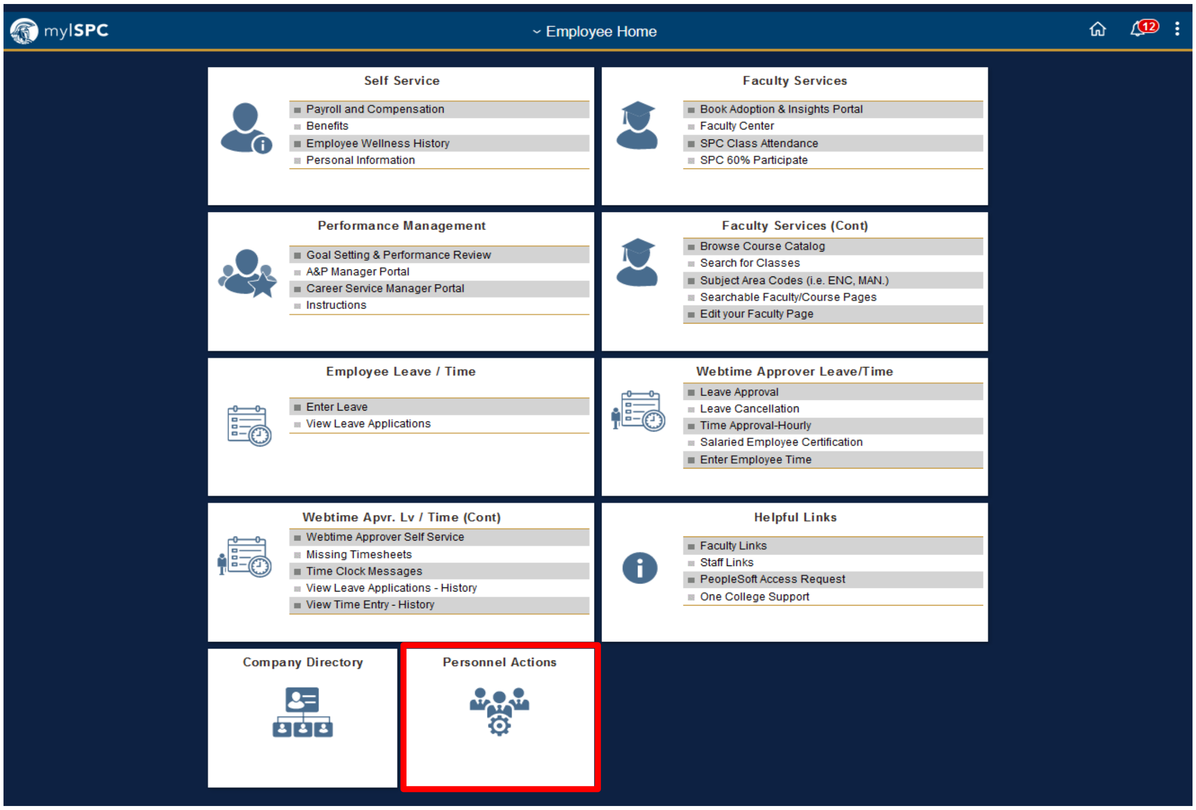
How to Submit a **Request New Position** in PeopleSoft

Before you start	
When to use?	Use this document as a guide to submit a Request New Position for ✓ Budgeted employees
Who should use it?	✓ Managers in the reporting hierarchy can submit New Position request. ✓ Managers can also delegate their authority to submit New Position request to an administrator in their department.
Prerequisite	Get the Position details before you submit a request to create new Position.
Documents relating to this process	<Link to New Position request Policy?>

