

How to Set up Summer Hires Position Data

Introduction

Summer Hires for Non-Staff Positions (ie: Faculty and Academic Professionals) will require a new position with the new Summer/Winter Job codes. Summer/Winter jobs will be classified as ST Temp (Short Term Temporary). These jobs are considered non-benefits eligible Additional Jobs. It is not the Academic contract job. The Summer/Winter job codes are:

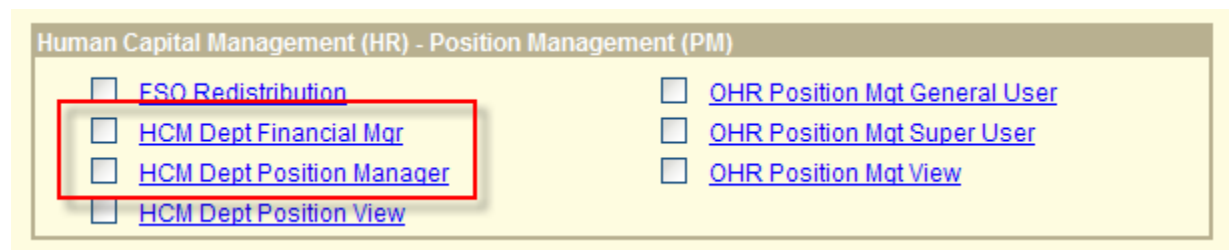
- SUM/WTR Faculty - Teaching (897900)
- SUM/WTR Faculty - Research (897901)
- SUM/WTR Faculty - Other (897902)
- SUM/WTR AP - Teaching (894900)
- SUM/WTR AP - Research (894901)
- SUM/WTR AP - Other (894902)

Security

You will need two roles in order to process Position Data. You can request them at:

<http://www.asu.edu/oasis/support/Access.html>

The roles you need are:



Human Capital Management (HR) - Position Management (PM)

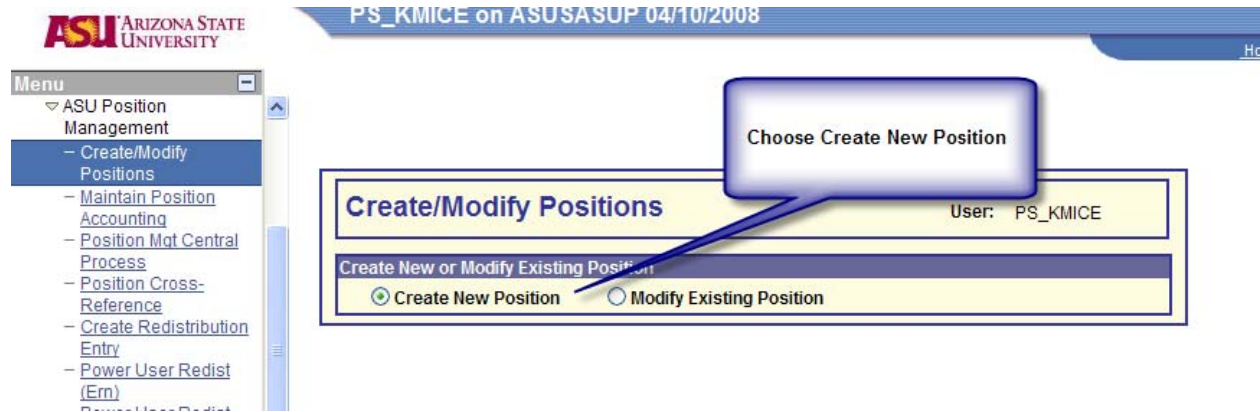
<input type="checkbox"/> ESO Redistribution	<input type="checkbox"/> OHR Position Mgt General User
<input type="checkbox"/> HCM Dept Financial Mgr	<input type="checkbox"/> OHR Position Mgt Super User
<input type="checkbox"/> HCM Dept Position Manager	<input type="checkbox"/> OHR Position Mgt View
<input type="checkbox"/> HCM Dept Position View	

Creating the Position:

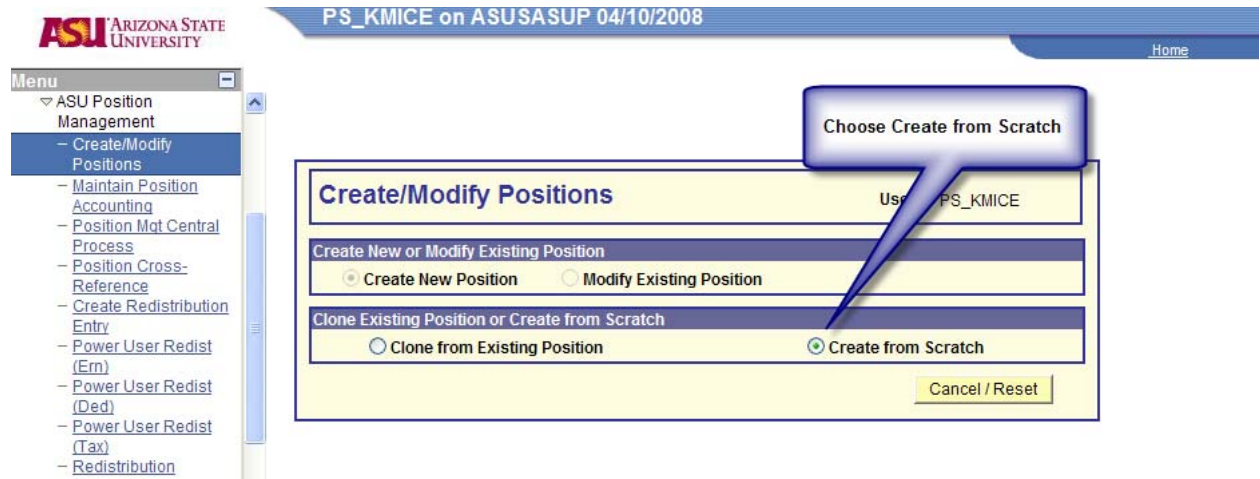
To create a position, log into PeopleSoft. Navigate to ASU Customizations>ASU HCM Custom > ASU Position Management:

Click on **Create/Modify Positions**.

Select **Create New Position**.



Then select **Create from Scratch**.



You will see the following message once this part is completed.

Position Management Information

i **Information Message**

Topic: New Position Number

- A new position number will be assigned on save.
- A window like this will be displayed with the new number.

The Position data page will open up for you to select the following: Empl Class and Job Code. You must choose the correct Empl Class in order to see the job code you are looking to find. The Empl Class drives which job codes you will see in the Job Code drop down menu.

Choose your **Empl Class**.

- Faculty
- Academic Professional
- Graduate (for New Hires or positions that are changing; will use existing, non SUM/WTR job code)

Choose your **Job Code**. You should select the specific SUM/WTR job code for a summer hire position.

- SUM/WTR Faculty - Teaching (897900)
- SUM/WTR Faculty - Research (897901)
- SUM/WTR Faculty - Other (897902)
- SUM/WTR AP - Teaching (894900)
- SUM/WTR AP - Research (894901)
- SUM/WTR AP - Other (894902)

Create/Modify Positions

Create New or Modify Existing Position
 Create New Position Modify Existing Position

Clone Existing Position or Create from Scratch
 Clone from Existing Position Create from Scratch

Proposed Position Data

Position Number: NEW	Status: Not Saved
Empl Class (BOR): <input style="width: 90%;" type="text" value="Faculty"/>	<input type="button" value="Continue >>"/>
Job Code: <input style="width: 80%;" type="text" value="897900"/> <input style="width: 20%;" type="button" value="🔍"/>	
Effective Date: <input style="width: 60%;" type="text"/> <input style="width: 20%;" type="button" value="📅"/>	Effective Status: <input style="width: 80%;" type="text" value="Active"/>
Action Reason: <input style="width: 90%;" type="text" value="New Position"/>	
Detailed Title: <input style="width: 90%;" type="text"/>	

Choose Faculty, Academic Professional, or Graduate depending on what you are creating the position for.

Choose SUM/WTR Jobcode appropriate for Faculty or AP. For GRDs, use existing jobcodes.

Next you will provide the attributes for the position data. Click **Save and Submit** when you are finished.

Create/Modify Positions User: PS_KMICE

Create New or Modify Existing Position

Create New Position Modify Existing Position

Clone Existing Position or Create from Scratch

Clone from Existing Position Create from Scratch

Proposed Position Data

Position Number: **NEW** **Effective Date can be current in case you need to modify the position.**

Empl Class (BOR): Faculty

Job Code: SUMWTR Faculty Teaching

Effective Date: Effective Status: Active

Action Reason: New Position

Detailed Title: **Standard Hrs should be set appropriately. They will default onto Job Data.**

(254 char)

Position-Only Attributes

Standard Hours: FTE per Head: 0.500000 Budgeted Position?

