

Introduction

Process and Trigger

There are times when you may need to hire employees for a temporary period or for a particular short-term project. Complete the Create Position form when you want create a "casual or Non-Compensated" position which does not currently exist within your organizational structure.

Prerequisites.

- Each department has a different internal approval process for the creation of new positions, please check with your department administration to learn your process.

Menu Path

Use the following menu path to begin this transaction:

- BUworks Central Portal → Manager Self-Service or Payroll Coordinator → Organization → Create Position

Tips and Tricks

- A casual employee cannot be employed at the University for more than nine months.
- The department determines the casual employee's pay rate and the duration of employment
- All casual positions must have a position description in Organizational Management
- The department is responsible for setting up the employee in SAP and notifying HR prior to the employee's start date so that HR can notify the employee of the Form I-9 completion procedure
- At times you may need to use your scroll bar to view additional information.
- Casual Job Code: 20001551
- Non-Compensated Job Code: 20001553

Reports

[What, if any, reports are directly related to this process step?]

Procedure

1. Start the transaction using the above menu path, portal path or transaction code.

Department Input

2. As required, complete/review the following fields:

Field	R/O/C	Description
Number of Positions:	Required	Example: 1

3. Click the **Create from Job** radio button **Create from Job**.

You have 2 options for creating a position:

1. Create from Job: This option allows for a position to be created using a job code.

TIP: Job Code: Casual position,20001551 or Non-Compensated position, 20001553

2. Copy from Position: Use this option when the new position will be the same as an existing position currently in your org structure. Note: the position numbers for each position will be different.

4. As required, complete/review the following fields:

Field	R/O/C	Description
Create from Job	Required	Example: 20001551

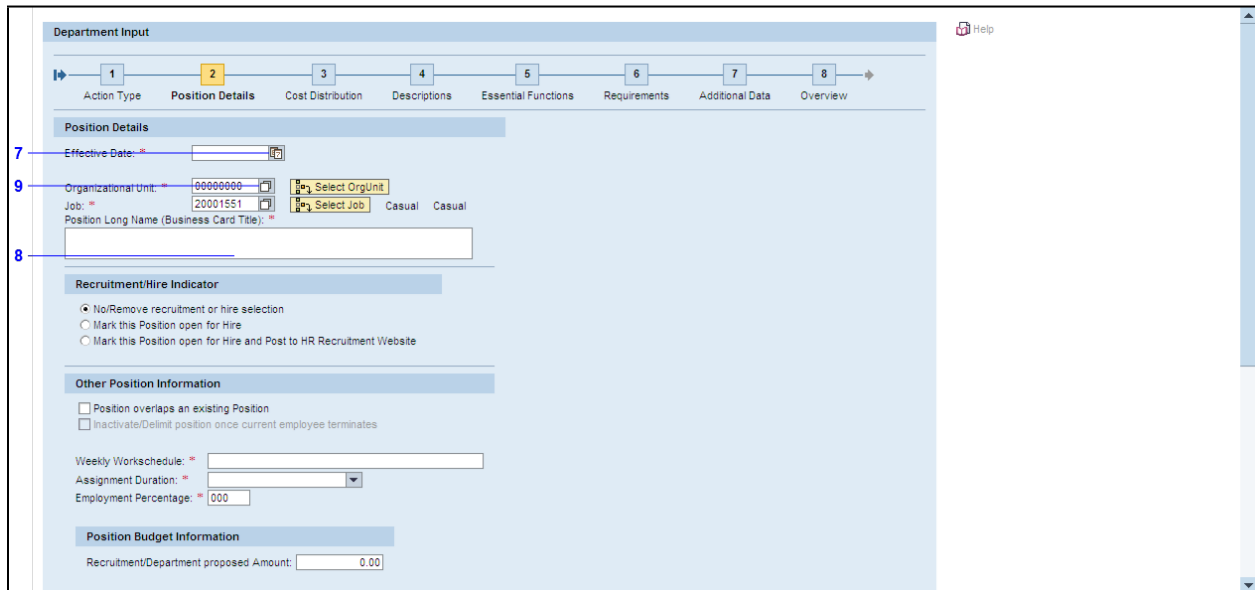
- Click the **Select Job** button .



