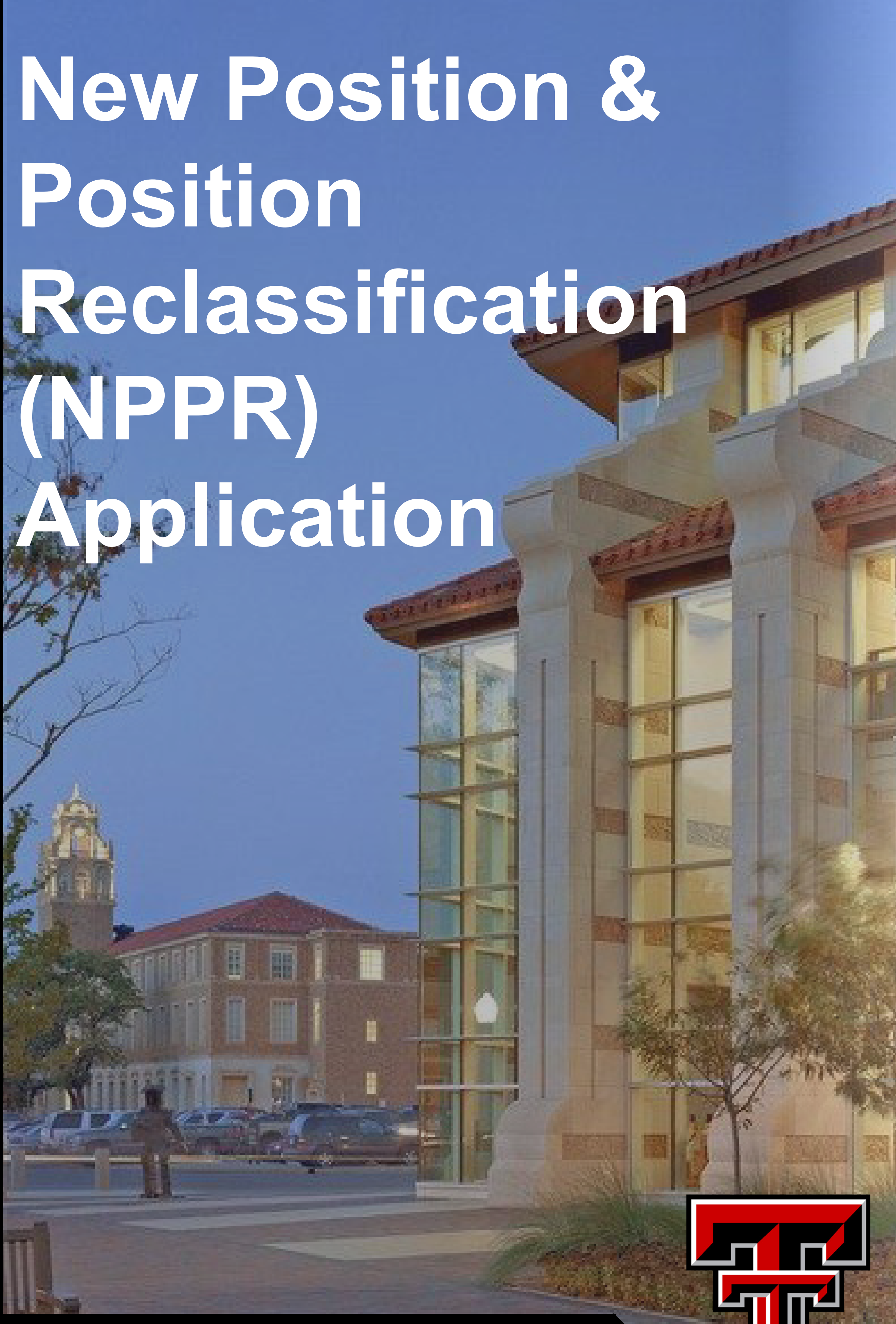
New Position & Position Reclassification (NPPR) Application



Provided by Texas Tech Human Resources Systems
hrs.systems@ttu.edu - September 2025

Table of Contents

Quick Information

How do I access the New Position and Position Reclassification Application?

https://apps.hr.ttu.edu/NPPR/

Help with technical assistance:

For assistance with technical issues, please contact Human Resources Systems at *hrs.systems@ttu.edu*.

What happens when a request is submitted?

When a New Position Request or Reclassification Request is submitted, it begins an approval workflow.

1. HR Review
2. Department Head
3. AVP/Dean
4. Provost/Vice President
5. HR Compensation
6. Budget

Once Budget approves the request, the Originator will receive a notification of approval. At that point, the Originator may also view any information entered by HR Compensation and Operations in the HR-only section (if applicable).

Overview

Purpose

Human Resources partners with department managers and administrators to evaluate and classify both new and existing positions. This process helps leaders make informed decisions when modifying organizational structures.

When creating a new position or reclassifying an existing position, Human Resources and the department work together to review the role's duties, level of responsibility, minimum qualifications, and reporting relationships. Positions must be defined based on the work to be performed, not tailored to match the qualifications of a specific individual or group.

This application is designed to support that collaborative process by providing an online platform for submitting and managing new position descriptions, new position, and reclassification requests. Departments can:

- Submit requests through a guided online form that captures all required details, including position description (PD) information when applicable.
- Route requests for the necessary reviews and approvals.
- Receive automated notifications for returned, declined, or approved requests.

Considerations

Human Resources Compensation and Operations will audit the position taking into consideration:

- The assigned job duties and responsibilities
- The knowledge, skills, and abilities required to perform the duties
- The degree of judgment and supervision required
- The degree of supervision exercised
- Special working conditions
- Special licenses or certifications required
- Qualification of the employee(s) occupying the position(s) or should posses to fill the position(s) with reasonable prospect of success
- The relationship of the position(s) to similar position(s) within the University

Special Classification Restrictions

To ensure equity, certain titles are limited to specific levels of administrative offices:

- **E0105** - Assistant to the President
- **S1119** - Executive Associate
- **S1118** - Executive Administrative Associate
- **S1120** - Executive Associate to the Dean
- **S1122** - Senior Administrative Assistant
- **S1123** - Administrative Assistant
- **S1124** - Administrative Business Assistant

Navigating the Home Page

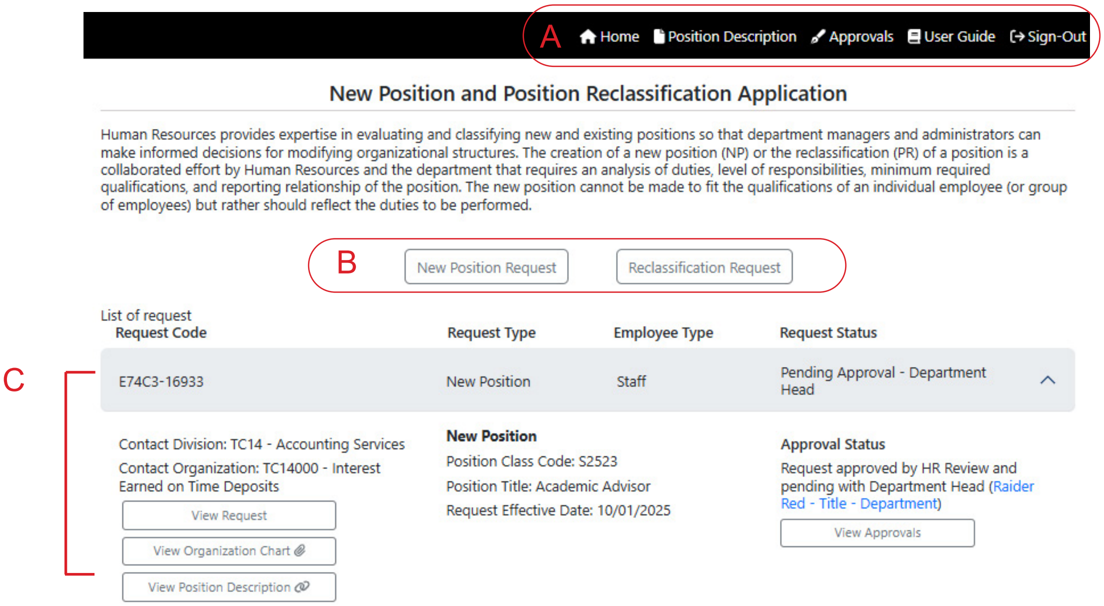


Figure 1: An image of the New Position and Position Reclassification Application dashboard focusing on navigation menu and possible buttons on a request.

A - Navigation Menu. The navigation menu, located in the top right corner of the page, allows users to move easily through the New Position and Position Reclassification (NPPR) application.

