Creating a New Position Description (New Position Request):

1. Verify you are in the Position Management module and either Hiring Manager, Chair/Director, or AVP/Dean user group.

2. Hover over Position Descriptions and click appropriate employee classification.

3. Click the **Create New Position Description** button at the top right corner.

4. You will receive a pop-up window to choose the action you would like to start. Click on **New Position Description**.

5. Enter the proposed Position Title.

6. The Organization Unit section will default unless you have responsibility for more than one department. You will then select from the drop down list.

7. If you have an existing position description within your department(s) you wish to copy or ‘clone,’ choose that position description from the list at the bottom of the page. This will pull in pertinent information from the ‘cloned’ position description into this action and allow for edits.

8. Click the **Start Position Request** button.

9. Complete all required information in each of the sections which are listed on the left hand side of the screen. Please note that if you ‘cloned’ from an existing position description many of the fields will be prepopulated and ready for you to edit if applicable.
10. The following is a list of the sections within a new position action that will need to be completed. The sections with a check mark next to the section indicate all required fields have been completed.

- Position Justification
  - Position Details
  - FOAP Details
  - Supervisory Position
  - Position Documents
  - Position Request Summary

- State justification for new position request.
- Enter position details such as hours per week, position function, essential job duties, education, and experience required. If a new position is being created, Human Resources will create and enter new position number after position request has been moved to HR in the approval workflow.
- Identify funding sources for this position. Grant funding is also identified in this section.
- Select supervisor’s position from list.
- Upload optional supporting documents for the new position action.
- On the Position Request Summary page, prior to taking action, you will review for accuracy all of the information you entered into the request or make additional edits if necessary.

11. To take action, hover over the Take Action on Position Request button at the top right hand corner of the page and select one of the following:

- *Please note, to save this request and submit later, please select ‘Keep working on this Position Request.’ If there are additional approvers within the department, you will need to select the appropriate action per the workflow.*

12. You will receive a Take Action pop up window which will send an email in Outlook to the next approver to notify them they have an action pending. You can enter any comments you want before submitting, but please note comments will be tied to the historical record of this action. If you want to include the action on your watch list, check that box before clicking Submit.

13. You will receive a green bar on the top of your page that will state the action was successfully transitioned.