

# Create a New Position



Discover a World of Opportunity™

This guide will help you do the following. Follow along for visual steps, or skip to the checklists.



Icons used in this guide:

 Refers to a step or an option that you should follow.

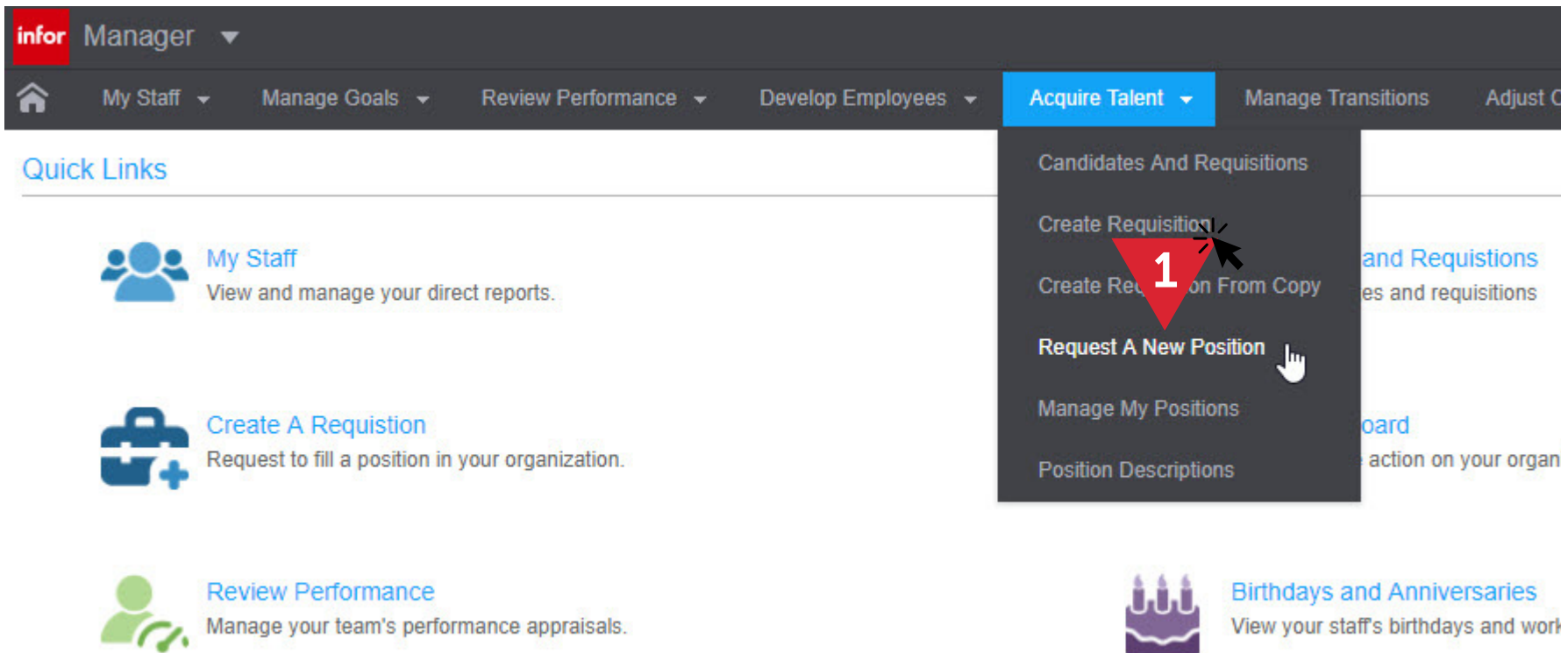
 Refers to clicking/selecting.

 Refers to typing.

# Create a New Position

Before you begin, [Log into Infor HR](#).

► **Step 1.** From Manager Space click on Acquire Talent, and then select Request a New Position.



The screenshot displays the Infor Manager web application interface. At the top, a dark navigation bar contains the 'infor' logo and a 'Manager' dropdown menu. Below this, a horizontal menu bar includes options like 'My Staff', 'Manage Goals', 'Review Performance', 'Develop Employees', 'Acquire Talent' (which is highlighted in blue), 'Manage Transitions', and 'Adjust C'. A 'Quick Links' section on the left lists 'My Staff', 'Create A Requisition', and 'Review Performance'. The 'Acquire Talent' dropdown menu is open, showing options: 'Candidates And Requisitions', 'Create Requisition', 'Create Requisition From Copy', 'Request A New Position' (highlighted with a red triangle and a mouse cursor), 'Manage My Positions', and 'Position Descriptions'. On the right side, there are links for 'Candidates and Requisitions', 'Board', and 'Action on your organ'.