- **Home Button:** Returns the user to the main page of the New Position and Position Reclassification application.
- **Position Description:** Opens the Position Description page. Users can create Position Descriptions directly within the application by selecting this option. While not mandatory, creating the Position Description within the application is encouraged, as it will be stored for future reference and may streamline later processes. See page 5 for additional information.
- **Approvals:** Opens the Approvals page. This option is only visible to users with an approver role.
- **User Guide**: Opens this guide, providing step-by-step instructions for using the application.
- **Sign Out:** Logs the user out of the application.

B - New Position Request and Reclassification Request Buttons. Users can select the appropriate button based on the type of request they need to submit.

- **New Position Request** - Select this button to create a request for a new position. See page 11 for additional information.
- **Reclassification Request** - Select this button to submit a request for reclassifying an existing position. See page 17 for additional information.

C - Requests. Users can review historical data entered into the application by referencing the gray data bars. Selecting a request opens a snapshot of key information and provides access to relevant action buttons. NOTE: If a request is not fully submitted, some buttons may be hidden until all required information is completed. The buttons that appear are determined by the current status of the request. Example: If a request is still pending submission, the only available option will be *View Request*.

Available Buttons:

- **View Request**: Opens the request up for further review.
- **View Organization Chart**: Displays the Organization chart that was attached to the request.
- **View Position Description**: Displays the position description that was created or linked to the request.
- **View Approvals**: Displays the historical approval data and any pending approvals.

Creating Position Descriptions

Overview

The NPPR application allows users to create Position Descriptions to support both New Position Requests and Reclassification Requests. If you would like to use this feature, follow the steps below to create a Position Description within the application. To begin, click the *Position Description* button located in the top right corner of your screen.

See Figure 2.

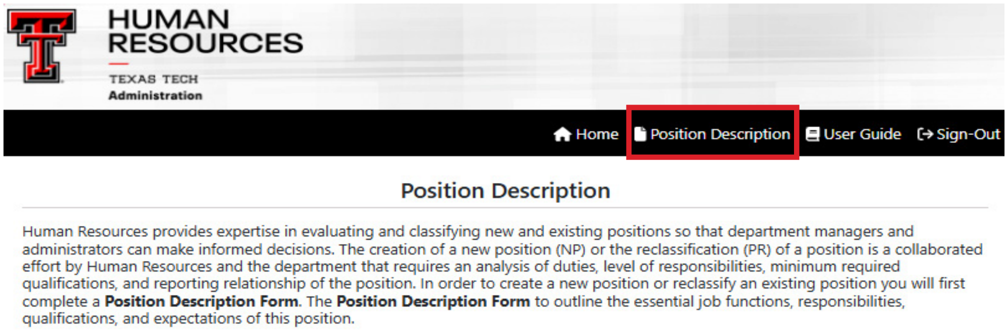


Figure 2: An image of the New Position and Position Reclassification Application dashboard with the Position Description button boxed.

Start Position Description Form

Select *Start Position Description Form*. See Figure 3.

Figure 3: Start Position Description Form Button.

Use the drop down menu button to select the Employee type for your Position Description. See Figure 4.

Figure 4: Drop down menu used to select the position type on the Position Description form.

NOTE: Selecting an Employee Type will prompt additional questions to ensure all necessary information is captured.

- **Faculty:** Position Duration → Position Type (single or pooled) → Employment Type → Position Title
- **Non Paid Employee:** Position Type (single or pooled) → Employment Type → Position Title
- **Staff:** Employment Type → Position Title
- **Student Employee:** Position Type (single or pooled) → Position Title

Select the position type and answer the questions that appear. When ready, select *Start Position Description Form*.

Begin filling out the *Position Description Form*. All fields with a red asterisk are required for New Position and Reclassification requests. See Figure 5.

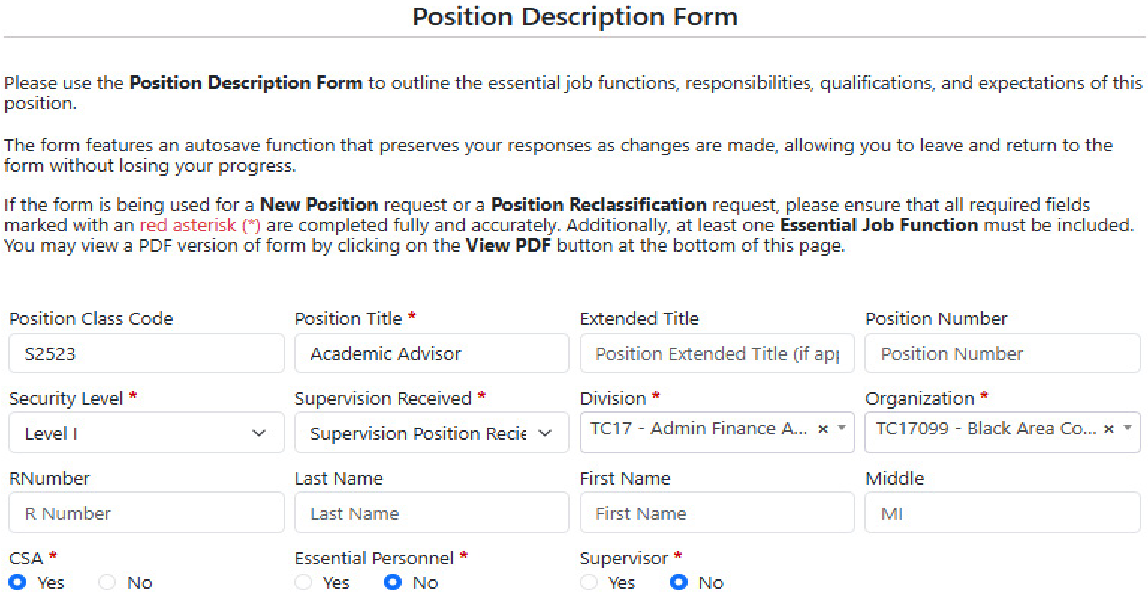


Figure 5: Top of New Position Description form shown.

- **Position Class Code/ Position Title:** Auto-populated.
- **Extended Title:** Enter (if applicable).
- **Position Number:** Enter Position Number.
- **Security Level:** Select the appropriate level from the drop down menu:
  - **I -** Requires a background check
  - **II -** Requires a drug test
- **Supervision Received:** Select the level of supervision required for the position description by choosing one of the three options from the drop down menu.
- **Division:** Select the division from the drop down menu to indicate where the position will be located.
- **Organization:** After selecting a division, the related organization options will populate. Use the drop down menu to select the correct organization.
- **RNumber:** Enter the employee's Rnumber (if applicable).
- **Last Name/ First Name/ Middle:** Enter the employee's legal name (if applicable).
- **CSA (Campus Security Authority):** Select whether the position qualifies as a CSA.
- **Essential Personnel:** Select whether the position is considered essential.
- **Supervisor:** If the position is not supervisory, select *No*. You will be prompted to enter the individual the position reports to. Select *Add Reports To* and manually enter the supervisor's name.
  - **If the position is supervisory:** Select *Yes*. See page 7.

Supervising Subordinates:

If a Position Description is supervisory, additional information will be requested. See Figure 6.

- Indicate the number of full-time staff employees this position will oversee (using the drop down menu).
- Describe the type and amount of supervision provided to subordinates (using the text box).
- Enter the individual this position reports to (using the *Add Reports To* button and manually entering in the individual's email). See Figure 7.

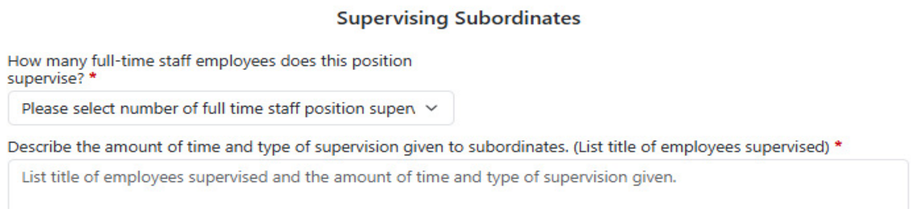


Figure 6: Supervising Subordinates section shown.

Figure 7: Users can add who the position will report to by selecting the Add Supervisor button.

Once the Position Description is filled out, additional information can be added.

Hours or Shifts: *Optional*

Use this section to specify work schedules and related requirements. See Figure 8.

- **Days/ Shift Times:** Select the applicable days and shift times from available options.
- **Overtime:** If overtime is required, select *Yes*. A comment box will appear for you to add further information. If overtime is not required, select *No*.
- **Travel:** If travel is required, select *Yes*. A text box will appear for you to add further information. If travel is not required, select *No*.
- **Other:** Any additional details related to hours or shifts can be entered in the text box.

