Position Authorization Creation (Administrative & Classified PP)

User Groups: Hiring Manager, 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 JAQ or classified position description. For Administrative positions, if changes are needed, the JAQ must be revised and updated before the changes can be made to the job template. Contact Pat Kelly in Human Resources to make changes to the JAQ. If you don’t see your job template listed, HR may not have received the JAQ/description to load or you may not have the correct permissions to see the template.

Click ☞ Continue
Click ➢ Continue

Do not make any changes to the Job Title. Confirm the Public Posting Pay Grade as this is what will appear to applicants when they view the job opening. If this is incorrect please call HR to confirm grade.

Position Forms page – Click ➢ Continue

Do not make any changes to the forms selected.
Click **Start** on the Position Authorization Form line

Complete Position Authorization Form Fields

Do not change prepopulated fields.
Complete all relevant fields. (* fields are required)

**Title** – prepopulated

**Work Location** – select appropriate campus from drop down menu

**Department** – prepopulated

**Classification** – prepopulated

**Salary Type** – prepopulated
Select designated **Hiring Manager** from a list by clicking 🚀. Select staff member to be assigned Hiring Manager 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 to assign security.

Select designated **Search Committee Chair** from a list by clicking 🚀. Select staff member to be assigned committee chair role and click ✔️ Select User. Even if you do not have a search committee, please list the person leading the search process.

Scroll the list of defined Search Committee Chair. If you do not see a staff member that should be listed here, please contact Human Resources 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.

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.

**AA Group** – do not make changes  
**Pay Grade** – prepopulated  
**Opportunity type** – prepopulated  
**Job type** – prepopulated  
**Minimum Required Degree** – prepopulated
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.

**Desired Start Date** – complete if you have an expected date of hire. Otherwise, leave blank.

**Requisition Number** – prepopulated

**Supervisor** – list name of supervisor for this position

**Contact person** – list name of department contact person that Human Resources 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. If you are not using a search committee, you must enter 0 in each of the categories.

**FMS Requestor** - enter name of staff member for Human Resources to contact for billing of advertisement
**Department #** - select department number for advertisement & background check expenses
**Fund #** - enter fund number for advertisement and background check expenses
**SpeedType #** - enter SpeedType for advertisement and background check expenses
Reason for Opening – select from drop down menu
Incumbent – enter person who last held the position – if New position, enter ‘New’
Current Position # - enter position number (Contact Human Resources if you are unsure of number)
# of Positions: enter number of positions to be filled
Grant Funded – select if position is grant funded
Position Length – select the position length
For part-time positions enter the Total Hours Per Week the employee will be working. Please note part-time staff members cannot work over 24 hours per week.

Recruitment length – select appropriate recruitment length
Resources – enter recruitment resources desired into the text box – you may also type special instruction in this box if you would have information to relay to approvers regarding search terms. Leaving this box without resources may delay the posting.

Click Save and Continue
Select **Diversity Statement** question by clicking the drop down menu and click ‘Save & Send Continue’

Review the **Posting Details** – if revisions are needed, please contact Human Resources. Typically these are set prior to creating the Position Authorization. For purpose of ads placed in printed publications, the Position Summary section will be used.

Select ➔ Continue to Approvals
**Funding Information** – You may provide budget information that will be seen by the Director of Budgets. Click ▶️ Submit

![Position Authorization Form - PP (A&C)](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>00008888</td>
</tr>
<tr>
<td>New Position Number Needed</td>
<td>- Select -</td>
</tr>
<tr>
<td>Position Number(s) for this posting</td>
<td></td>
</tr>
<tr>
<td>Additional Budget Notes</td>
<td></td>
</tr>
<tr>
<td>Funding amount available confirmed by Director of Budgets</td>
<td></td>
</tr>
</tbody>
</table>

**Created By**  
No form notes
Assign a staff member for each Approvers* using the drop down menu.
Dean/Associate/Assistant Vice President – assign as appropriate
Director of Budgets – leave as Group Approval
Divisional VP or Cabinet Member – assign as appropriate
HR Equity & Diversity Officer – leave as Group Approval
HR Admin – leave as Group Approval

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

*If you need to add another level of approver complete the following steps:
Click Edit Approvers (1)
Select desired approver from left table (2)
Click arrow to move selection to the right table (3)
Click to move approver to desired slot on the list (4)
Click Save (5)
Click Close (6)
Remember to assign Approver to the new added approver field and Click **Save** (7)

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 it - click the ‘Jobs’ tab
Click on the ‘Job Title’

Click ‘Forms’ tab

Click ‘Continue’