# Create a New Position

- **Step 2.** Under the Manage My Positions section you should look to see if you have any positions without a current employee. If you do have positions without a current employee you should repurpose those positions before creating a new position. See the [Request Position Update \(Manager\)](#) guide for more information about the process.

## Manage My Positions

Request New Position				Request Position Update				Search			
Position	Position Title	HR Job Code		Current Employees	FTE	Active Position					
12345	SECONDARY SPECIAL EDUCATION PARA	2511	790	Campus St	1	0.875000	Yes				
12346	ELA GENERAL ASSIGNMENT PARA	1479	7	imum hours	1	0.875000	Yes				
12347	RESTORATIVE PRACTICE COORDINATOR	1603		year - NONE	1	1.000000	Yes				
12348	COUNSELING ASSISTANT II PARA	1729		imum hours		1.000000	No				
12349	SECONDARY SPECIAL EDUCATION PARA	1617	75	imum hours	1	0.875000	Yes				
12350	ELA GENERAL ASSIGNMENT PARA	1479	7	imum hours		0.875000	No				
12355	HEALTH TECHNICIAN PARA	1504		nimum hours	1	1.000000	Yes				
12351	TEACHER, SECONDARY (HIGH)	1716		year - DCTA	1	1.000000	Yes				
12352	OFFICE SUPPORT III	2461	78	ECH/DAEC	1	1.000000	Yes				
12353	TEACHER, SECONDARY (HIGH)	1716	7	ar - DCTA	1	1.000000	Yes				
12354	NURSE	1552		year - DCTA		1.000000	Yes				

Records Per Page: 20

# Create a New Position

- ▶ **Step 3.** In the Effective Date field enter today's date. The Effective Date should not be future dated.
- ▶ **Step 4.** Click the search icon to the right of the Reason field to select the Action Reason NEWPOS. Do not select RECLASSIFY; the request will be returned.
- ▶ **Step 5.** In the Proposed Position Name field, enter the name of the position you are creating. This information can be found on the job description.

Request A New Position

×

This request will be routed for approval, and if it is approved this record will be created

3

4

5

Effective Date:\*

Reason:

\* Proposed Position Name:

Enter Details For This Position

Job:\*

Finance Job Code:

Organization Unit:\*

Direct Supervisor:\*

104

PRINCIPAL, HIGH SCHOOL

Indirect Supervisor:

# Create a New Position

- ▶ **Step 6.** Click on the search icon to the right of the Job field to open a list of job codes. Use the Description field and/or the navigational arrows to narrow your search. Click the appropriate Job Code to select it.
- ▶ **Step 7.** The Finance Job Code field is automatically populated based on the job code selected.
- ▶ **Step 8.** Click on the search icon to the right of the Organization Unit field. Search for the correct Organizational Unit.

The screenshot shows a web form titled "Enter Details For This Position". It contains several input fields with search icons to their right. Red triangles with white numbers 6 through 10 point to specific search icons. Black squares with white letters 'I' are placed above the search icons for steps 6, 7, and 9. A red arrow points from the search icon in step 8 to the "Organization Unit" field. Another red arrow points from the search icon in step 10 to the "Full Time Equivalent" field.

Enter Details For This Position

Job: \* [input] [search icon]

Finance Job Code: [input]

Organization Unit: \* [input] [search icon]

Direct Supervisor: \* [input 104] [search icon] PRINCIPAL, I

Indirect Supervisor: [input] [search icon]

☐ Indirect Supervisor Is Evaluator

Location: \* [input] [search icon]

Evaluation Type: [dropdown]

Full Time Equivalent: \* [input]

Account Distributions

- ▶ **Step 9.** Click on the search icon to the right of the Location field to open the Locations list. Use the Description field or the Navigational arrows to locate the appropriate location. Click the location to select it.
- ▶ **Step 10.** In the Full Time Equivalent field, enter the budgeted Full Time Equivalent for this position (i.e., 1.0 for a 40 hr/week Employee).