Max Head Count: Budgeted FTE: Fingerprint required?

EEO Job Group: 299 Misc Faculty - Not On Track

Workers' Comp Code: Low Exposure **Enter your Dept Number**

Class Indc: No Classification A

Academic Rank:

Position Attributes Affecting Job (No Job Data Overrides)

Company: ASU Arizona State University

Pay Group: FSW Faculty Summer Winter Instruct

Business Unit: B0101 B - Provost Tempe

Department: Fulton School of Engineering **Enter Reports-To Posn**

Sal Admin Plan: FCLT Faculty

FLSA Status: Exempted

Reports-To Posn: Professor **Choose appropriate Full/Part Time**

Position Attributes Affecting Job (May Override on Job Data)

Full/Part Time: Part-Time Reg/Temp: ST Temp **Make sure to choose ST Temp**

Location Code: Campus: Tempe

After you **Save and Submit**, you will be given your Position Number. Write this down so that you can reference it in the future. Click on **Return**.

Position Management Information



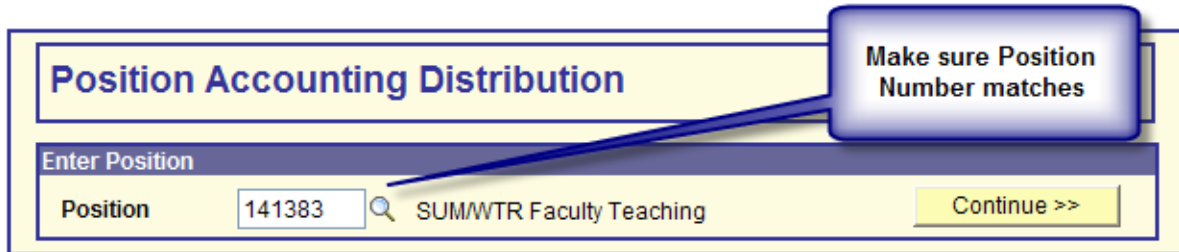
The screenshot shows a yellow information message box with a blue border. At the top left is an information icon (a lowercase 'i' in a circle) followed by the text 'Information Message' in blue. Below this is the text 'Topic: New Position Number' in blue. A bulleted list contains two items: 'A position number has been assigned.' and 'The new number is: 141383'. The second item is enclosed in a red rectangular box. At the bottom center of the box is a yellow button with the text 'Return'.

You will then see all the position details that you have entered and can now then add the funding information. All positions must be funded or else they will not be approved. The funding effective date must also equal the position effective date if you want your position to be processed into the system.

Click on **Create Distribution Funding**. See the next screen shot.

The position number will automatically default into the **Position Accounting Distribution** screen.

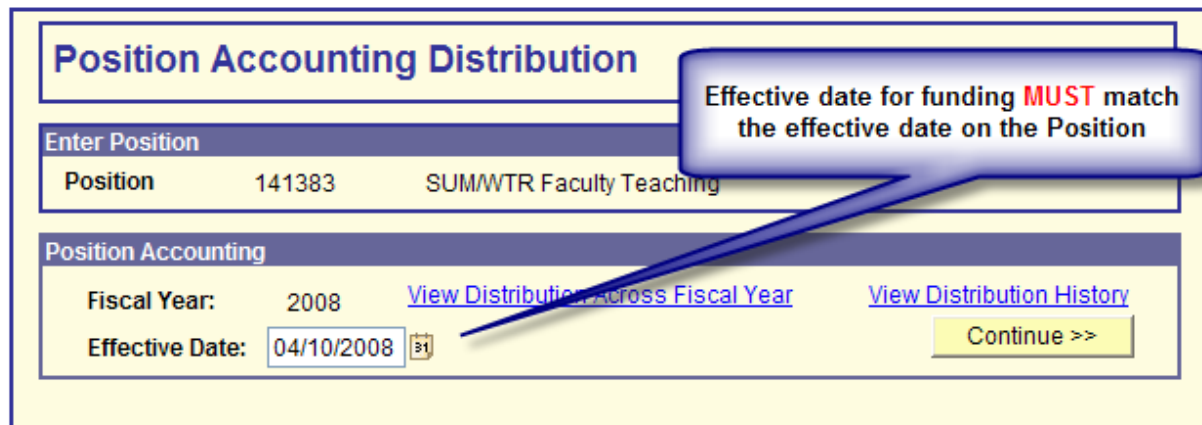
Click **Continue**.



