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 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:

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.

Next

1. Top section contains inform[illegible] transaction ID, 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 – 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 j[illegible] (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

	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 a[illegible]
3. Click Save & Submit to su[illegible] the transaction for processing.

▼ **Attachments**

Add Attachment

Cancel Request

Save for L[illegible]

Pr[illegible] | Save & Submit