



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

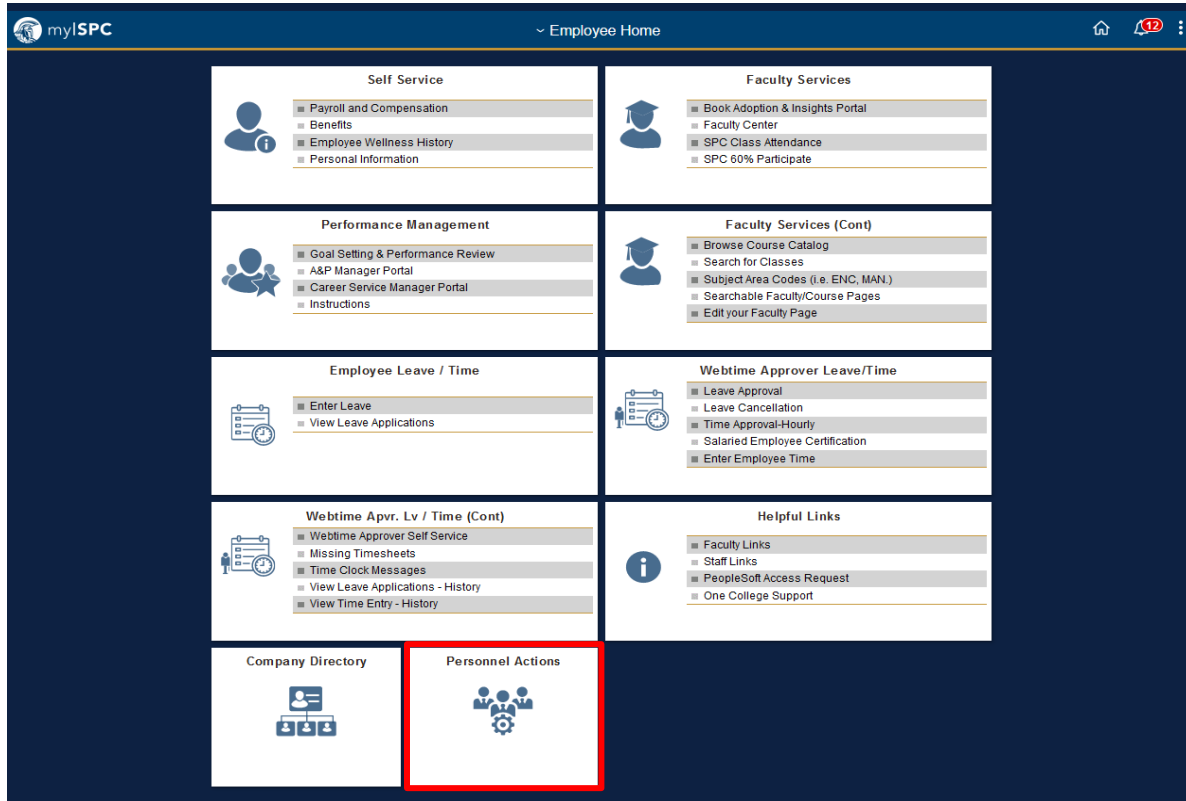
Human Resources

Before you start	
When to use?	Use this document as a guide to submit a Request New Position for <ul style="list-style-type: none"> ✓ Budgeted employees
 Who should use it?	<ul style="list-style-type: none"> ✓ 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.
 <i>Documents relating to this process</i>	<Link to New Position request Policy?>