No matter if you found the specific job or position code or choose to enter a code, you must always select the button to the right. This action confirms your selection and actually displays the title on the screen, next to the button.

- Click the **Continue** button .


Department Input




The screenshot shows the 'Department Input' form with a progress bar at the top containing tabs 1 through 8. The 'Position Details' section is active and contains the following fields:


- Effective Date:** A date input field with a calendar icon, marked with a blue '7'.
- Organization Unit:** A dropdown menu showing '00000000' and a 'Select OrgUnit' button, marked with a blue '9'.
- Job:** A dropdown menu showing '20001551' and a 'Select Job' button, with 'Casual' and 'Casual' labels to its right.
- Position Long Name (Business Card Title):** A text input field, marked with a blue '8'.

Below these are sections for 'Recruitment/Hire Indicator' (with radio buttons for 'No/Remove recruitment or hire selection', 'Mark this Position open for Hire', and 'Mark this Position open for Hire and Post to HR Recruitment Website'), 'Other Position Information' (with checkboxes for 'Position overlaps an existing Position' and 'Inactivate/Delimit position once current employee terminates'), 'Weekly Workschedule', 'Assignment Duration', and 'Employment Percentage'. At the bottom is the 'Position Budget Information' section with a 'Recruitment/Department proposed Amount' field set to '0.00'.

- Click the button .

Effective Date: This will be the date the position will appear within your org structure. Given most positions are created because there is a need to hire, the Effective Date often is entered as today's date.

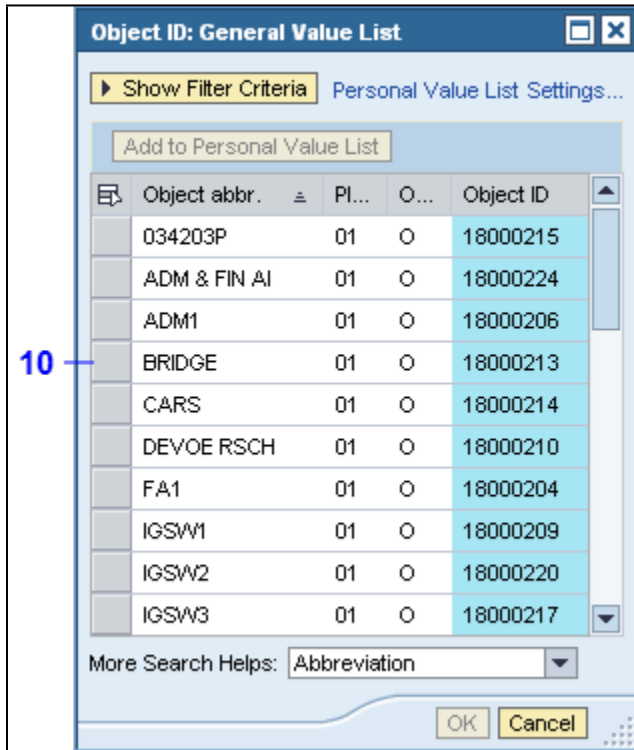
- Click the label .


- Click the button .

You can enter your Org Unit code or Click the button to search for an Org Unit.

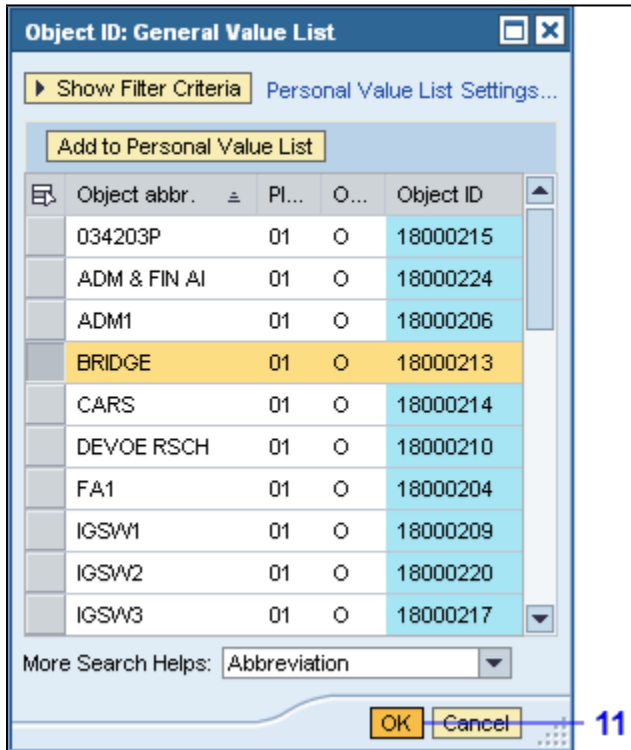
Note: This field will pre-populate if you used Copy from Position.


