Position Authorization Creation

**User Groups:** Hiring Manager, Chair or Director, Department Support, Human Resources

**Purpose:** This process creates a Position Authorization giving authorization to fill a position

Click **JOBS** tab

Click **Create New Position Authorization**
Choose a job template to preview under “Available Job Templates.”

Job templates are created using an approved position description included on the Faculty Position Request Form. If changes are needed, contact Lisa Meyer in the Provost Office to revise the description. If you don’t see your job template listed, Lisa Meyer may not have received the description to load or you may not have the correct permissions to see the template.

Click ➔ Continue
Working Title page – Click ➡ Continue
Do not make any changes to the Job Title and Public Posting Pay Grade.

Position Forms page – Click ➡ Continue
Do not make any changes to the forms selected.
Click on the Position Authorization Form line

Complete Position Authorization Form Fields
Do not change prepopulated fields.
Complete all relevant fields. (* fields are required)

College – select appropriate college from drop down menu
School – select appropriate school from drop down menu

Rank – prepopulated
Title – prepopulated
Work Location – select appropriate campus from drop down menu
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Prepopulated</td>
</tr>
<tr>
<td>Classification</td>
<td>Prepopulated</td>
</tr>
<tr>
<td>Desired Start Date</td>
<td>Complete if you have an expected date of hire. Otherwise, leave blank.</td>
</tr>
<tr>
<td>Salary Type</td>
<td>Prepopulated</td>
</tr>
<tr>
<td>AA Group</td>
<td>Do not make changes</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>Prepopulated</td>
</tr>
<tr>
<td>Opportunity type</td>
<td>Prepopulated</td>
</tr>
<tr>
<td>Job type</td>
<td>Prepopulated</td>
</tr>
<tr>
<td>Minimum Required Degree</td>
<td>Prepopulated</td>
</tr>
<tr>
<td>Reference Notification</td>
<td>Prepopulated</td>
</tr>
<tr>
<td>Requisition Number</td>
<td>Prepopulated</td>
</tr>
</tbody>
</table>

![Image of the form](image_url)
Select designated **Hiring Manager, Chair or Director** from a list by clicking 🖱️. Select staff member to be assigned Hiring Manager, Chair or Director role and click ✅ Select User.

Scroll the list of those defined Hiring Managers. If you do not see a staff member that should be listed, please contact Human Resources (372-8421) to assign security.

Select designated **Search Committee Chair** from a list by clicking 🖱️. Select staff member to be assigned Search Committee Chair role and click ✅ Select User.

Scroll the list of available staff members with the Search Committee Chair role. If you do not see a staff member that should be listed here, please contact Human Resources (372-8421) to assign security.
Select designated **Department Support** from a list by clicking 📚. Select staff member to be assigned Department Support role and click 🔄 Select User.

The Department Support role should be the person helping the department facilitate the search and will need to see all information associated with this search. They will have the ability to move the applicants through the processes.

Scroll the list of defined Department Support. If you do not see a staff member that should be listed here, please contact Human Resources to assign security. If you are the department support person and you do not fill in this field, you will not be able to see the job once submitted.

Select designated **Search Committee Members** from a list by clicking 📚. Select staff members to be assigned committee member role and click 🔄 Select User. Repeat until all committee members are selected.
Supervisor – list name of supervisor of this position

Contact person – list name of department contact person that Lisa Meyer may contact to discuss job search. Most likely this is the same as the Department Support or Hiring Manager defined above.

Contact Phone Number – list campus phone number of listed contact person

Enter the diversity of the members of the search committee. Each field must have a value assigned. Enter “0” if there are fields without representation from members of the search committee.

FMS Requester - enter name of staff member for Human Resources to contact for billing of background checks

Department # - select department number for background check expenses

Fund # - enter fund number for background check expenses

SpeedType # - enter SpeedType for background check expenses

Reason for Opening – select from drop down menu
**Incumbent** – enter person who last held the position

**Position Number** - enter position number

**# of Positions**: enter number of positions to be filled using this search

**Grant Funded** – select if position is grant funded

---

**Position Length** – select the position length

**AAUP Eligible** – prepopulated
Faculty Recruitment Area—select appropriate recruitment area
National Professional Publications/Regional Newspapers/Local Newspapers/Other Sources—check boxes of selected resources to use for advertisement
Additional Efforts—type in appropriate box for other recruitment efforts

Click  Save and Continue
Review the Posting Details – if revisions are needed, please contact Lisa Meyer.

Select  >  Continue to Funding Information
**Funding Information** – complete all fields relevant to position

**Salary Range** – required field – enter salary range

**Stipend** – complete if known

**Funding Sources** – choose appropriate source

**Additional Budget Notes** – text field to type any notes needed related to funding

**Position Number** – prepopulated from previous page

**Funding Amount available by Director of Budgets** – Director of Budgets may confirm funding amount

**Position Number confirmed by Director of Budgets** – Director of Budgets may confirm position number

- ✔ Submit - Continue to Approval Set-Up

Click
Assign a staff member for each Approvers* using the drop down menu.

- Hiring Manager, Chair or Director
- Assistant/Associate VP/Dean or Director
- University Director of Budgets – leave as Group Approval
- HR Equity & Diversity Officer– leave as Group Approval
- Provost Office – leave as Lisa Meyer

If you do not see a staff member that should be included on the list, please contact Human Resources to have their security changed.

Click **Save**
*If you need to add another level of approver, complete the following steps:

1. Click **Edit Approvers**
2. Select desired approver from left table
3. Click > arrow to move selection to the right table
4. Click > to move approver to desired slot on the list
5. Click **Save**
6. Click **Close**

Remember to assign Approver to the new added approver field and Click **Save**

Once you click **Save**, you will receive the following message in the orange row above approvers “Approvers updated successfully”
This will trigger an automatic email to the first approver asking them to approve the Position Authorization Form. Once they approve the form, emails are sent to the next approvers in order until all approvers have approved the form.

If you leave the Position Authorization form process before finishing all fields and need to go back in and complete by clicking the ‘Jobs’ tab

Click on the ‘Job Title’
Click ‘Forms’ tab

Click ‘Continue’