choose the right employee classification (ie: Faculty, Academic Professional, Graduate). If you do not, the Job code will not appear in the drop down. The drop down menu only shows Job codes associated with the chosen Employee Classification.

**Very Important:** When setting up the funding on the position number, please make sure that the effective date and Dept ID for the funding **match** that on the position data. Data Management cannot process the position number if Dept ID & Effective date on the funding does not match the position number.