Object ID: General Value List



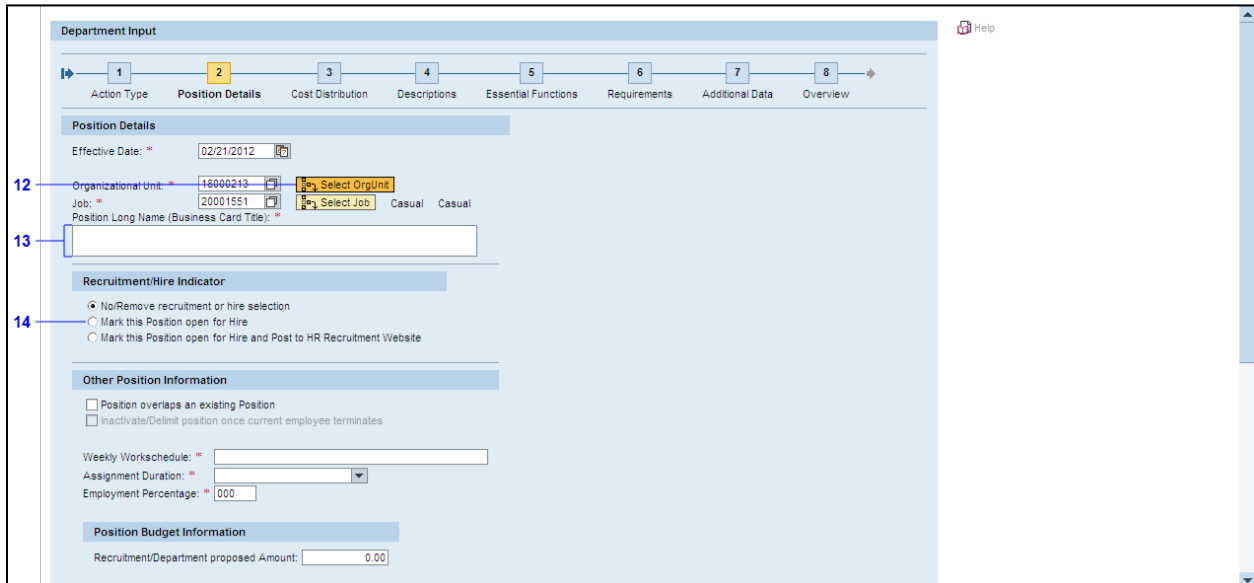
10. Click the button .

Object ID: General Value List



11. Click the **OK** button .

Department Input



12. Click the **Select OrgUnit** button .



Make sure to click the "Select OrgUnit" button after you enter your Org Unit.

13. As required, complete/review the following fields:

Field	R/O/C	Description
Position Long Name (Business Card Title):	Required	Example:
Position Long Name (Business Card Title):	Required	Example: Program Coordinator (Casual)

14. Click the **Mark this Position open for Hire** radio button Mark this Position open for Hire.

Department Input

The screenshot shows the 'Department Input' form with a navigation bar at the top containing steps 1 through 8. The 'Position Details' section includes fields for Effective Date, Organizational Unit, Job, and Position Long Name. The 'Recruitment/Hire Indicator' section has radio buttons for 'No/Remove recruitment or hire selection', 'Mark this Position open for Hire', and 'Mark this Position open for Hire and Post to HR Recruitment Website'. The 'Other Position Information' section has checkboxes for 'Position overlaps an existing Position' and 'Inactivate/Dismiss position once current employee terminates'. The 'Position Budget Information' section has a field for 'Recruitment/Department proposed Amount'. Numbered callouts 17 through 25 point to specific elements: 17 (Weekly Workschedule), 19 (Assignment Duration), 20 (Employment Percentage), 21 (checkboxes), 22 (Other Position Information header), 23 (radio buttons), 24 (radio button), and 25 (Recruitment/Hire Indicator header).