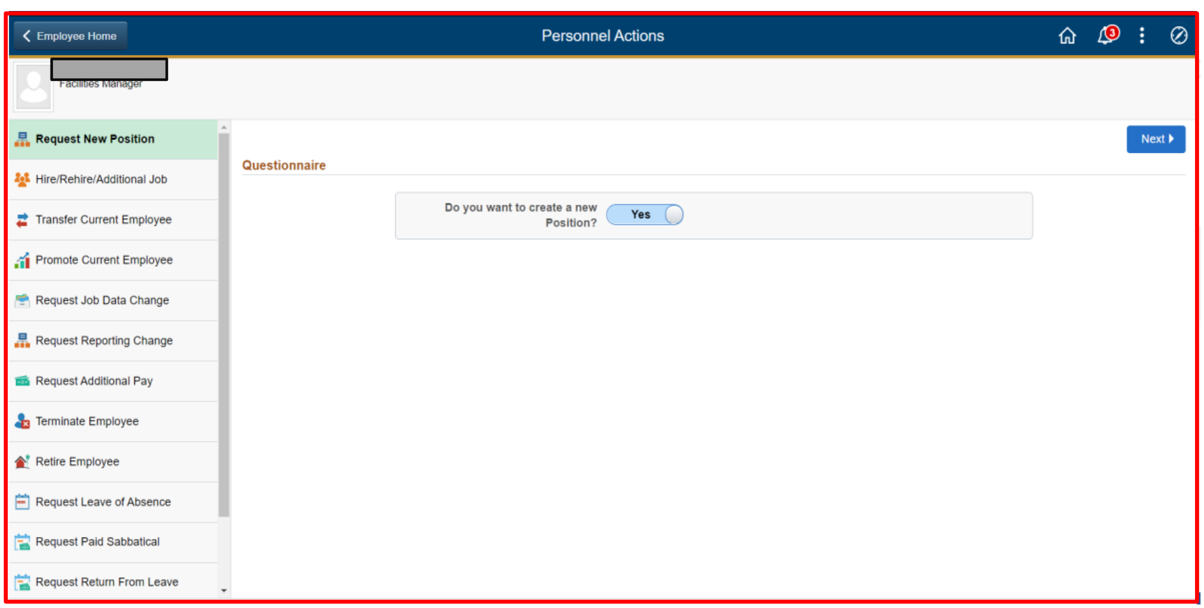
1) Open an Internet Browser and go to link - https://one.spcollege.edu/ then, use your Single Sign On (SSO) credentials to login.

2) On the "MySPC" homepage, <u>scroll down to the bottom of the page</u> and click on "Personnel Actions" tile.

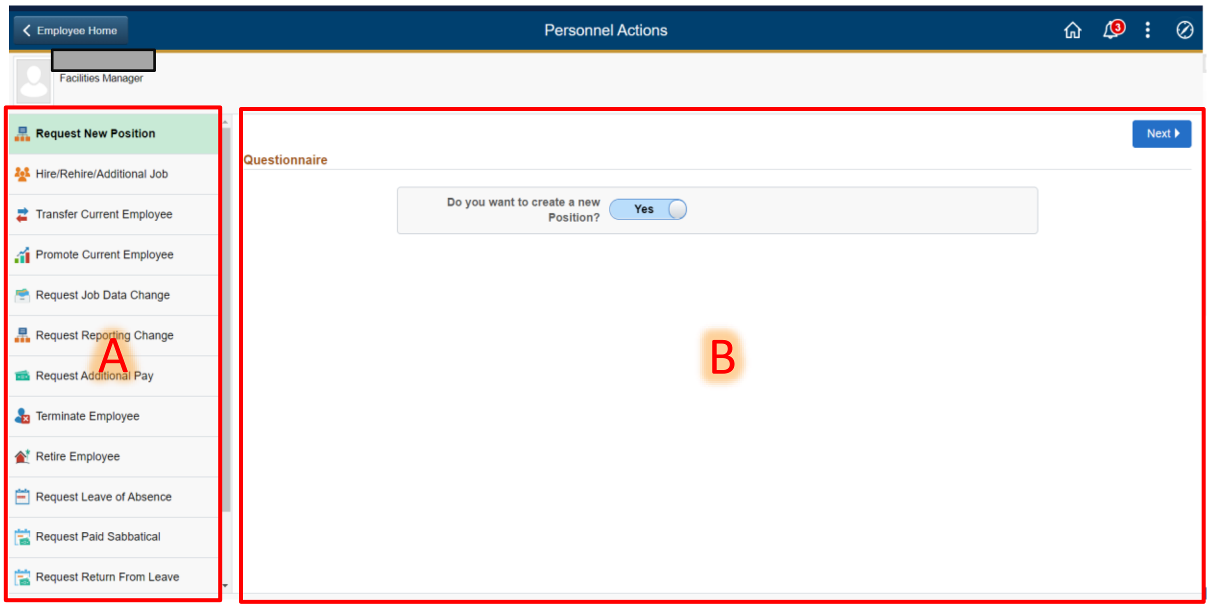
<u>Note: - Depending on security access to certain PeopleSoft areas, tiles will be aligned differently per user.</u>



3) You will be directed to the "Personnel Actions" home.



4) Familiarize with the layout of the “Personnel Actions” home.