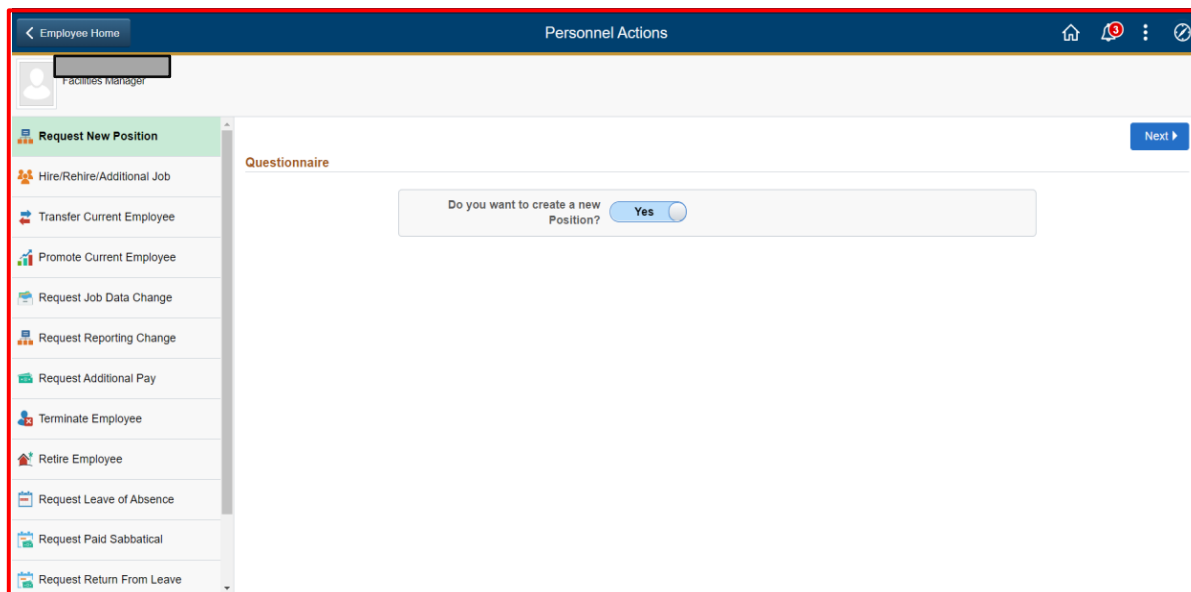
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- 1) Open an Internet Browser and go to link - <https://one.spcollege.edu/> then, use your Single Sign On (SSO) credentials to login.
- 2) On the “MySPC” homepage, scroll down to the bottom of the page and click on “Personnel Actions” tile.

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

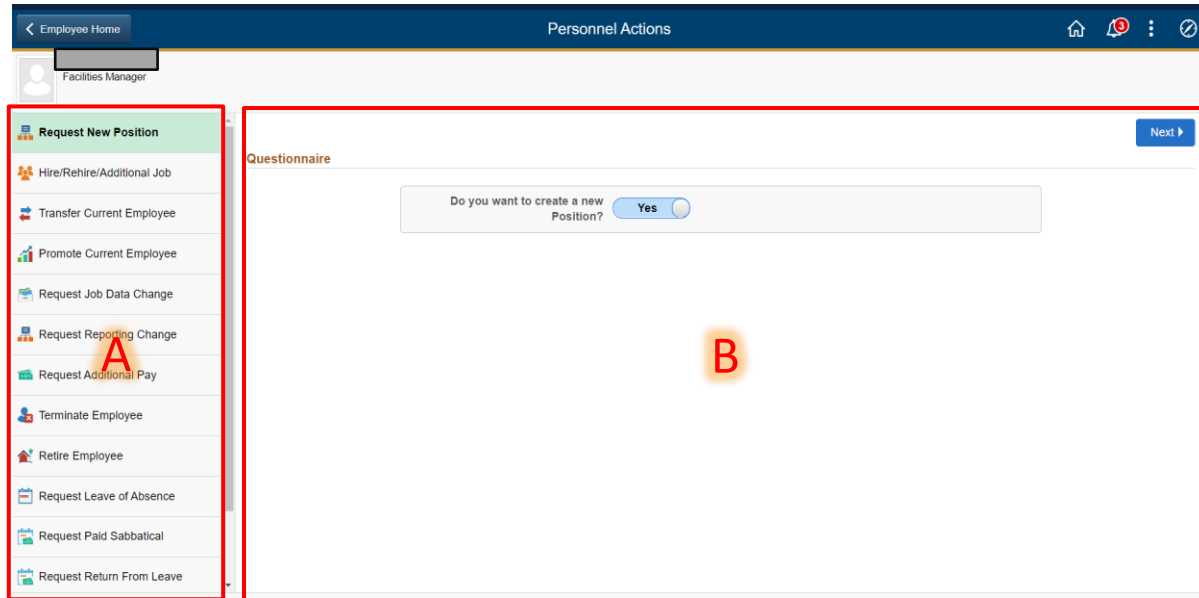


- 3) You will be directed to the “Personnel Actions” home.