15. Click the button

16. Click the label

17. As required, complete/review the following fields:

Field	R/O/C	Description
Weekly Workschedule:	Required	Example: m-f 9-5 35hrs per week

18. Press "Tab".

19. Click the list item .

20. Click the **Assignment Duration:** combo box .

21. Click the list item .

22. 
Double-click the label

23. 
Double-click the label

24. 
Double-click the label

25. 
Click the label

Department Input

The screenshot shows the 'Department Input' form with a progress bar at the top indicating steps 1 through 8. The 'Position Details' section includes fields for Effective Date (02/21/2012), Organizational Unit (18000213), Job (20001551), and Position Long Name (Program Coordinator (Casual)). The 'Recruitment/Hire Indicator' section has a dropdown menu open, showing options from 1.6 Month - 7 Weeks to 11.3 Month - 49 Weeks. Other fields include Weekly Workschedule, Assignment Duration, Employment Percentage (000), and Position Budget Information (Recruitment/Department proposed Amount: 0.00).

26. Drag to 5.8 Month - 25 Weeks

27. Click the **6 Month - 26 Weeks** list item

28. As required, complete/review the following fields:

Field	R/O/C	Description
*	Required	Example: 100

29. Click the control

30. As required, complete/review the following fields:

Field	R/O/C	Description
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Field	R/O/C	Description
Recruitment/Department proposed Amount:	Required	Example:

Department Input

31. Click the **Continue** button

32. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. Example:
Percentage	Required	The percentage used to distribute to the selected account. Example: 0.00
Percentage	Required	The percentage used to distribute to the selected account. Example: 0.00

Department Input

33. Click the **Continue** button .

Department Input

34. As required, complete/review the following fields:

Field	R/O/C	Description
General Description Blurb:	Required	Example:

Department Input

The screenshot shows a web form titled "Department Input". It has several sections: "Job Description Details" with a "General Description Blurb" text area; "Position Description Details" with a "General Description Blurb" text area containing a yellow highlighted example: "visitors. Organize and maintain student files and course materials including syllabi. Copy exams and type correspondence and reports for faculty members and lectures as needed."; "Attachments" with a table for "File Name", a "Select File" field with a "Browse..." button, and "Attach File", "Delete File", and "Clear/Reset" buttons; and "Comments" with a large text area. At the bottom, there are navigation buttons: "Back", "Continue", "Next Department", and "Exit". A blue arrow labeled "35" points to the "Continue" button.

35. Click the **Continue** button .

Department Input

The screenshot shows the "Department Input" form at the "Essential Functions" step. A progress bar at the top shows steps 1 through 8, with step 5 highlighted. Below the progress bar, there is a text instruction: "List up to six essential functions of the position in the space provided. Please include the approximate percentage of time spent on each function (percent of time must be 5% or more). Total percent time spent on essential functions must equal 100%." The form has two columns of text input fields: "Job Essential Functions" and "Position Essential Functions". A blue arrow labeled "36" points to the "Position Essential Functions" section.

36. As required, complete/review the following fields:

Field	R/O/C	Description
Position Essential Functions	Required	Example: Answer Phone 25%

Field	R/O/C	Description
Position Essential Functions	Required	Example: Front Desk responsibilities 25%
Position Essential Functions	Required	Example: Respond to all inquiries for graduate admission information. Create files and coordinate applications with admission department 25%
Position Essential Functions	Required	Example:

Department Input

The screenshot shows a web form for 'Department Input'. It includes several 'Essential Function' fields (3-6), an 'Attachments' section with a 'File Name' field and 'Attach File', 'Delete File', and 'Clean/Reset' buttons, a 'Select File' field with a 'Browse...' button, and a 'Comments' text area. At the bottom, there are navigation buttons: 'Back', 'Continue', 'Next Department', and 'Exit'. Callouts 37-46 are placed over the 'Continue' button and various dropdown menus and list items in the form.

