New Positions

Overview

To hire or rehire an employee a position is required. The assignment of a position is typically to one employee only. Some positions have a multi-headcount, but there are many shared attributes required. Employees assigned to more than one position have more than one job.

Position numbers are eight numeric characters, auto generated by UCPath; there is no smart coding in the number.

For new positions (or updates to existing vacant positions) Departments must:

- First obtain approval for the:
  - FTE
  - Budget
  - Job Description
- Submit a position request (Position Control Request)
- Obtain necessary Pre-approvals prior to recruitment

Position Control Request

Use this task to request a position in UCPath by copying an existing position's data. After you save and submit a position request, it automatically routes to the appropriate Position Administrator for approval.
Add/Update Position Request Page

Click the Add New Position option.

Click the Next button.

Position Control Request Component

The custom Position Control Request component is composed of four pages, which you use to enter the new position information, including job data, work location details, salary plan information, special training information, security clearance details and more. You also have the ability to upload supporting documents.

Notice that the Position Number field defaults to NEW. Upon final approval, the system automatically assigns the next available position number.

The Transaction ID defaults to all ones when you begin entering data. When you save the transaction, the system automatically assigns the next available transaction number.
If you use the Initialize button to copy data from an existing position, the Default Position Data window will appear. The Effective Date field should reflect the date on which the position will be effective. **NOTE:** The system allows you to enter or look up and select positions created on or after the effective date entered into the Effective Date field. If you do not see a position you know exists, revise the effective date and enter the position number or search for and select it.

**Enter the Effective Date** when the position becomes effective. This date must be the same or before the hire date.

**Enter the Position Number** you want to copy.

**Click OK** to continue.
Description Page

The Description page displays the information from the position you entered. You can update the information as necessary. If you do not use the Initialize button, you can manually enter position description information.

**Note:** The Full/Part Time section for Staff positions is required. If the field is not populated the transaction will be denied.

In the Reports To field, enter the position number of the position to which this position will report.

In the Salary Plan Information section, enter the Salary Admin Plan and a Salary Grade. If these fields are not populated the will be denied.

When you complete the review, copied data, and made all necessary updates, or completed entering new data, navigate to the next tab, Specific Information.
Specific Information Page

Review the details on the Specific Information page and make any necessary updates.

If this position is a multi-headcount position, use the Max Head Count field to enter the multiple head count number.

If this position is a Work Study position, enter the work-study code in the Position Pool ID field.

Update the FTE field as appropriate for the position.

When you are finished viewing the default data and making any necessary updates, click the UC Position Data tab.
UC Position Data Page

If you used the Initialize button to copy a position, the system does not copy forward values from the UC Position Data page. You must manually enter both the HR Worksite field and the Employee Relations Code field, as well as any applicable training codes or security clearance types are required.

When you are finished entering and reviewing data, navigate to the next tab, Supporting Documents.
Supporting Documents Page

Use the Supporting Documents page to attach one or more supporting documents to your request. Click the Add Attachment button to begin the steps to attach documents and to retrieve them from your computer or external storage systems.

After you begin data entry on a Position Control Request transaction, you have the option to use the Save for Later functionality. This allows you to save the data you have entered, access the draft transaction later, continue data entry, attach any necessary documentation, and submit the request for review and approval.

When you are finished reviewing and updating the position data, click the Save and Submit button.
Approval Workflow

After you submit your transaction, if there are no errors, the system automatically assigns the request a unique Transaction ID number and the request routes to the appropriate Position Administrator.

Notice the Position Number still displays the value of NEW. Upon final approval, the system automatically assigns the next available Position Number.

The system sends an automated email notification indicating receipt of your request. Note you must be set up to receive UCPath email notifications in order to receive these notifications.

After final approval of a transaction, the system automatically sends an approval email to you indicating approval of the request. If denied, follow the link in the email to review the comment as to the reasons for the denial.