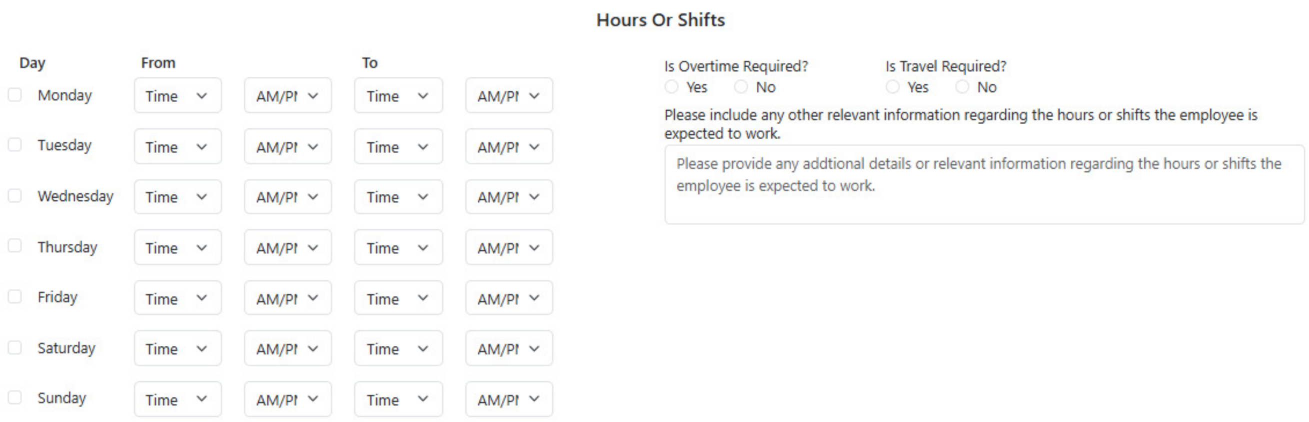
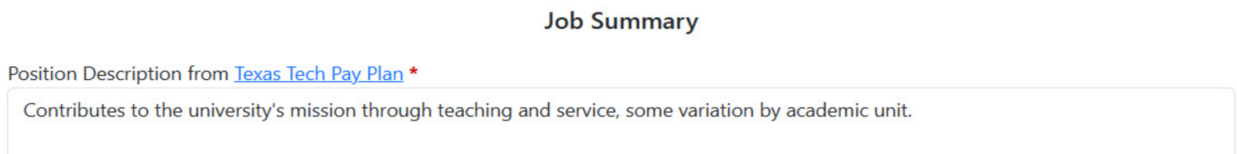


Figure 8: Hours or Shifts section on the New Position Description form.

Job Summary: *Required*

Based on the position selected when setting up the Position Description form, the system will auto-populate the Job Summary from the Texas Tech Pay Plan. You may add additional text in the box if needed. See Figure 9.


Job Summary

Position Description from Texas Tech Pay Plan *

Contributes to the university's mission through teaching and service, some variation by academic unit.

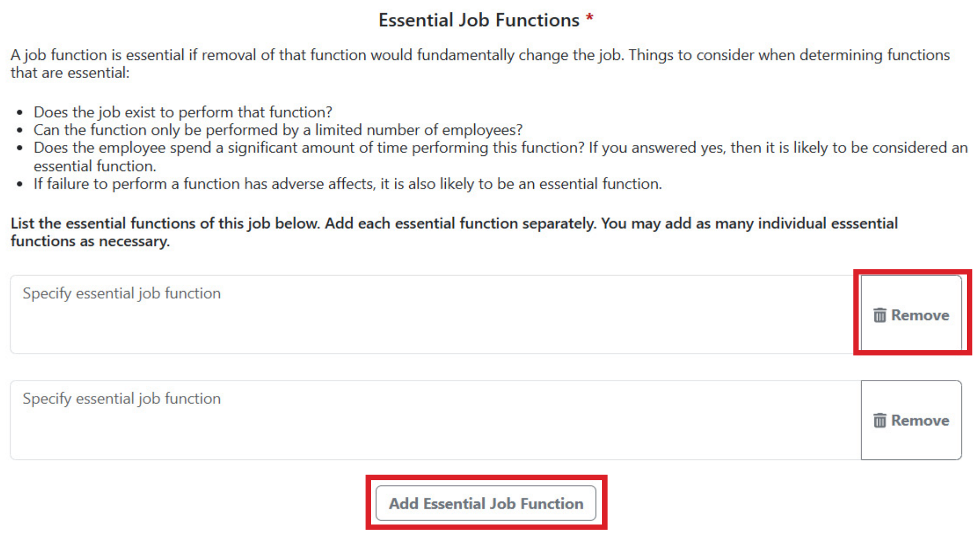
Figure 9: Job Summary section on the New Position Description form.

Essential Job Functions:

At least one Essential Job Function is required for a Position Description to be valid for use in a New Position or Position Reclassification Request. Enter one Essential Job Function per text box.

- Best practice: Each Essential Job Function should be listed separately in its own text box.
- To add more functions, select *Add Essential Job Function*.
- To remove an entry, select *Remove* to delete the Essential Job Function information you entered.

NOTE: While only one Essential Job Function is required, departments may expect multiple functions to be listed for a complete Position Description. See Figure 10.


Essential Job Functions *

A job function is essential if removal of that function would fundamentally change the job. Things to consider when determining functions that are essential:

- Does the job exist to perform that function?
- Can the function only be performed by a limited number of employees?
- Does the employee spend a significant amount of time performing this function? If you answered yes, then it is likely to be considered an essential function.
- If failure to perform a function has adverse affects, it is also likely to be an essential function.

List the essential functions of this job below. Add each essential function separately. You may add as many individual esssential functions as necessary.

Specify essential job function | Remove

Specify essential job function | Remove

Add Essential Job Function

Figure 10: Essential Job Functions section on the New Position Description form.

Global Competencies:

Global Competencies are automatically included; click the drop down arrow to review them if desired.

Required Knowledge, Skills, and Abilities: *Required*

Specify the attributes required to perform the job effectively, including relevant experience, education, and training.

Preferred Knowledge, Skills, and Abilities:

Specify any preferred knowledge, skills, and abilities that go beyond the minimum requirements.

Required Qualification:

Auto-populated. Additional qualifications may be entered by clicking in the text box and manually typing them.

Preferred Qualification:

Specify any preferred qualifications that go beyond the minimum requirements.

Work Context:

Indicate the level of importance for each skill and ability by selecting the appropriate option using the buttons provided. See Figure 11.

WORK CONTEXT

How important are the following skills and abilities in accomplishing the essential job functions?

Public Speaking	Not Important	Fairly Important	Important	Very Important	Extremely Important
Face-to-Face Communication	Not Important	Fairly Important	Important	Very Important	Extremely Important
Telephone Communication	Not Important	Fairly Important	Important	Very Important	Extremely Important

Figure 11: A glimpse of the Work Context section on the Position Description form.

Physical Demands:

Indicate the approximate amount of time spent on the each task listed by selecting the appropriate option using the buttons provided. See Figure 12. For tasks requiring physical effort, enter the numerical value for the pounds to be pushed/ pulled or lifted/ carried in the designated fields.

PHYSICAL DEMANDS

In an average workday, employee is required to:	Approximate Amount of Time per Day (in hours)				
Sit	0-2	2-4	4-6	6+	N/A
Stand	0-2	2-4	4-6	6+	N/A
Walk or Move About	0-2	2-4	4-6	6+	N/A

Figure 12: A glimpse of the Physical Demands section on the Position Description form.

Dexterity Requirements:

Indicate the approximate amount of time spent on each task using the buttons provided. See Figure 13.

DEXTERITY REQUIREMENTS

Employee must use hands and wrist motion for repetitive action such as:

Simple Grasping	Right	Left	Both	Neither
Firm Grasping	Right	Left	Both	Neither
Fine Manipulation	Right	Left	Both	Neither

Figure 13: A glimpse of the Dexterity Requirements section on the Position Description form.

Environmental Conditions:

Indicate the approximate amount of time spent on each task using the buttons provided. See Figure 14.

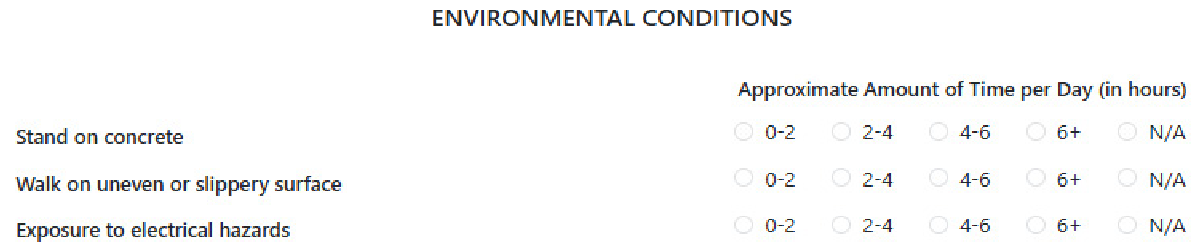


Figure 14: A glimpse of the Environmental Conditions section on the Position Description form.