The screenshot shows the 'Position Accounting Distribution' screen. At the top, there is a header 'Position Accounting Distribution'. Below it is a section titled 'Enter Position'. In this section, there is a label 'Position' followed by a text input field containing '141383', a magnifying glass icon, and the text 'SUMWTR Faculty Teaching'. To the right of this input is a yellow button labeled 'Continue >>'. A blue callout box with a pointer to the input field contains the text 'Make sure Position Number matches'.

Next you will enter the **Effective Date** for the funding. Be sure to **match this date** to the one you selected for the Position Effective Date.

Click **Continue**.



The screenshot shows the 'Position Accounting Distribution' screen. At the top, there is a header 'Position Accounting Distribution'. Below it is a section titled 'Enter Position'. In this section, there is a label 'Position' followed by the text '141383', a magnifying glass icon, and the text 'SUMWTR Faculty Teaching'. Below this is another section titled 'Position Accounting'. In this section, there is a label 'Fiscal Year:' followed by the text '2008', a blue link 'View Distribution Across Fiscal Year', and another blue link 'View Distribution History'. Below this is a label 'Effective Date:' followed by a text input field containing '04/10/2008' and a calendar icon. To the right of this input is a yellow button labeled 'Continue >>'. A blue callout box with a pointer to the 'Effective Date' input field contains the text 'Effective date for funding **MUST** match the effective date on the Position'.

The **Position Accounting Distribution** page will open up for you to add the **Dept ID, Account** and **Distribution percentage**. The Dept ID *must match* the Dept ID on the position number or the position request cannot be approved. The *total* distribution percentage must equal 100% but can be from multiple accounts. To add another account, you will click on the + sign under **Required: Typical Distribution**.

Make sure that you choose your Summer Account. If you cannot find your Summer Account, you will want to work with the Provost Office to understand if it has been submitted and approved.

Position Accounting Distribution

User: PS_KMICE

Enter Position

Position	141383	SUM/WTR Faculty Teaching
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Position Accounting

Fiscal Year: 2008 [View Distribution Across Fiscal Year](#) [View Distribution History](#)
 Effective Date: 04/10/2008

	Date	Deptid	Title
Position Data as of Above Date:	04/10/2008	B1301	SUM/WTR Faculty Teaching
Submitted Data as of Above Date:		n/a	

Replace Distribution Starting on the above Effdt with:

i The following input grids are seeded with current values if they exist. Add, delete, or modify as appropriate. <Save> to save the changes or <Cancel> to discard them. <Save> will totally replace any existing distributions for the effective date.

Use Deptid: Fulton School of Engineering

Required: Typical (Default) Distribution

*Acct	*Dist %		
<input type="text" value="AC11001"/> <input type="button" value="🔍"/>	<input type="text" value="100.000"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Optional: Earnings-Specific Distribution

*Earnings Code	Description	*Acct
<input type="text"/> <input type="button" value="🔍"/>		<input type="text"/> <input type="button" value="🔍"/>

Enter Dept Number

Enter SUM/WTR account number

Distribution MUST be 100%.
If using multiple accounts, it will need to add up to 100%

Once you have finished these details, click on **Save and Submit**.

Your position data will be sent to OHR for processing. They will let you know when your request has been completed. At that time, you can continue to create a Job Opening.

Key Position Data Facts:

You must wait for the Position to be processed by OHR before you can create the job.

Make sure that the position is effective **on or before** the date you want to hire the person. If it is after the date of hire, the position will not be effective and therefore neither will the person. Data Management cannot process the hire when this is the case.

If you enter a future effective date, you will not be able to modify the position or see it in your search menu until the date it becomes effective.

Make sure that you choose the right employee classification (ie: Faculty, Academic Professional, Graduate). If you do not, the Job code will not appear in the drop down. The drop down menu only shows Job codes associated with the chosen Employee Classification.

Very Important: When setting up the funding on the position number, please make sure that the **effective date** and **Dept ID** for the funding **match** that on the **position data**. Data Management cannot process the position number if Dept ID & Effective date on the funding does not match the position number.