HRFE– Position Creation & Maintenance

Academic Hourly

Overview

To support the process of categorizing academic hourly positions/jobs, departmental users will need to follow the steps below to modify an existing academic hourly position or create a new one.

Before creating a new position, determine if there is an existing vacant position that can be reused. You should re-use an existing vacant position when either of the following applies:

> The vacant position and the job have the same P-class, Title, Position Descriptors, etc.

> The vacant position and the job belong to the same employee group (HA), even if the P-class, Title, Position Descriptors do not match exactly.

Determine which category of academic hourly has the greatest number of jobs in the unit and where possible, use an existing position, making the changes below. For the remainder of the jobs in the unit, set up 1, 2, or 3 new positions (depending on whether the unit has jobs that fit in each of the other categories).

If you need to modify an existing position, go to HRFE and select Position Creation & Maintenance from Transactions,

1. Enter Position number to be modified
2. In the Position Class field, select the appropriate Position Class from the drop down list;
    a. Administrative BFBAA (OTHAC HRLY ACPRO)
    b. Clinical BFBFA (OTHAC HRLY ACPRO CLNCL)
    c. Research BFBGA (OTHAC HRLY ACPRO RSRCH)
    d. Teaching (faculty) BFBHA (OTHAC HRLY ACPRO TEACH)
3. In the Position Title field, enter the Position Title
    a. ACADEMIC HRLY ADMIN
    b. ACADEMIC HRLY CLNCL
    c. ACADEMIC HRLY RSRCH
    d. ACADEMIC HLRY TEACH
4. Select BUDGET ORG, if needs changed
5. Update Position Labor Distribution, if necessary
6. Save
7. Route
8. Take Ownership (at top of Position form)
9. Review Position data & edit fields, as necessary
10. Apply

11. Receive message at top of form "Success Applying"
12. Close

If you need to create a new position, go to HRFE and select Position Creation & Maintenance from Transactions

1. Select Create a New Position
2. Select Campus, COA, Org, and HA – Academic Hourly & Grad Hourly for employee group
3. Continue
4. In the Position Class field, select the appropriate Position Class from the drop down list;
   - Administrative BFBAA (OTHAC HRLY ACPRO)
   - Clinical BFBFA (OTHAC HRLY ACPRO CLNCL)
   - Research BFBGA (OTHAC HRLY ACPRO RSRCH)
   - Teaching (faculty) BFBHA (OTHAC HRLY ACPRO TEACH)
5. Enter the Position Title (PLEASE USE ALL CAPS)
   - ACADEMIC HRLY ADMIN
   - ACADEMIC HRLY CLNCL
   - ACADEMIC HLRY RSRCH
   - ACADEMIC HRLY TEACH
6. Select 'P' – Pooled for Type
7. Enter Position Begin Date (Must be a date on or before a person will be put into the position)
8. Enter Job Labor Distribution
   a. Index (if used)
   b. Fund
   c. Organization
   d. Account = 215200
   e. Program
   f. Activity (if used)
   g. Percent – if multiple labor distributions assigned the percent must equal a total of 100)
9. Click Add LD
10. Save
11. Route
12. Take Ownership (at top of Position Form)
13. Apply
14. Receive message at top of form - "Success Applying"
15. Close