Sensory Demands:

Check the required senses using the boxes in this section. See Figure 15.

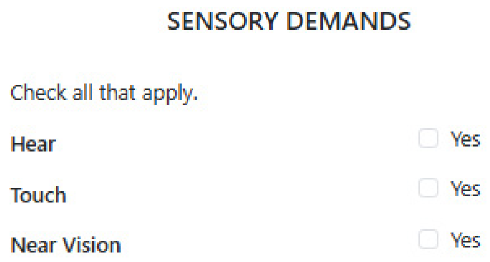


Figure 15: A glimpse of the Sensory Demands section on the Position Description form.

End of Position Description form:

The application will automatically save your progress. When finished, select *Save*. To view the submission as a PDF, select *View PDF*. See Figure 16.

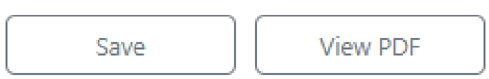


Figure 16: Save and View PDF buttons at the bottom of the Position Description form.

New Position Requests

Overview

To begin creating a New Position Request, click the *New Position Request* button. See Figure 17.

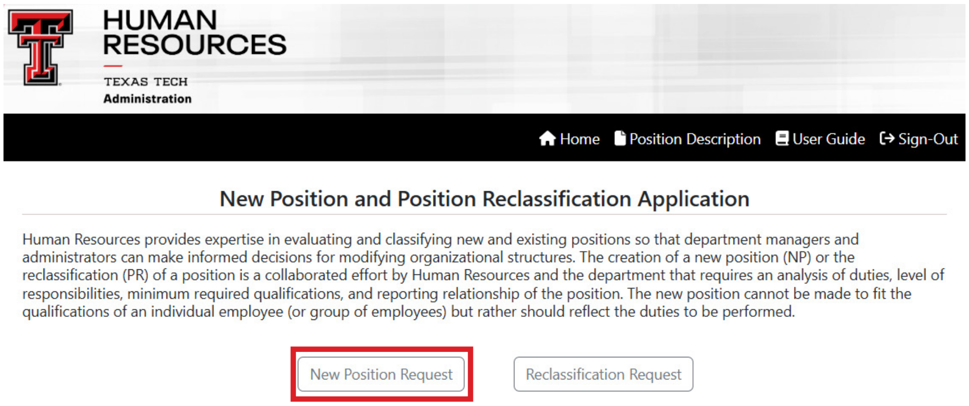


Figure 17: An image of the New Position and Position Reclassification Application dashboard with the New Position Request button boxed.

Use the drop down menu button to select the Employee type for your New Position Request. See Figure 18.

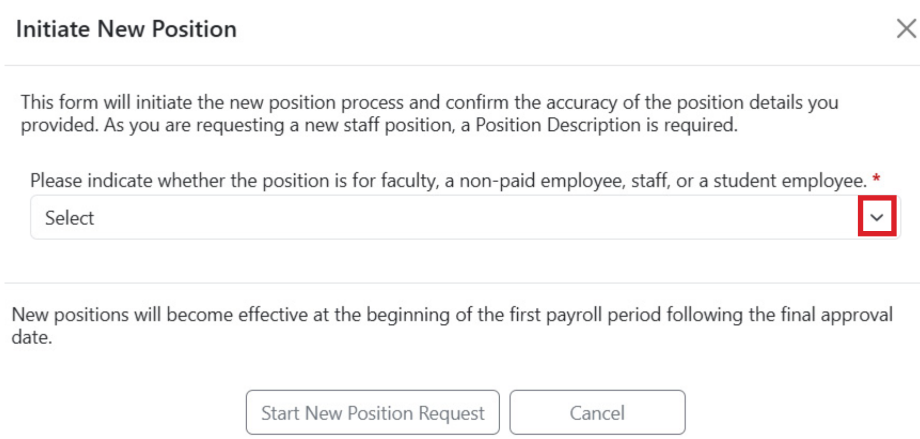


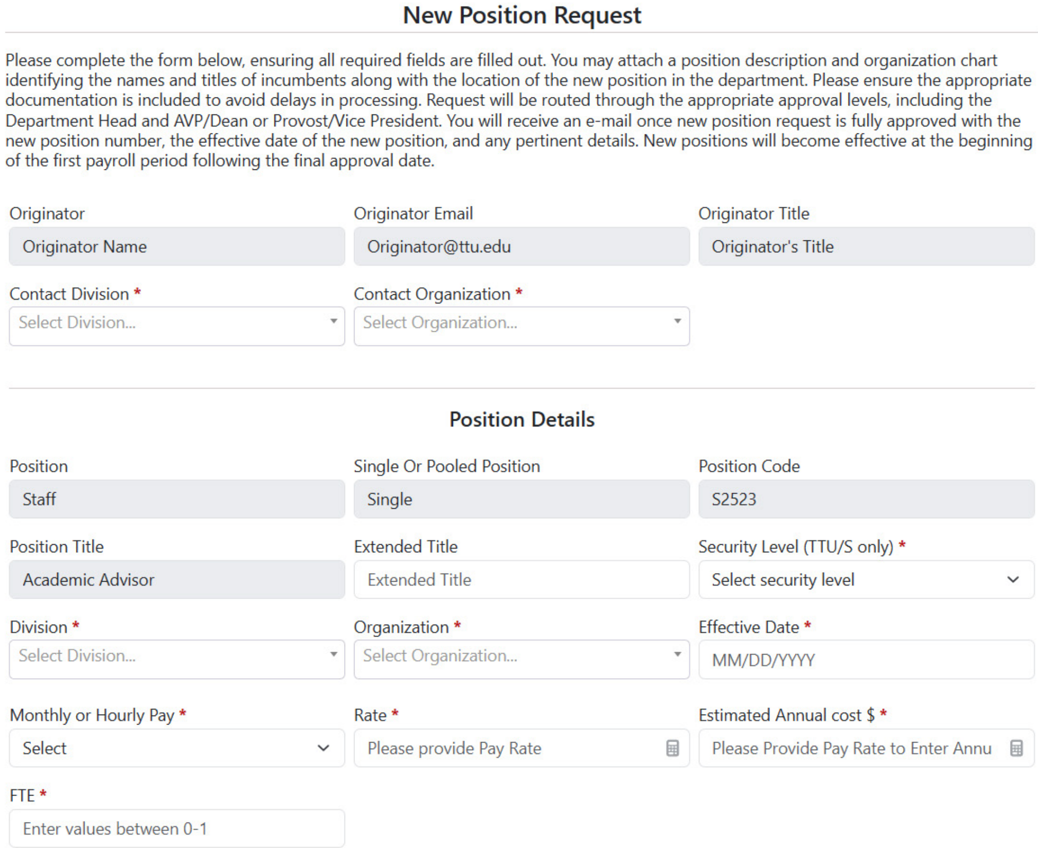
Figure 18: Drop down menu used to select the position type.

NOTE: Selecting an Employee Type will prompt additional questions to ensure all necessary information is captured.

- **Faculty:** Position Duration → Position Type (single or pooled) → Employment Type → Position Title
- **Non Paid Employee:** Position Type (single or pooled) → Employment Type → Position Title
- **Staff:** Employment Type → Position Title
- **Student Employee:** Position Type (single or pooled) → Position Title

Begin filling out the *New Position Request*. See Figure 19.

NOTE: Some fields are pre-filled.



New Position Request

Please complete the form below, ensuring all required fields are filled out. You may attach a position description and organization chart identifying the names and titles of incumbents along with the location of the new position in the department. Please ensure the appropriate documentation is included to avoid delays in processing. Request will be routed through the appropriate approval levels, including the Department Head and AVP/Dean or Provost/Vice President. You will receive an e-mail once new position request is fully approved with the new position number, the effective date of the new position, and any pertinent details. New positions will become effective at the beginning of the first payroll period following the final approval date.

Originator	Originator Email	Originator Title
Originator Name	Originator@ttu.edu	Originator's Title
Contact Division *	Contact Organization *	
Select Division...	Select Organization...	