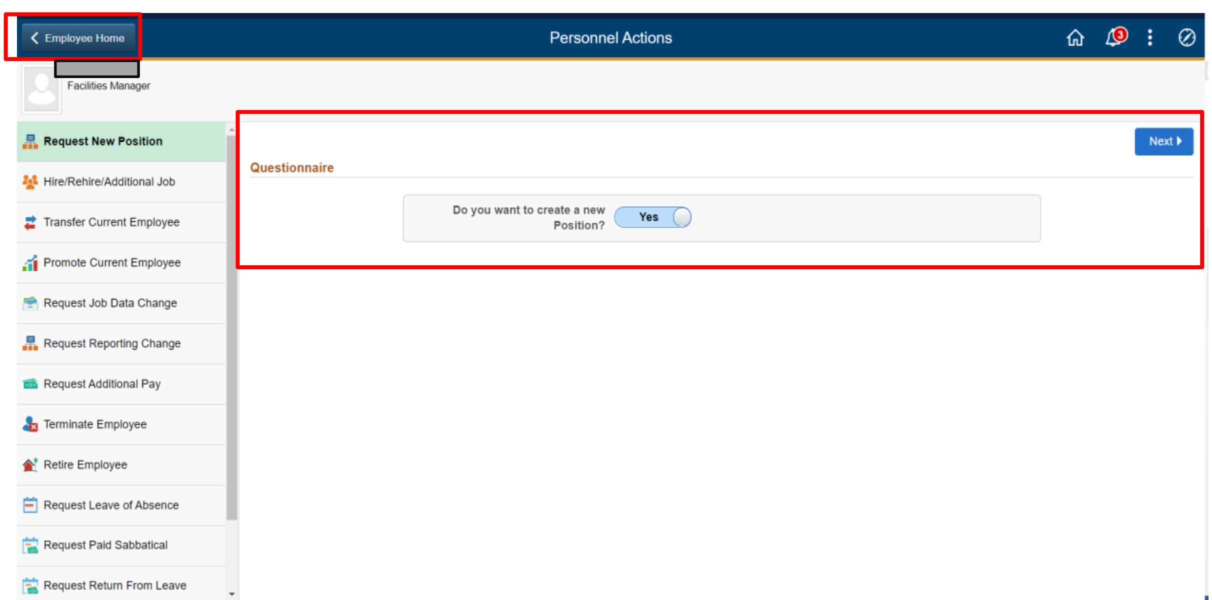
A. Left-Hand Navigation Pane – Displays the list of actions available to user. Clicking the links on this pane opens up the corresponding page on the right-hand pane.

B. Right-Hand Action Pane – Shows the pages on which user can perform the actions.

5) On the left-hand pane, click on the link “Request New Position”

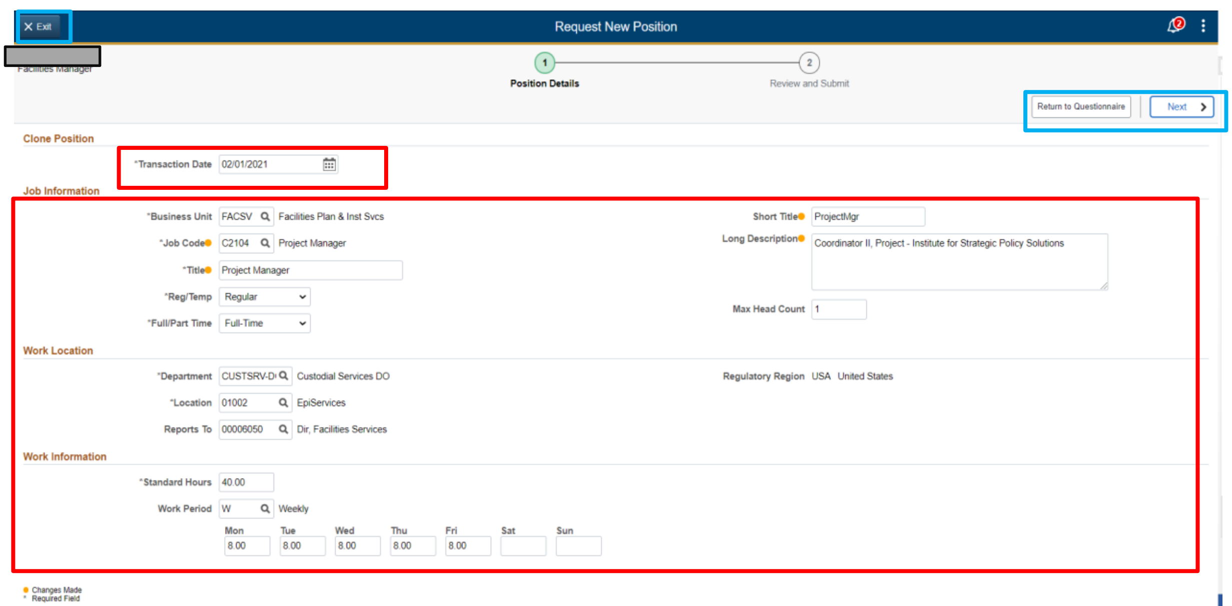
A. The right-hand pane will display the Questionnaire.

