Overview

● This job aid is intended for HCM Initiators who create new Job and Job Profiles and HCM Initiators who create new Positions.

● This job aid will cover:
  o How to create a new position

● This should only be done when it's a brand new position number that does not yet exist in iO. (Existing position numbers should already be loaded into iO.)

Table of Contents

Page 2: Navigate to Workforce Structures
Page 3: Create a New Position
1. **Navigate to Workforce Structures**

1. You can navigate to Workforce Structures two different ways:

   a. (Option 1) From the iO Home Page, select the **My Client Groups** tab.

     i. In the Apps directory, select **Workforce Structures**.

   b. (Option 2) Click on the **Navigator** on the top left of the home screen.

     i. Select **Workforce Structures** from **My Client Groups**.
2. Create a New Position
   1. From the Workforce Structures page, navigate to Manage Positions from the Workforce Structures menu.
      a. Select Manage Positions from the Workforce Structures menu.

![Manage Positions Menu](image1)

2. Click on Manage Positions then select the + Create button on the Manage Positions page.

![Manage Positions Page](image2)

   a. Enter position basic details: Effective Start Date, Business Unit, Name and Code.

![Create Position Basic Details](image3)

*Effective Start Date*: Type date or use calendar to select the date.
*Business Unit*: GENERAL
*Name*: For a budgeted position, the position name is the title of the position (Example: Professor).
*Code*: The position number

For budgeted positions, obtain the position number from the budget office. The number will be followed by "-00". (Example: 453657-00).
**Action Reason:** Skip this; no reasons loaded at this time.

b. Scroll to the top of the page, select **Next**.

3. Enter the following in the **Position Description** region on the **Position Details** page:

   **Note:** Full Time or Part Time and Regular or Temporary are Auto populated from the **Job** value.

   b. Enter the following in the Hiring Information region: *Hiring Status (should be approved), *Type, *FTE, *Head Count, and *Overlap Allowed.

   **Note:** Budgeted positions typically have a Head Count of one. The Overlap Allowed field designates if a position can have more than one incumbent at one time. This fields should be set to ‘Yes’.
c. Next, scroll down to **Work Terms, Standard Working Hours** and **Frequency**.

Note: For Full Time positions, **Standard Working Hours** should be 40 with a **Frequency** of Weekly.

*Please note*: **Grade** is auto populated from the Job value.
d. Scroll to the top of the page, click **Next**, until you arrive at the Review page.

4. Review all information on the Review page. Then, select **Submit**.

*Please note:* Workflow will be triggered for this transaction.

a. Click **Yes** on the confirmation page.