Position Details

Position	Single Or Pooled Position	Position Code
Staff	Single	S2523
Position Title	Extended Title	Security Level (TTU/S only) *
Academic Advisor	Extended Title	Select security level
Division *	Organization *	Effective Date *
Select Division...	Select Organization...	MM/DD/YYYY
Monthly or Hourly Pay *	Rate *	Estimated Annual cost $ *
Select	Please provide Pay Rate	Please Provide Pay Rate to Enter Annu
FTE *		
Enter values between 0-1		

Figure 19: Start Position Description Form Button.

- **Contact Division:** Select the division from the drop down menu to indicate which division to contact.
- **Contact Organization:** After selecting a division, the related organization options will populate. Use the drop down menu to select the correct organization.
- **Position Type/Single or Pooled Position/ Position Code/ Position Title:** Auto-populated.
- **Extended Title:** Enter (if applicable).
- **Security Level:** Select the appropriate level from the drop down menu:
    - **I** - Requires a background check
    - **II** - Requires a drug test
- **Division:** Select the division from the drop down menu to indicate where the position will be located.
- **Organization:** After selecting a division, the related organization options will populate. Use the drop down menu to select the correct organization.
- **Effective Date:** Enter the date the position is scheduled to begin.
- **Monthly or Hourly Pay:** From the drop down menu, select whether the position will be paid on a monthly salary or hourly rate.
- **Rate:** Enter the pay rate.
    - **Monthly:** Enter the monthly salary amount
    - **Hourly:** Enter the hourly rate
- **Estimated Annual Cost:** Enter the projected annual cost of the position.
- **FTE:** Enter the Full-Time Equivalent (FTE) for the position. (Example: Full-time = 1 FTE.)

Labor Distribution (Funding Sources): Select *Add Labor Distribution* to indicate how the position will be funded. See Figure 20.

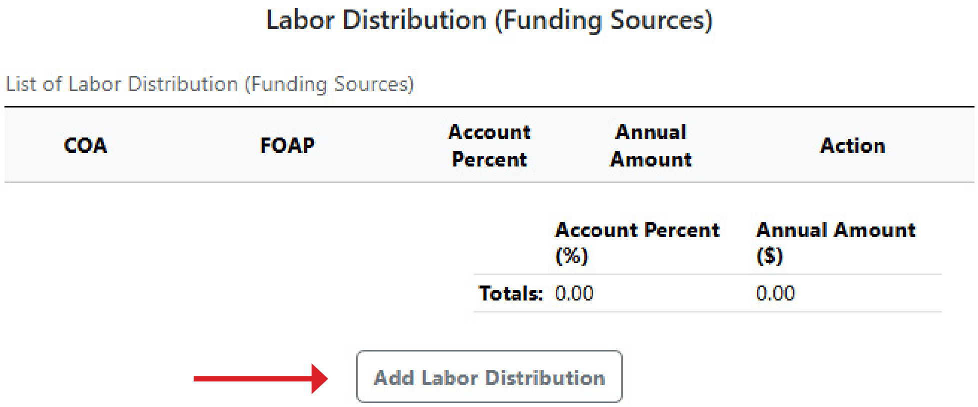


Figure 20: To add funding sources, select Add Labor Distribution.

A pop up window will appear so you can enter the required information. See Figure 21.

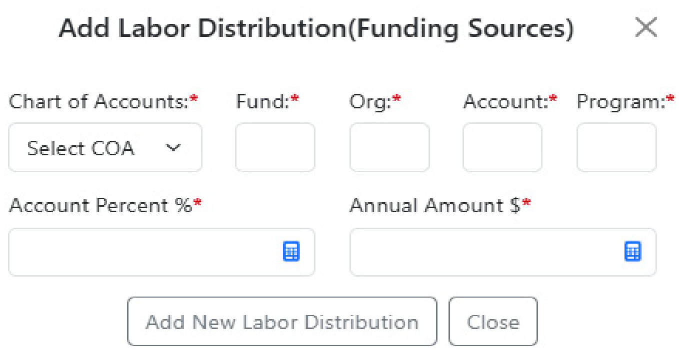


Figure 21: Hours or Shifts section on the New Position Description form.

- **Chart of Accounts:** Identifies the Chart (COAS) code:
  - Texas Tech University (T)
  - Texas Tech University System (S)
- **Fund:** Specifies the Fund code.
- **Org.:** Specifies the Organization code.
- **Account:** Specifies the Account code.
- **Program:** Specifies the Program code.
- **Account Percent:** Indicates the percentage of the total salary charged to each FOAP. **NOTE:** Percentages must total 100%, even if multiple funding sources are used. To calculate the percent, select the blue calculator icon to open the calculator tool.
- **Annual Amount:** Enter the amount paid. To calculate the amount, select the blue calculator icon to open the calculator tool.

After completing all required fields, click *Add New Labor Distribution* to save the funding source.

Once all funding sources have been added, the Labor Distribution section will display the information in the table. To make changes to a funding source, select *Edit* in the corresponding row. To delete a funding source, select *Remove* in that row. See Figure 22.

Labor Distribution (Funding Sources)

List of Labor Distribution (Funding Sources)

COA	FOAP	Account Percent	Annual Amount	Action
T	FUND01-ORGN01-ACCT01-100	35.00%	$35000.00	Edit Remove
T	FUND02-ORGN02-ACCT02-100	25.00%	$25000.00	Edit Remove
T	FUND03-ORGN03-ACCT03-100	40.00%	$35000.00	Edit Remove

	Account Percent (%)	Annual Amount ($)
Totals:	100.00	95000.00

Add Labor Distribution

Figure 22: Completed Labor Distribution section.

Position Justification:

Answer all of the required questions. **NOTE:** Some questions may generate additional text boxes. Be sure to complete all fields before proceeding.

Organization Chart:

- **Staff-Related Requests:** An organizational chart is required.
- **Faculty, Non-Paid Tech Employee, and Student Employee-Related Requests:** Attaching an organizational chart is optional but recommended to support the request.

To attach a document, select *Upload Document*. Click *Choose File* and attach a PDF version of the organization chart. Confirm that the file size does not exceed 2MB. Select *Agree and Upload* to complete the process. By uploading a file, you agree to comply with Texas Tech University Information Technology Operating Policies (52.01 – 52.07).

See Figure 23.

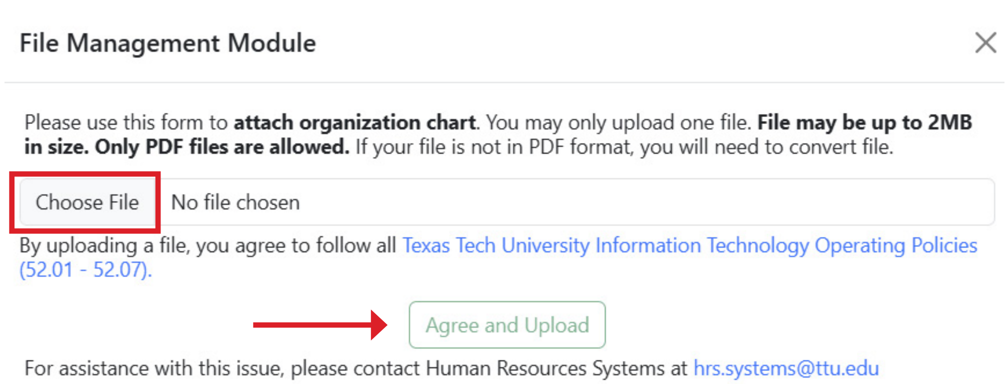


Figure 23: Users may attach an Organization Chart using the File Management Module.

Once the document is attached, you may remove it by selecting *Remove Document* or review it by selecting V*iew Document.* See Figure 24.

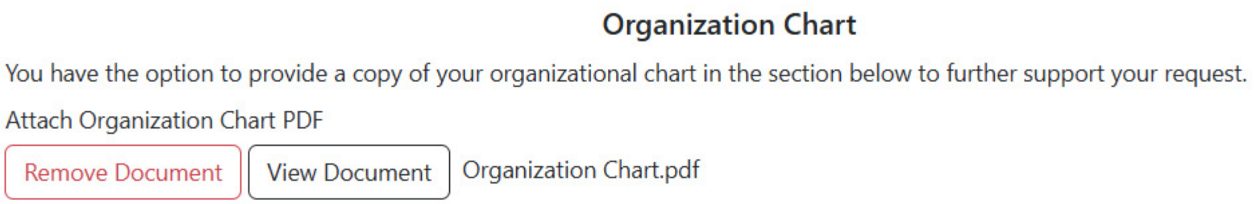


Figure 24: Once a file is uploaded, buttons will appear. The buttons allow the user to remove the document or view it.

Position Description: A position description can be linked. See Figure 25.

- **Staff-Related Requests:** A Position Description is required.
- **Faculty, Non-Paid Tech Employee, and Student Employee-Related Requests:** Linking a Position Description is optional but recommended to support the request.