37. Click the **Continue** button
38. Click the **Qualification Catalog** combo box
39. Click the **Communication / Writing** list item
40. Click the **Qualification** combo box
41. Click the **Oral Communication Skills** list item
42. Click the **Proficiency** combo box
43. Click the **Intermediate** list item
44. Click the **Qualification Catalog** combo box

45. Click the **Education** list item Education.
46. Click the **Qualification** combo box ▼.
47. Click the **Preferred Level** list item Preferred Level.
48. Click the **Proficiency** combo box ▼.
49. Click the **High School Diploma/GED** list item High School Diploma/GED.

Department Input

50. Click the **Continue** button Continue.

Department Input

51. Click the **Building:** combo box
52. Click the **1010 Commonwealth Ave - BU Offices - 1010 Comm** list item
1010 Commonwealth Ave - BU Offices - 1010 Comm
53. Click the **MailCode:** combo box
54. Click the **BUWKS-BU WORKS** list item **BUWKS-BU WORKS**
55. As required, complete/review the following fields:

Field	R/O/C	Description
Office Phone:	Required	Example: 6173589866
Office Phone:	Required	Example: 6173589866

Department Input

The screenshot shows a web form titled "Department Input". At the top, there are input fields for "Weekly Workhours" (with a value of 0.00) and "Employment Percent" (with a value of 100). Below these is a section titled "Additional Info" containing "New/Existing Position" and "Grant Funded" fields, and a "Replacing Whom" label. To the right, there is a "Posting Requirements for HR Website" section with a large text area. Below that is a "Recruitment Comments" section with another large text area. A section titled "Attachments" contains a table with "File Name" as a header and several empty rows. Below the table are "Select File" and "Browse..." buttons, and "Attach File", "Delete File", and "Clear/Reset" buttons. At the bottom of the form is a "Comments" text area. At the very bottom of the page, there are navigation buttons: "Back", "Continue", "Next Department", and "Exit".

56. Click the **Continue** button

Department Input

57. Click the **Next Department** button  **Next Department**.


Create Position - DPO - Windows Internet Explorer

58. Click the **Team** tab .

Tracking version 3

Tracking # From To Request Type

Request Tracking									
Tracking Number	Initiator	Request Type	Affected Person/Object	Request Date	Status	Current Agent	Last Action Date	Date Completed	
600017927	James Dukes	Create Position	New Position, Name TBD	02/21/2012	Submitted	Compensation	02/21/2012		
600017924	James Dukes	New Hire - Staff Temporary	ANTHONY CAPUTO	02/21/2012	Submitted	Budget Office	02/21/2012		
600017923	James Dukes	Create Position	New Position, Name TBD	02/21/2012	Completed		02/21/2012	02/21/2012	
600017885	James Dukes	Create Position	New Position, Name TBD	02/13/2012	Submitted	Compensation	02/13/2012		
600017879	James Dukes	Create Position	New Position, Name TBD	02/10/2012	Submitted	Compensation	02/10/2012		
600017870	James Dukes	Maintain Position	18000091 -DIRECTOR, FINANCE & ADMIN	02/09/2012	In Process	OM	02/09/2012		
600017869	James Dukes	Maintain Position	18000091 -DIRECTOR, FINANCE & ADMIN	02/09/2012	Rejected		02/09/2012		
600017868	James Dukes	Create Position	New Position, Name TBD	02/09/2012	In Process	OM	02/09/2012		
600017867	James Dukes	Create Position	New Position, Name TBD	02/09/2012	In Process	OM	02/09/2012		
600017865	James Dukes	Create Position	New Position, Name TBD	02/09/2012	In Process	OM	02/09/2012		

59. Click the button .

Results and Next Steps

You have xxxx.