

Add a Position

This action is carried out when a UF Department or College has a new position. The new position details will be entered in myUFL, through Organizational Development, and a Position Number assigned.

Security Roles

You need one of the following security roles to perform the actions described in this guide:

Originator Roles

UF_HR Department Hiring

UF_HR View/Inquiry

Level 1 Approver Roles

UF_HR_Level 1 Approver

UF_HR_APPR_POSN1

UF_HR View/Inquiry

Before you begin:

For this position action you will need the following details:

- Job Code
- Position Description (see below)
- FTE/Standard Hours

To write the new position description, go to <http://www.hr.ufl.edu/forms/default.asp#classcomp>.

The Position Description Form gives you a template. If you need any further guidance on how to write the position description contact Classification & Compensation (see below)

Procedure

1. Log on to myUFL. Click the **Main Menu** link.
2. Click the **Organizational Development** link.
3. Click the **Position Management** link.
4. Click the **Maintain Positions/Budgets** link.
5. Click the **Add/Update Position Info** link.
6. On the initial search page, click the **Add a New Value** tab.
7. Click the **Add** button.
8. Notice that the **Reason** has populated to NEW.
9. You can enter the **Effective Date** or you can use the calendar to look up.
10. Next you need to enter the **Job Code**. If you are not sure of the job code, details can be found at http://www.hr.ufl.edu/class_comp/classification/default.asp or contact Classification & Compensation
11. The Job Code information has populated. Check the **Full Time/Part Time** details are correct and change if necessary.
12. Enter the Department ID.
13. Click the **Detailed Position Description link**.
14. You can use the **Position Description Form** to copy and paste a brief description of the position.
15. Click the **OK** button.

16. Check the **Salary Plan** Information is correct. Change the **Standard Hours** if necessary. Check that the Full Time/Part Time field above matches your Standard Hours.
17. Select the **Uf Hr Position Dta** tab.
18. Check all relevant boxes in the Health Assessment section. If no health assessments are required,
19. check the **No Requirements for Position** option.
20. An alert message will appear if No Health Requirements has been checked. If your selection is correct, click the **OK** button.
21. In the **Non Health Related Requirements** section, check any background checks required.
22. Select the **Specific Information** tab.
23. Click to expand the **Education and Government** section.
24. Enter the FTE for the position.
25. Click the **Save** button.
26. You may see a warning note regarding the Report To field. If you need to enter this, go back and do so. If not, you can ignore the warning and click **OK**.

You have now completed entering the new position details, and the new position number is now shown on the screen.

The position action must now move to workflow (approval).

Initiate the approval process workflow for the position action

After completing a position action, you will need to initiate workflow (approval process). A position action that is completed and saved becomes effective, only after it is approved by Level 1 and Level 2 Approvers.

1. Using the navigation breadcrumb trail at the top of the page, click the **Position Management** tab.
2. Click the **UF_HR_APPR_POSN_GBL** link.
3. The position number has populated in the search screen.
4. Click the **Search** button.
5. Enter the comments into the **More Information** field to assist the approval process.
6. Click the **Save** button.
7. Click the **OK** button to send the position action for approval.
8. To check the status of your position action at any time, navigate to **Organizational Development Position Management > Maintain Positions/Budgets > Add/Update Position Info**
9. Search for your **Position Number**
10. Check the **Effective Date**. If it still shows 9999 the action is still pending approval. If the date has changed to the current year, your action is approved.

You have now completed the position action to add a position within a Department or College. Further information can be found on the Classification & Compensation website at http://www.hr.ufl.edu/class_comp/default.asp

If you need help with:

- Technical issues contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.
- Policies and directives, contact Classification & Compensation at 392-392-2477.