Figure 25: Position Descriptions can be added by linking one already created in the application. Only Position Descriptions created in the application with all required fields completed can be linked.

To Link Position Description: If a Position Description was created within the New Position and Position Reclassification Application, you may select *Link Position Description*. A pop up window will open. Select the drop down button to view position descriptions previously created in the application NOTE: Only Position Descriptions with all required fields completed will be available for selection. Select the appropriate position description to use for this New Position Request. Select *Add Position Description* to save. See Figure 26.

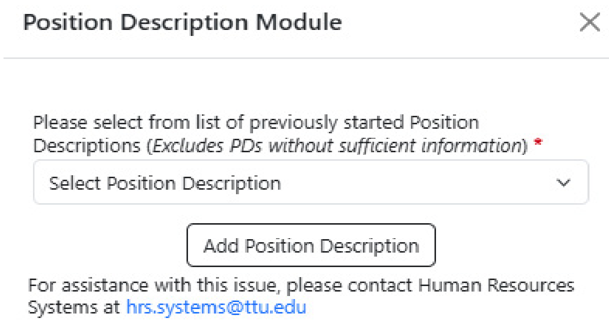


Figure 26: Clicking the drop down arrow will allow user to select a previously created Position Description within the app, provided that all required fields have been completed.

Request Routing:

A New Position Request will require approval. A request will need three approval routes (Department Head, AVP/Dean, and Provost/Vice President). See Figure 27.

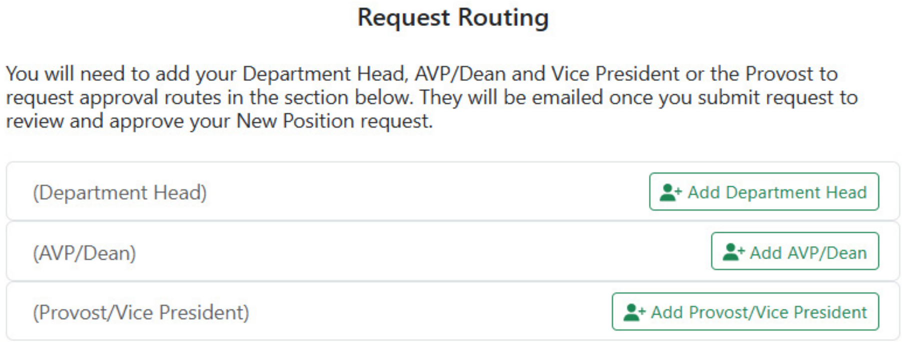


Figure 27: Add approvers using the green buttons on the NPPR request form.

In the Request Routing section of the New Position Request Form, begin by selecting the *Add Department Head* button. A pop up will occur, insert the approver's email address. When ready to submit, select *Submit*. Complete the same process for adding the AVP/Dean's email address. See Figure 28.

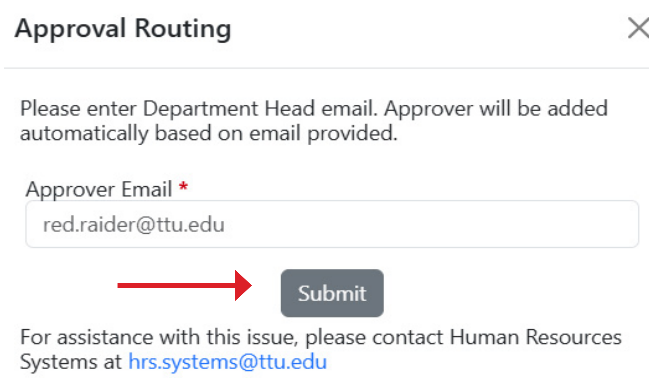


Figure 28: Selecting Submit will add approvers to the request.

Select the last approver by selecting the *Add Provost/Vice President* button, using the drop down button. Once the approver is selected, click *Submit* to save changes.

The application will automatically save your progress. When ready to submit, select *Submit Request*.

What happens when a request is submitted?

When a New Position Request or Reclassification Request is submitted, it begins an approval workflow.

1. HR Review
2. Department Head
3. AVP/Dean
4. Provost/Vice President
5. HR Compensation
6. Budget

Once Budget approves the request, the Originator will receive a notification of approval. At that point, the Originator may also view any information entered by HR Compensation and Operations in the HR-only section (if applicable).

Reclassification Requests

Overview

To begin creating a Reclassification Request, click the *Reclassification Request* button. See Figure 29.

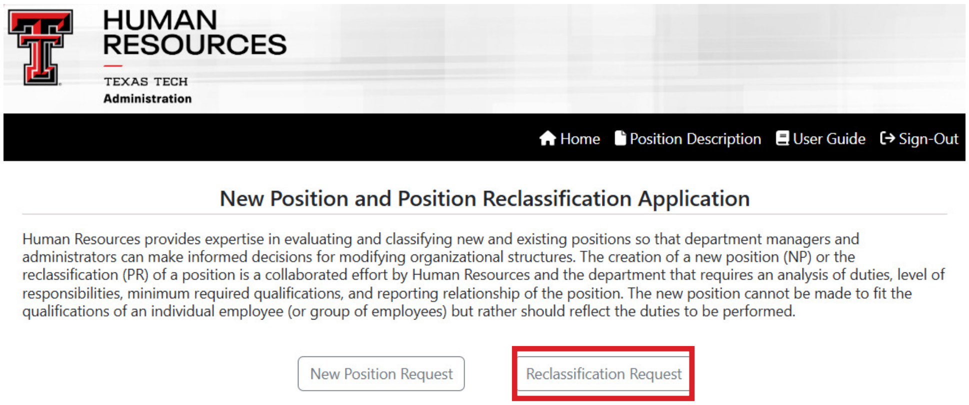


Figure 29: An image of the New Position and Position Reclassification Application dashboard with the Reclassification Request button boxed.

Enter the current position number (T Number) that needs to be reclassified. Then, using the drop down arrow, select the proposed position type. See Figure 30.

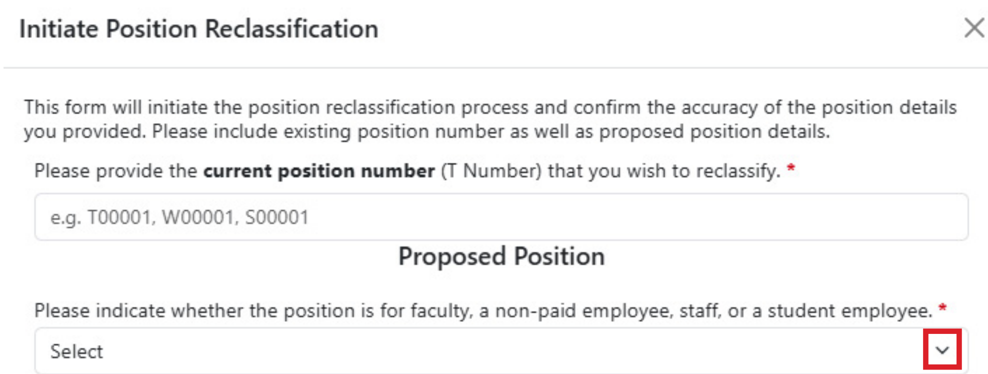


Figure 30: Drop down menu used to select the position type on the Reclassification Request.

NOTE: Selecting an Employee Type will prompt additional questions to ensure all necessary information is captured.

- **Faculty:** Position Duration → Position Type (single or pooled) → Employment Type → Position Title
- **Non Paid Employee:** Employment Type → Position Title
- **Staff:** Employment Type → Position Title
- **Student Employee:** Position Title

Begin filling out the *Reclassification Request*. See Figure 31.

Position Reclassification Request

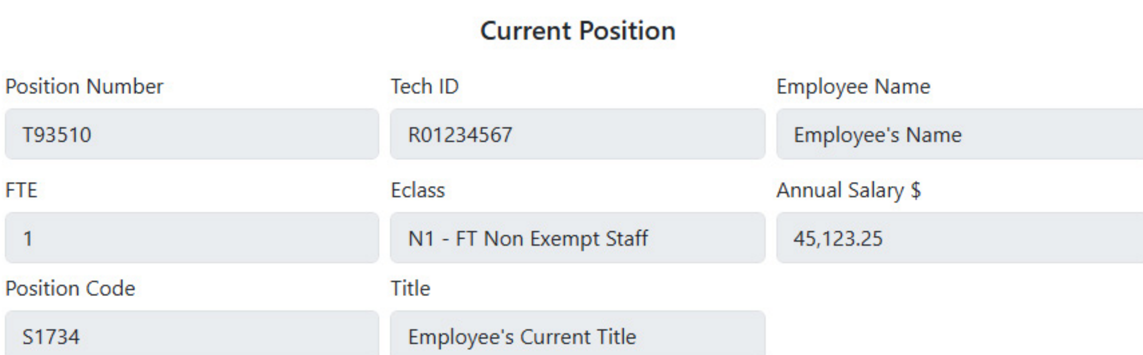
Please complete the form below, ensuring all required fields are filled out. You may attach a position description and organization chart identifying the names and titles of incumbents along with the location of the reclassified position in the department. Please ensure the appropriate documentation is included to avoid delays in processing. Request will be routed through the appropriate approval levels, including the Department Head and AVP/Dean or Provost/Vice President. You will receive an e-mail once position reclassification request is fully approved with the effective date of the reclassified position and any pertinent details. Reclassification will become effective at the beginning of the first payroll period following the final approval date.

