

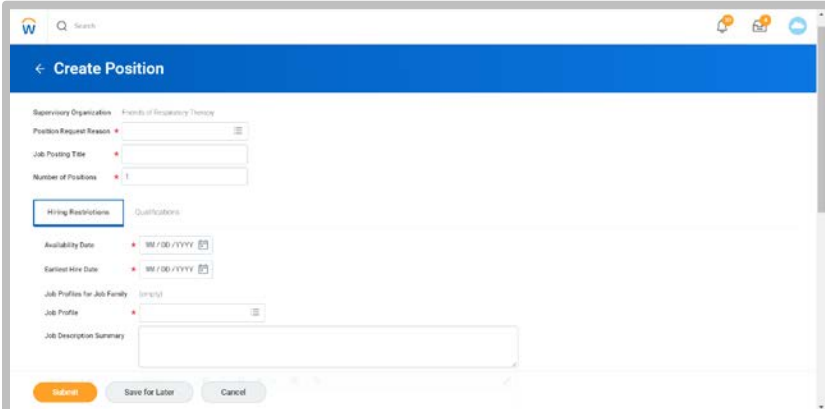
As a Business Admin, you have access to create a new position if an additional worker is being added to your department.

This job aid is intended for the Business Admin to follow only after their senior leader and Medical Center Budget/Hospital Finance has approved the compensation request and has confirmed the position is within budget.

### CREATE A NEW POSITION

1. In the **Search** field, type **Create Position**.
2. Enter the **Supervisory Org** for the position and click **OK**.
3. Complete the required fields.
  - a. **Availability Date** and **Earliest Hire Date** should be set to the current day.
  - b. **Job Profile** - select the appropriate job title from the menu
  - c. **Job Description Summary** and **Job Description** will automatically populate with information based on the selected job profile. The fields in the **Qualifications** section should not be edited.
  - d. **Location** – it is important that you select an accurate location. This will be used later for the job posting and to route tasks.
  - e. **Time Type** will determine if your new position is full time or part time.
  - f. **Worker Type** – always select Employee.

- g. **Worker Sub Type** – Regular is the standard response; with others being used when appropriate.
  - a. Regular
  - b. Regular – Fixed Term
- h. **Comments** – add any relevant notes regarding the request, as necessary.



4. **Submit**.
5. After you have submitted your position, you will be asked to **Open Change Organization Assignments**. Complete the required fields.
6. The position will route to the Finance Approver.
7. After approval from finance, the position returns to the initiating manager to assign a **Costing Allocation**. Costing allocations were previously called **Labor Distributions**. If you do not require a costing

allocation, use the gear icon to skip the task in your inbox. For more information on Costing Allocations, please see Finance job aids.

8. After all approvals, the manager may then create a job requisition for the new position.