B. After answering, click NEXT to proceed.



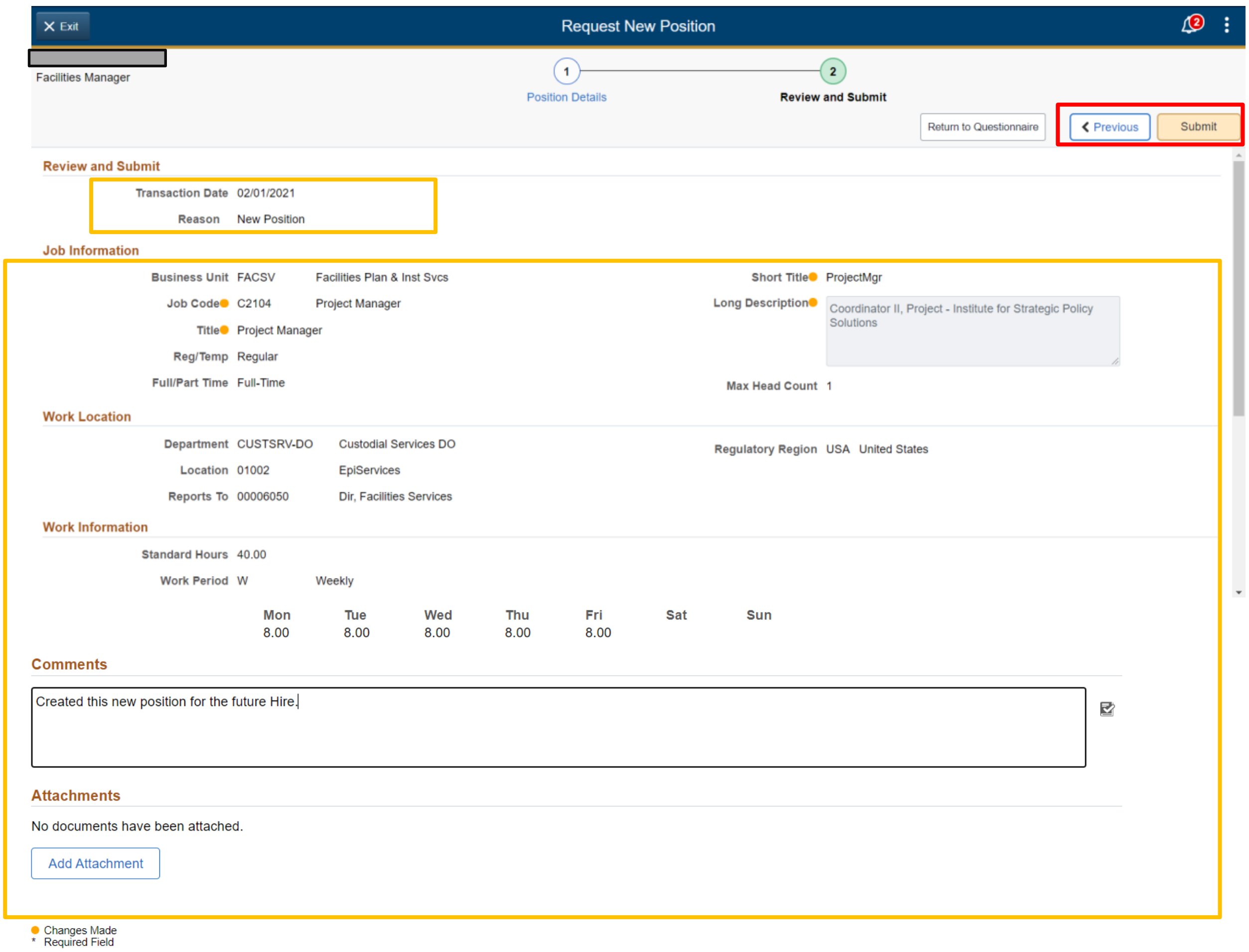
6) After answering the Questionnaire, a new request gets initiated.
   a. STEP 1 in the Request New Position enter the Job details to which the position will be created.
   b. Mandatory Fields:
      i. **Transaction Date** – Date on which the Position should become effective.
      ii. **Business Unit** – Enter the business unit this position is going to be assigned to.
      iii. **Job Code** – Select the Job Code to which the Position needs to be added to. If the required "Job Code" is not available in the list, then contact HR. **Title** field will be defaulted based on the Job Code selected.
      iv. **Reg/Temp** – Select Reg/Temp job details based on the position details.
      v. **Full/Part Time** – Select Full-Time/Part-Time based on the position's schedule.
      vi. **Department** – Select the department value to which the position needs to be added to.
      vii. **Location** – Select the location value to which the position needs to be added to.
      viii. **Reports To** – Select the reports to value of the manager to whom the position will be reporting to.
      ix. **Standard Hours** – Update standard hours based on the position's schedule.
      x. **Work Schedule** – Update the work schedule based on the hours worked during the week.

