

## Add / Change Position

1. Select Requests. Position 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

### Select Request Details

Is this a new Position

Business Unit

Change Position Nbr

Next

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.

3. Business Unit should be "43000"

4. If YES above, enter position number you wish to clone for  
If NO above, enter position number you wish to change.

1. Top section contains information about the transaction, the type of transaction, the business unit, and the position number (or "NEW" if new position). The status is the current status, which will always read "Not Processed" until the transaction is submitted.

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

Summary of Request

2. This section should be filled in with a brief summary of the request, including what is changing and why it is changing. You may also include additional details, such as new pay rate, here.

▼ Position Data

Effective Date 02/07/2020

Reason Code NEW New Position

Status

\*Company

1. Enter the effective date of action here – this corresponds with a payroll period beginning date that matches the position's frequency.

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

3. Enter company 43 for 'Kennesaw State University'.

▼ Job Information

Job Code

Official Title

\*Reports To

Reports-to Name

\*Employee

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 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 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 HQM45 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 10 for 10-month positions, but this is not editable; if incorrect, please make a note in the comments.

3. FTE = Standard Hours / hours divided by

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 the next page.

## Salary and Funding Information

Department  
Effective Date  
Salary Admin Plan  
Salary Grade  
Annual Minimum  
Annual Midpoint  
Annual Maximum

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

Current positions will display information but will not be eligible for 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 submit that, contact your business manager.

Proposed Budget

Proposed Salary

## Distribution

Current						
	Combination Code	Funding End Date	Percent of Distribution	Chartfield Details		
1			<input type="text"/>	<a href="#">Chartfield Details</a>	<input type="button" value="+"/>	<input type="button" value="-"/>

Skip Distribution

[Cancel Request](#)

[Save for Later](#)

[Previous](#)

[Save & Proceed](#)

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

1. Scroll to the bottom of the page.

2. Attach documents to the request.

3. Click Save & Submit to send the request for processing.

#### ▼ Attachments

Add Attachment

[Cancel Request](#)

[Save for Later](#)

Print this Page

Save & Submit