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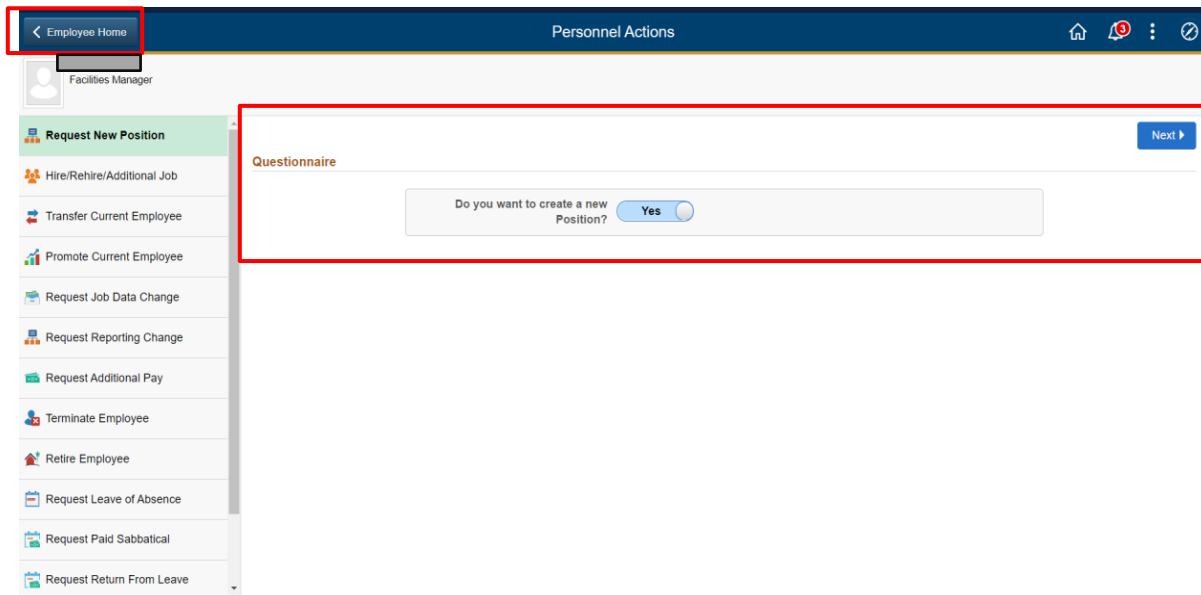
4) Familiarize with the layout of the “Personnel Actions” home.



- 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.



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- 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 -

The screenshot displays the 'Request New Position' interface. At the top, there is a progress bar with two steps: '1 Position Details' and '2 Review and Submit'. The 'Position Details' step is active. The form is organized into several sections:

- Clone Position:** Includes a 'Transaction Date' field set to 02/01/2021.
- Job Information:** Contains fields for Business Unit (FACSV), Job Code (C2104), Title (Project Manager), Reg/Temp (Regular), Full/Part Time (Full-Time), Short Title (ProjectMgr), Long Description (Coordinator II, Project - Institute for Strategic Policy Solutions), and Max Head Count (1).
- Work Location:** Contains fields for Department (CUSTSRV-D), Location (01002), Reports To (00009050), and Regulatory Region (USA).
- Work Information:** Contains fields for Standard Hours (40.00), Work Period (W), and a grid for Standard Hours by day (Mon-Sun) with values of 8.00 for Mon-Fri.

At the bottom left, there are indicators for 'Changes Made' (yellow dot) and 'Required Field' (red asterisk).

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

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

Request New Position

Facilities Manager

1 Position Details 2 Review and Submit

Return to Questionnaire Previous Submit

Review and Submit

Transaction Date 02/01/2021
Reason New Position

Job Information

Business Unit FACSV Facilities Plan & Inst Svcs Short Title ProjectMgr
Job Code C2104 Project Manager Long Description Coordinator II, Project - Institute for Strategic Policy Solutions
Title Project Manager
Reg/Temp Regular
Full/Part Time Full-Time Max Head Count 1

Work Location

Department CUSTSRV-DO Custodial Services DO Regulatory Region USA United States
Location 01002 EpiServices
Reports To 00006050 Dir, Facilities Services

Work Information

Standard Hours 40.00
Work Period W Weekly
Mon 8.00 Tue 8.00 Wed 8.00 Thu 8.00 Fri 8.00 Sat Sun

Comments

Created this new position for the future Hire.

Attachments

No documents have been attached.
Add Attachment

● Changes Made
* Required Field

- 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.
- Requestor’s Manager
 - Budget Department
 - Vice President
 - 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.

The screenshot shows a web application interface for "Request New Position". At the top, a green notification bar states: "Your transaction request for Jason Soler has been successfully submitted for approval." Below this, the user's profile is shown as "Facilities Manager". The main section is titled "Position Clone approval chain" and displays a flowchart with four steps: 1. "Pending" (GSS Supervisor approvers), 2. "Not Routed" (Multiple Approvers, GSS Budget Department approver), 3. "Not Routed" (GSS Vice President Approver), and 4. "Not Routed" (Multiple Approvers, GSS HR Department Approvers). A "Comments" section is visible at the bottom of the flowchart area.

End of Activity