Add / Change Position

1. Select Requests option should be set to "New Request" to kick off a new Add/Change Position transaction

Select Requests

◉ New Request   ○ Return to Saved requests   ○ View Request History   ○ Approve Requests

Select Request Details

2. YES will create a new position (allows you to enter an existing position number in order to clone it).
NO will allow you to enter an existing position number in order to update it.

Is this a new Position   No ⌄

Business Unit   43000 🔍

3. Business Unit should be "43000"

Change Position Nbr 🔍

Next

4. If YES above, enter position number you wish to clone (or leave blank to create from scratch).
If NO above, enter position number you wish to change.

Transaction ID	0000106545	New Position	Status	Not Processed
Business Unit	43000	Kennesaw State University		
Position Number	NEW			

▼ **Summary Of Request**

Position Data

Effective Date 02/07/2022

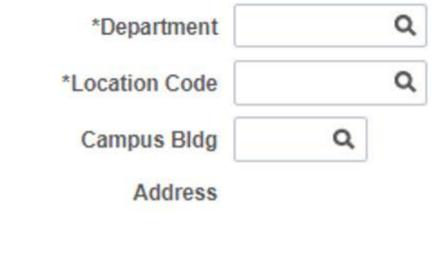**Reason Code** NEW   New Position

Status

*Company [🔍]

1. Enter the effective date of action here – the action MUST correspond with a payroll period begin date that matches the position's frequency.

2. Choose an appropriate reason code. DO NOT USE NFY for New Fiscal Year.

3. Enter company 430 for Kennesaw State University.

▼ Job Information

Job Code [🔍]

Official Title [   ]

*Reports To [🔍]

Reports-to Name

*Employee Type [⌄]

Pay Group [🔍]

Pay Frequency

*Regular/Temporary [⌄]

*Full/Part Time [⌄]

FLSA Status

Legacy Position# [   ]

1. Job Code – classification code for the position. If you are unsure, contact your HR Team.

2. Official Title – should closely match job code title, but can spell out abbreviations or add program titles.

3. Reports To – the position to which this position reports. Click the magnifying glass to search for reports to by name.

4. Employee Type – select hourly or salaried as appropriate for the classification. If you are unsure, contact your HR Team.

5. Pay Group – select the appropriate pay group. If you are unsure, contact your HR Team.

6. Pay Frequency – displays the frequency based on the chosen pay group.

7. Regular/Temporary – select appropriate response.

8. Full/Part Time – select full-time if 40 hours; select part-time if anything less than 40

9. FLSA Status – displays the FLSA status based on the chosen job code; should match employee type (hourly = nonexempt; salaried = administrative)

10. Legacy Position # - do not alter this field

▼ Work Location

*Department [　　　　🔍]

*Location Code [　　　　🔍]

Campus Bldg [　　　🔍]

Address

Mail Drop Code [　　　　🔍]

1. Department – this is the HOME department for the position

2. Location Code – select 430 for Kennesaw State University

3. Campus Bldg – leave this blank (not tracked in OneUSG)

4. Address – leave this blank (not tracked in OneUSG)

5. Mail Drop Code – leave this blank (not tracked in OneUSG)

Work Details

*Standard Hours [   ]

Standard Work Period

FTE

Max Head Count [   ]

Cancel Request
Save for Later

[Save & Proceed]

1. Standard Hours – the number of hours per week the employee is expected to work

2. Standard Work Period – should be W for 12-month positions or W10 for 10-month positions, but this is not editable; if incorrect, please make a note in the comments

3. FTE – standard hours divided by 40

4. Max Head Count – maximum number of occupants for position. If you are unsure, contact your HR Team.

5. Click Save & Proceed to move on to next page

Salary and Funding Information

Department

Effective Date

Salary Admin Plan

Salary Grade

Annual Minimum

Annual Midpoint

Annual Maximum

Proposed Budget

Proposed Salary

1. Complete the required funding information for new positions. If you are unsure, contact your business manager and/or budget.

Current positions will display information but will not be editable. If a funding change is also required, the action will also require a separate Change Funding transaction to be submitted. If you are unsure how to do that, contact budget.

Distribution

Current	Fringe	‖▶

		Combination Code	Funding End Date	Percent of Distribution	Chartfield Details		
1					Chartfield Details	+	−

☐ Skip Distribution

Cancel Request

Save for Later

Previous Page		Save & Proceed

2. Click Save & Proceed to move on to next page

1. Scroll to the bottom of the page.

2. Attach any attachments that correlate to the transaction.

3. Click Save & Submit to submit transaction for processing.

▼ **Attachments**

Add Attachment

Cancel Request

Save for Later

| Previous Page | Save & Submit |