Originator	Originator Email	Originator Title
Originator Name	Originator@ttu.edu	Originator's Title
Contact Division *	Contact Organization *	
Select Division...	Select Organization...	

Figure 31: Top of Position Reclassification Request shown.

- **Originator/ Originator Email/ Originator Title:** Auto-populated.
- **Contact Division:** Select the division from the drop down menu to indicate which division to contact.
- **Contact Organization:** After selecting a division, the related organization options will populate. Use the drop down menu to select the correct organization.

Current Position: This section is automatically populated based on the position number (T Number) entered at the start of the Reclassification Request. The information is view-only and cannot be edited. See Figure 32.



Current Position

Position Number	Tech ID	Employee Name
T93510	R01234567	Employee's Name
FTE	Eclass	Annual Salary $
1	N1 - FT Non Exempt Staff	45,123.25
Position Code	Title	
S1734	Employee's Current Title	

Figure 32: Current Position section of the Reclassification Request shown.

Proposed Position: Enter in the Extended Title (if applicable), Effective Date, Monthly or Hourly Pay, Rate, Estimated Annual Cost $, and FTE. See Figure 33.

Figure 33: Proposed Position section of the Reclassification Request shown.

- **Position Code/ Position Title:** Auto-populated.
- **Extended Title:** Enter (if applicable).
- **Position/ Eclass:** Auto-populated.
- **Effective Date:** Enter the date the position is scheduled to begin.
- **Monthly or Hourly Pay:** From the drop down menu, select whether the position will be paid on a monthly salary or hourly rate.
- **Rate:** Enter the pay rate.
  - **Monthly:** Enter the monthly salary amount
  - **Hourly:** Enter the hourly rate
- **Estimated Annual Cost:** Enter the projected annual cost of the position.
- **FTE:** Enter the Full-Time Equivalent (FTE) for the position. (Example: Full-time = 1 FTE.)

Labor Distribution (Funding Sources): Select *Add Labor Distribution* to indicate how the position will be funded. See Figure 34.

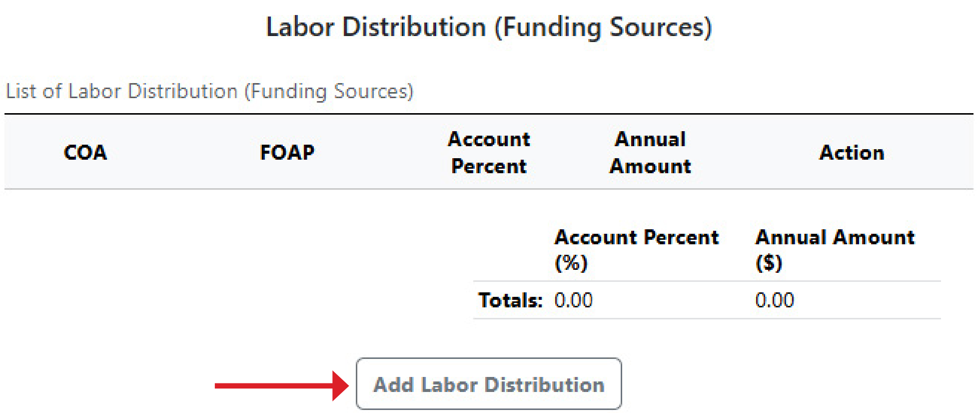


Figure 34: To add funding sources, select Add Labor Distribution.

A pop up window will appear so you can enter the required information. See Figure 35.

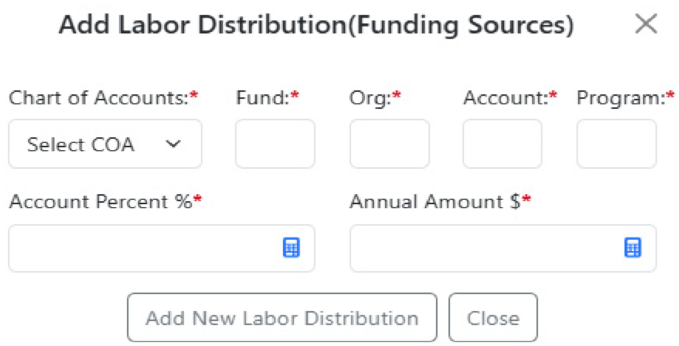


Figure 35: Hours or Shifts section on the New Position Description form.

- **Chart of Accounts:** Identifies the Chart (COAS) code:
    - Texas Tech University (T)
    - Texas Tech University System (S)
- **Fund:** Specifies the Fund code.
- **Org.:** Specifies the Organization code.
- **Account:** Specifies the Account code.
- **Program:** Specifies the Program code.
- **Account Percent:** Indicates the percentage of the total salary charged to each FOAP. **NOTE:** Percentages must total 100%, even if multiple funding sources are used. To calculate the percent, select the blue calculator icon to open the calculator tool.
- **Annual Amount:** Enter the amount paid. To calculate the amount, select the blue calculator icon to open the calculator tool.

After completing all required fields, click *Add New Labor Distribution* to save the funding source.

Once all funding sources have been added, the Labor Distribution section will display the information in the table. To make changes to a funding source, select *Edit* in the corresponding row. To delete a funding source, select *Remove* in that row. See Figure 36.

Labor Distribution (Funding Sources)

List of Labor Distribution (Funding Sources)

COA	FOAP	Account Percent	Annual Amount	Action
T	FUND01-ORGN01-ACCT01-100	35.00%	$35000.00	Edit Remove
T	FUND02-ORGN02-ACCT02-100	25.00%	$25000.00	Edit Remove
T	FUND03-ORGN03-ACCT03-100	40.00%	$35000.00	Edit Remove

	Account Percent (%)	Annual Amount ($)
Totals:	100.00	95000.00

Add Labor Distribution

Figure 36: Completed Labor Distribution section.

Position Justification:

Answer all of the required questions. **NOTE:** Some questions may generate additional text boxes. Be sure to complete all fields before proceeding.

Organization Chart:

- **Staff-Related Requests:** An organizational chart is required.
- **Faculty, Non-Paid Tech Employee, and Student Employee-Related Requests:** Attaching an organizational chart is optional but recommended to support the request.

To attach a document, select *Upload Document*. Click *Choose File* and attach a PDF version of the organization chart. Confirm that the file size does not exceed 2MB. Select *Agree and Upload* to complete the process. By uploading a file, you agree to comply with Texas Tech University Information Technology Operating Policies (52.01 – 52.07).

See Figure 37.

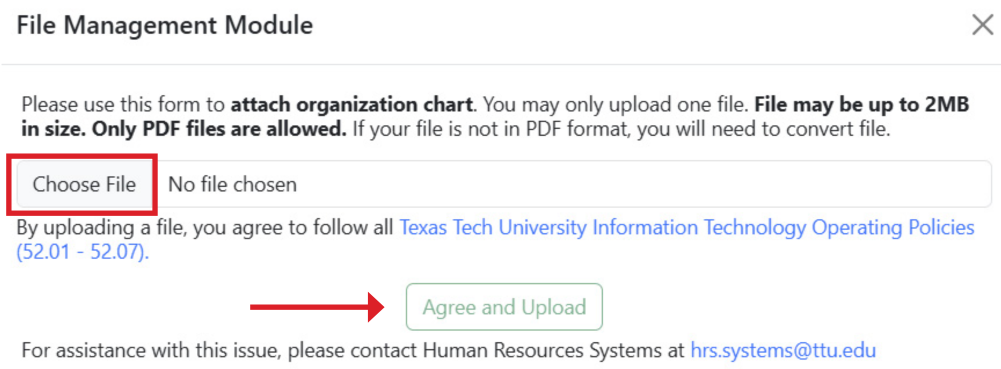


Figure 37: Users may attach an Organization Chart using the File Management Module.

Once the document is attached, you may remove it by selecting *Remove Document* or review it by selecting V*iew Document.* See Figure 38.