EXAMPLE -



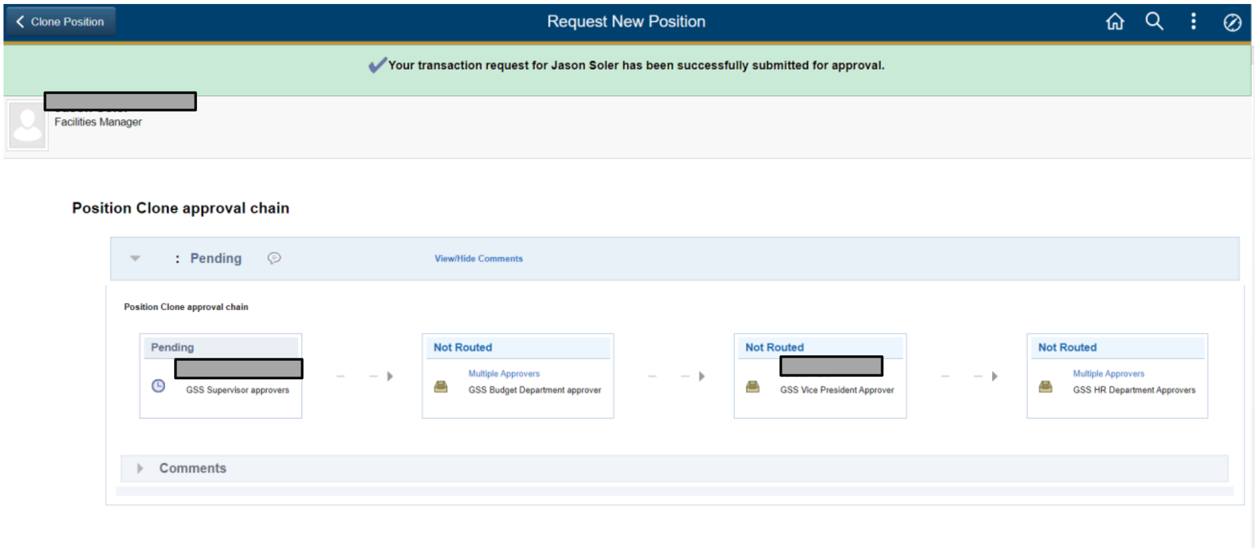
7) After entering the information as needed, click on NEXT to proceed to STEP 2.

8) STEP 2 in the Request New Position is "Review and Submit".
   a. Data fields that were added in STEP 1 are highlighted in ORANGE.
   b. Use the COMMENTS section to enter any additional information to the approvers.
   c. Use the ATTACHMENTS section to attach any supporting documents to the approvers.
   d. To change any information, click PREVIOUS button to go back to STEP 1.



9) After reviewing the information, click SUBMIT to send the request forward through the workflow approvals.
10) A standard Request New Position requires the following 4 levels of approvals.
   a. Requestor's Manager
   b. Budget Department
   c. Vice President
   d. HR Department
11) You will receive an email notification when the request is submitted for your reference.

12) When the Request New Position is submitted successfully, the page below appears showing the workflow approval process.



End of Activity