University of West Georgia | Center for Business Excellence

Creating a Temporary Staff Position

1. Upon login, Initiator will default to the **Applicant Tracking** (blue background) homepage as an **Employee**.
2. Select **Position Management** in the right hand dropdown. This will change your background color to orange.
3. If you are initiating a position request on behalf of a Supervisor, select **Initiator** as your user role. If you are a **Supervisor** who is also the initiator, you will select the role of **Supervisor**. This role can also initiate actions.
4. You will now receive a message confirming the group you are viewing the system as.
5. Hover over the **Position Descriptions** tab and select the **Staff** link.
6. Click on the **Create New Position Description** button.
7. Click on the **New Budgeted Position Description** link.
    a. On the initial page you have the ability to enter a **Position Title**. Please make sure that your position title always starts with "Temporary" (ex. Temporary, Custodian – Associate). Your **Division** and **Department** should already be displayed unless you are an Initiator for multiple departments. In this case, you would need to select the appropriate division and department from the drop down. Click the **Start Position Request** button. Initiator does have the ability to clone an existing position description. You will only be able to clone for positions that you currently have authority for.
8. Enter **Justification of Need**. Note the list of "pages" in the left column. Click **Next**. Each time you click **Next** or **Save**, the page and all pages before it are saved.
9. Select the appropriate **Classification** from one of the 10 classification titles listed below:
    a. Temp – Administrative/Professional – Exempt
    b. Temp – Other Professional – Exempt
    c. Temp – Office/Clerical – Exempt
    d. Temp – Office/Clerical – Non-Exempt
    e. Temp – Technical/Paraprofessional – Non-Exempt
    f. Temp – Skilled Crafts – Exempt
    g. Temp – Skilled Crafts – Non Exempt
    h. Temp – Service/Maintenance – Exempt
    i. Temp – Service/Maintenance – Non-Exempt
10. You are able to filter these results to search for a particular classification by entering the word "temp." Select the appropriate radio button. For additional details please refer to the BCAT Crosswalk on the HR website. Click **Next**.
11. Enter all position details. All fields indicated with a red asterisk (*) are required fields. Other fields are optional. Click **Next** when all information has been entered.

a. Position Type – temporary
b. Position Title – (ex. Temporary – Department Assistant)
c. BCAT – the BCAT will populate based on temporary classification title selected.
d. Pay Group – select from the dropdown list
e. FLSA – select from the dropdown list
f. How many positions does this position supervise – this should be a number and whether the employees are regular or student/temporary employees.
g. Nature of Work – The first two lines of this field should state **"This is a temporary, non-benefited position that will start on ______ and end no later than _____. This position will work approximately X number of hours per week."**
h. Preferred Qualifications
i. Salary
j. Budget Amount for Position
k. Number of Hires Requested for Position Title
l. Funding Source
m. Estimated Hiring Date
n. Replacement or New Position
o. Name of Employee Being Replaced
p. Special certification or license required
q. Physical requirements or working conditions
r. List budgetary responsibilities
s. Types of decisions this position will make
t. Minimum qualifications
u. Required qualifications
v. Post Position? Indicate yes or no as to whether the position is to be posted. **All temporary positions with employment periods that exceed 3 business days must be posted through PeopleAdmin**.

12. Click the **Add Primary Duties and Responsibilities Entry** button. Enter the Percentage of Total Time and the Responsibility or Duty associated with that percentage of time. Percentages should total 100%. Continue to click the **Add Primary Duties and Responsibilities Entry** button to add additional entries. Click **Next**.
13. **Supervisory Responsibilities** is where you will indicate if the position will have supervisory duties and for whom those duties will be for. Please check the fields that apply. All fields require a selection. Please select Not Applicable if this does not apply. Click **Next**.
14. On the **Supervisor** page, select the appropriate supervisor for this position. By selecting "filter these results", a type in search field will appear, use this area as needed to populate the appropriate supervisor. Click **Next**.

15. On the **Applicant Documents** page, please indicate the applicant documents that will be optional and required. Click **Next**.
16. The **Position Summary** page will be an opportunity for you to make a final review of the data entered. If a position was cloned and changes were made, the user will see the data that was "Currently" within the position and the data that has been updated or changed. Initiator can click on the **Edit** link to make any final edits.
17. All fields should have a green circle with a checkmark indicating all required fields have been completed. An orange circle with an exclamation point indicates that a required field is not completed. The Initiator must click on the **Edit** link and correct the information before submitting.
18. Next, click on the **Take Action on Position Request** and submit the action to the next level approver. (If you are an initiator it should go to the Supervisor if you are a Supervisor it should go to Human Resources Classification.)
19. Enter **Comments- this is an optional field to add notes**. *If your department already has an established temporary budget position number that you plan to use for this position, please add it here*. Remember these comments become part of the position record and should be position related. There is also a check box to add this position to your **Watch List**. Please leave this checked. Click the **Submit** button.
20. You will see a message in the information bar that indicates the "Position Request was successfully transitioned." The position has now been moved to the next level approver.
21. The transaction is available to be viewed in the **Watch List**.
22. Once the appropriate action is completed, the user may **logout** of PeopleAdmin.