Figure 38: Once a file is uploaded, buttons will appear. The buttons allow the user to remove the document or view it.

Position Description: A position description can be linked. See Figure 39.

- **Staff-Related Requests:** A Position Description is required.
- **Faculty, Non-Paid Tech Employee, and Student Employee-Related Requests:** Linking a Position Description is optional but recommended to support the request.

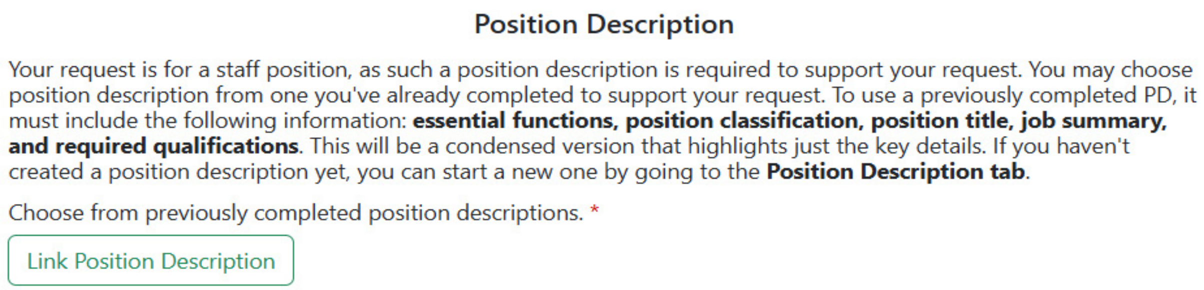


Figure 39: Position Descriptions can be added by linking one already created in the application. Only Position Descriptions created in the application with all required fields completed can be linked.

To Link Position Description: If a Position Description was created within the New Position and Position Reclassification Application, you may select *Link Position Description*. A pop up window will open. Select the drop down button to view position descriptions previously created in the application NOTE: Only Position Descriptions with all required fields completed will be available for selection. Select the appropriate position description to use for this New Position Request. Select *Add Position Description* to save. See Figure 40.

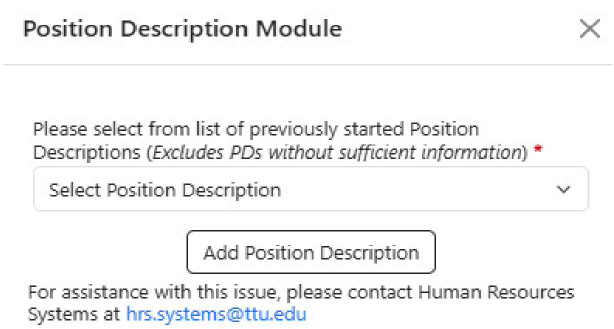


Figure 40: Clicking the drop down arrow will allow user to select a previously created Position Description within the app, provided that all required fields have been completed.

Request Routing:

A New Position Request will require approval. A request will need three approval routes (Department Head, AVP/Dean, and Provost/Vice President). See Figure 41.

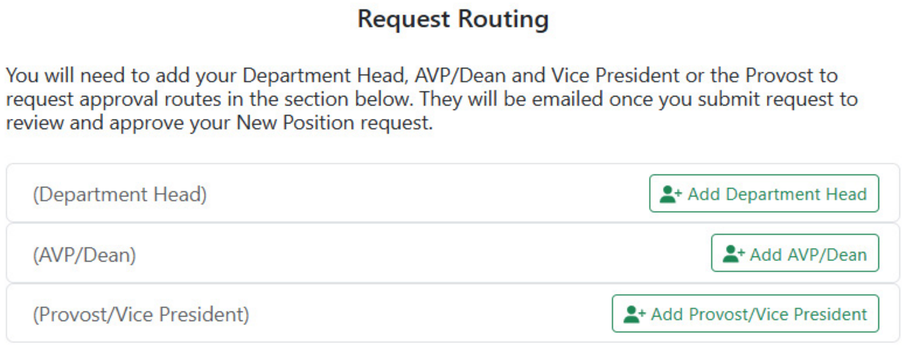


Figure 41: Add approvers using the green buttons on the NPPR request form.

In the Request Routing section of the New Position Request Form, begin by selecting the *Add Department Head* button. A pop up will occur, insert the approver's email address. When ready to submit, select *Submit*. Complete the same process for adding the AVP/Dean's email address. See Figure 42.

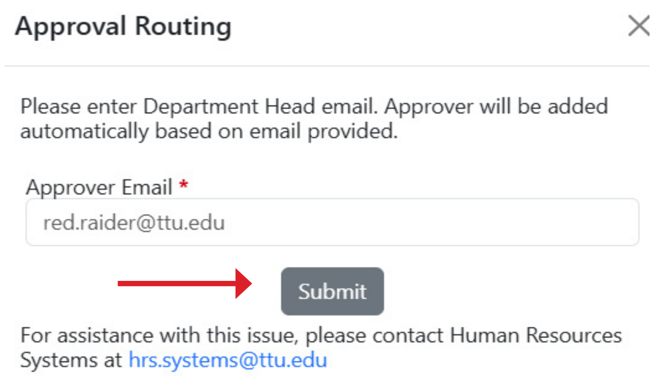


Figure 42: Selecting Submit will add approvers to the request.

Select the last approver by selecting the *Add Provost/Vice President* button, using the drop down button. Once the approver is selected, click *Submit* to save changes.

The application will automatically save your progress. When ready to submit, select *Submit Request*.

What happens when a request is submitted?

When a New Position Request or Reclassification Request is submitted, it begins an approval workflow.

1. HR Review
2. Department Head
3. AVP/Dean
4. Provost/Vice President
5. HR Compensation
6. Budget

Once Budget approves the request, the Originator will receive a notification of approval. At that point, the Originator may also view any information entered by HR Compensation and Operations in the HR-only section (if applicable).

Approval Overview

Overview

New Position Requests and Reclassification Requests must go through a series of approvals (Department Head, AVP/Dean, Provost/ Vice President, HR Compensation, Budget). As an approver, you will receive an email whenever a request is submitted in the New Position and Position Reclassification Application, prompting you to review and make a decision. Follow these steps to complete your review:

Access the Request

To approve a request, you may either:

- Click the link in the HR Systems TTUS email requesting approval. See Figure 43.

Or

- Go to https://apps.hr.ttu.edu/NPPR/Approvals/, log in with your eRaider credentials, and select *Approvals* on the navigation menu on the top right corner of the screen.

HUMAN RESOURCES
TEXAS TECH Administration

Approver,

New Position request has been submitted. You are listed as the next level approver for this request Your approval as Department Head is required for this request to proceed. Please review the request by clicking the link below or copy and paste it to your browser of choice.
https://apps.hr.ttu.edu/NPPR/Approvals

Comment:
HR Reviewed and approved.

For assistance or questions about this process, please contact Texas Tech University's Human Resources Systems at hrs.systems@ttu.edu.

Figure 43: Approvers may click the link provided in the email notification to access the request.

To begin, select the gray bar to view the pending request. See Figure 44.

Home Position Description Approvals User Guide Sign-Out

New Position and Position Reclassification Approvals

Human Resources provides expertise in evaluating and classifying new and existing positions so that department managers and administrators can make informed decisions for modifying organizational structures. The creation of a new position (NP) or the reclassification (PR) of a position is a collaborated effort by Human Resources and the department that requires an analysis of duties, level of responsibilities, minimum required qualifications, and reporting relationship of the position. The new position cannot be made to fit the qualifications of an individual employee (or group of employees) but rather should reflect the duties to be performed.

List of request

Originator	Request Code	Request Type	Employee Type	Request Status
Originator's Name	E74C3-16933	New Position	Staff	Pending Approval - Department Head

Figure 44: Clicking on the gray bar will show additional details on the request.

Approvers may select one of three buttons on the pending request. To quickly view the pending request's Organization Chart or Position Description, click the corresponding button. NOTE: If a request has an Organization Chart attached, a button will appear to view the attachment. See Figure 45.

Figure 45: To review a pending request, select Pending button.

To begin the approval process, select the *Pending: Approve* | *Decline* | *Return* button.

You will see the form submitted by the Originator. Review the information thoroughly. At the bottom of the page, you will see the Request Approvals form. See Figure 46.

- **To Approve:** Select *Approve*.
- **To Return:** Select *Return to Originator*
- **To Decline:** Select *Decline*.

A text box is available to add any additional comments to ensure transparent communication. NOTE: Comments are required when returning or declining a request.

Figure 46: Options Approvers have when reviewing a pending request.

Select *Submit* when ready. If your decision is incomplete, the application will auto save the information inserted.

Request Approvals

Approval history is located at the bottom of the request for review.