

CREATE NEW/REVIEW OF A VACANT POSITION (STAFF POSITIONS)

<u>STEP 1</u>	<p>Contact the appropriate administrative authority (BA, Dean, VP/VP Designee) to conduct preliminary discussion:</p> <ul style="list-style-type: none"> • Needs of the department • Potential budget impact
<u>STEP 2</u>	<p>Human Resources, Compensation is available at 556-1540 to:</p> <ul style="list-style-type: none"> • Provide guidance and answer related questions • Clarify what the process is (next steps)
<u>STEP 3</u>	<p>Contact the appropriate administrative authority (BA, Dean, VP/VP Designee) to:</p> <ul style="list-style-type: none"> • Finalize discussions on the need for a position & potential budget impact
<u>STEP 4</u>	Complete e-PDQ and obtain appropriate signatures
<u>STEP 5</u>	Submit completed e-PDQ to Human Resources (Compensation)
<u>STEP 6</u>	<u>Compensation Analyst</u> reviews position duties and makes recommendation
<u>STEP 7</u>	<u>Coordinator Classification/Compensation</u> forwards determination letter to department via e-mail
<u>STEP 8</u>	<u>Hiring Manager</u> may begin the hiring process by selecting “create position” or “change existing vacant position” in People-Admin and attaching the determination letter
<u>STEP 9</u>	<u>Hiring Manager</u> completes the Position Budget Control (PBC) tab in People Admin and route through the appropriate approvals (i.e., hiring manager → Director → Executive → VP/Provost → Position Budget Control)
<u>STEP 10</u>	<u>Position Budget Control</u> will review, approve, & create the position in UC Flex and enter position number in PeopleAdmin, or change existing vacant position in PeopleAdmin; route the requisition to Compensation if there are no budget issues; if budget issues exist, PBC will return requisition to VP/Provost area to resolve
<u>STEP 11</u>	<u>Coordinator Classification/ Compensation or Compensation Analyst</u> review position details and forward to HR (HRSC) for approval
<u>STEP 12</u>	<u>Hiring Manager</u> will receive a system generated notification once the position has been approved for posting in People-Admin

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