# Create a New Position

- **Step 11.** The MLE/ELA Designation field is directly linked to the job code used for the position. The field only appears on this screen for school-based teaching and support positions. Use the MLE/ELA Designation dropdown to select the appropriate designation for this position. For assistance choosing the correct MLE/ELA Designation, [click here](#).
- **Step 12.** In the Account Distributions fields, enter the account distribution(s) from which this position is funded. If using multiple accounts, all lines must add up to 100%.

The screenshot shows the 'Create a New Position' form. A red triangle with the number '11' points to the 'ELA Designation' dropdown menu. Another red triangle with the number '12' points to the 'Account Distributions' table. The form includes fields for 'Location', 'Evaluation Type' (set to 'LEAP'), 'Full Time Equivalent', and 'ELA Designation'. The 'Account Distributions' table has columns for 'Dst Co', 'Dist AU', 'Dist Acct', 'Sub', 'Percent', 'Activity', and 'A'.

	Dst Co	Dist AU	Dist Acct	Sub	Percent	Activity	A
Account 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account 4:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account 5:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## ELA Designation Field Choices

ELA-E  
ELA-S  
ELA-T  
ELA-S Secondary Resource  
ELA-S/ELA-E Classroom (Spanish & English)  
ELD Secondary  
ESL Resource  
ELS Resource-Spanish Qualified

## Note

*HR Use Only: ELA-E (ELA-S Waiver) and HR Use Only: Small TNLI are options in the ELA Designation drop down, but they should never be used by managers.*







# Create a New Position

- ▶ **Step 13.** In the Describe the Position field, enter the description of the job, specifically why you are in need of this new position. In the List The Responsibilities Of This Position field, enter this position's responsibilities. These can be found in the job description.
- ▶ **Step 14.** In the Provide Other Information Helpful In Understanding This Position field, enter any information that would be helpful to Compensation or Data Management in understanding your need for this position. In the Comments About This Position Request field, enter any additional information that would assist you in the posting process.

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I







Describe the Position

H2 H3 normal |  **B** *I* U |    |  

14

I

Provide Other Information Helpful In Understanding This Position

H2 H3 normal |  **B** *I* U |    |  

Comments About This Position Request

## Infor Human Resources Step-by-Step Check Lists

### Step-by Step Check List Create a New Position

- ☐ 1. Log into [thecommons.dpsk12.org](https://thecommons.dpsk12.org)
- ☐ 2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
- ☐ 3. Select The Visit button under Employee Space.
- ☐ 4. Log into Infor HR using your DPS username and password.
- ☐ 5. Access Manager Space.
- ☐ 6. From Manager Space click on Acquire Talent, and then select Request a New Position.
- ☐ 7. In the Effective Date field enter today's date. The Effective Date should not be future dated.
- ☐ 8. Click the search icon to the right of the Reason field to select the Action Reason NEWPOS. Do not select RECLASSIFY; the request will be returned.
- ☐ 9. In the Proposed Position Name field, enter the name of the position you are creating. This information can be found on the job description.
- ☐ 10. Click on the search icon to the right of the Job field to open a list of job codes. Use the Description field and/or the navigational arrows to narrow your search. Click the appropriate Job Code to select it.
- ☐ 11. The Finance Job Code field is automatically populated based on the job code selected.
- ☐ 12. Click on the search icon to the right of the Organization Unit field. Search for the correct Organizational Unit.
- ☐ 13. Click on the search icon to the right of the Location field to open the Locations list. Use the Description field or the Navigational arrows to locate the appropriate location. Click the location to select it.
- ☐ 14. In the Full Time Equivalent field, enter the budgeted Full Time Equivalent for this position (i.e., 1.0 for a 40 hr/week Employee).
- ☐ 15. The MLE/ELA Designation field is directly linked to the job code used for the position. The field only appears on this screen for school-based teaching and support positions. Use the MLE/ELA Designation dropdown to select the appropriate designation for this position. If you have any questions about whether this is an MLE/ELA designated position, [click here](#).
- ☐ 16. In the Account Distributions fields, enter the account distribution(s) from which this position is funded. If using multiple accounts, all lines must add up to 100%.
- ☐ 17. In the Describe the Position field, enter the description of the job, specifically why you are in need of this new position. In the List The Responsibilities Of This Position field, enter this position's responsibilities. These can be found in the job description.
- ☐ 18. In the Provide Other Information Helpful In Understanding This Position field, enter any information that would be helpful to Compensation or Data Management in understanding your need for this position. In the Comments About This Position Request field, enter any additional information that would assist you in the posting process.