

**Creating a New Position
Filling out the New Position Request**

<u>Field</u>	<u>Task</u>	<u>Reference</u>
Date	Self explanatory	
Contact Name	Enter the name of the person in the department to contact regarding this transaction	
E-mail	Self explanatory	
Title	Contact Person's title	
Phone number	Self explanatory	
Extn	Self explanatory	
Department Name	Self explanatory	
Organization Code	Enter the department's organization code	Salary roster- you can print a copy of your department's roster in Cognos
Select Position	Enter the type of position you are seeking to establish	Pull down menu found in the form and select single or pooled
Security Level	<i>Does not apply to TTUHSC</i>	
New Position	Check this box if you are establishing a new position	
Secondary Position	Check this box if you are going to provide a supplement to an incumbent	
Position Class Code	Enter the appropriate Position Class Code	TTU/TTUHSC Pay Plan
Position Class Title	Enter the appropriate Title	TTU/TTUHSC Pay Plan
FTE	Enter the appropriate FTE	If the FTE is less than 100%, the position class code will start with the letter "P". (Ex. PXXXX)
Monthly or Hourly Rate	Enter the amount you propose to pay for this position	TTU/TTUHSC Pay Plan The hiring range for jobs is between the base and midpoint of the job's pay grade
Home Organization	Enter the name and ORGN code where the position will reside	
Date	Enter the date the request is being prepared	
COA	Enter the Chart of Accounts that the Labor Distribution for the position	Most positions in HSC will be in Chart of Accounts "H"
FOAP	Enter the funding distribution for the position	
Account Percent	Enter the percentage of the total salary which this FOAP will fund	Percentages must equal 100 When you have completed this

**Creating a New Position
Filling out the New Position Request**

		portion of the form for a new position, skip to Comments/Justification
Comments/Justification	Enter the reason or need for the new position	
Approvals	Enter the appropriate signatures as needed	<p>The approvals block imply progress in the process:</p> <p>The Department head approval implies to proceed with the process, but not necessarily using the proposed title and salary.</p> <p>HR Compensation's approval implies an agreement with the department that an appropriate title and salary is in place.</p> <p>Budget's approval implies that funding is available for the transaction.</p> <p>AVP/Dean or Provost/Vice President approval is the complete approval of the transaction.</p>
<p>You will receive an email with an attachment of the form showing the position number when the position is established. It will be effective the first pay period following the final approval date.</p>		

**Reclassifying a Position
Filling out the Reclassification Request**

<u>Field</u>	<u>Task</u>	<u>Reference/Comments</u>
Date	Self explanatory	
Contact Name	Enter the name of the person in the department to contact regarding this transaction	
E-mail	Self explanatory	
Title	Contact Person's title	
Phone number	Self explanatory	
Extn	Self explanatory	
Department Name	Self explanatory	
Organization Code	Enter the department's organization code	Salary roster- you can print a copy of your department's roster in Cognos. Skip to the block called Reclassification of an Existing Position Number
Home Organization	Enter the name and ORGN code where the position currently resides	
Incumbent Name	Enter the name of the incumbent whose position you proposed to reclassify.	If the position is vacant, enter VACANT
Tech ID	Enter the incumbent's R-number	R#####
CURRENT		The fields after this one pertain to the incumbent's current situation
FTE	Enter the incumbent's current FTE	Salary roster
Eclass	Enter the incumbent's Eclass	Salary roster
Monthly Salary/Hourly Rate	Enter the incumbent's current monthly or hourly rate of pay	Salary roster
Position Class Code	Enter the incumbent's current position class code	Salary roster
Title	Enter the incumbent's current position class code title	Salary roster
PROPOSED		The fields after this one pertain to the incumbent's proposed situation
FTE	Enter the proposed FTE	
Eclass	Enter the proposed Eclass	Pay Plan The Eclass may or may not change in a reclassification. The Eclass will change if the reclassification results in a change of FTE or in Pay Frequency

**Reclassifying a Position
Filling out the Reclassification Request**

Position Class code	Enter the proposed position class code	Pay Plan If the reclassification is resulting in a change of FTE, the Position Class code will begin with a "P" (PXXXX)
Title	Enter the proposed title	Pay Plan
Estimated Annual Cost	Enter the estimated additional cost	Current salary administration policy allows you to options to adjust a salary in a reclassification: <ul style="list-style-type: none"> • The base salary of the new position class • Adjusting the incumbent's current salary with a maximum of 5%. <p>Whichever is greater</p>
COA	Enter the Chart of Accounts that the Labor Distribution for the position	Most positions in HSC will be in Chart of Accounts "H"
FOAP	Enter the funding distribution for the position	
Account Percent	Enter the percentage of the total salary which this FOAP will fund	Percentages must equal 100 When you have completed this portion of the form for reclassifying a position, go to Comments/Justification
Comments/Justification	Enter the reason or need for the reclassification	
Approvals	Enter the appropriate signatures as needed	The approvals block imply progress in the process: The Department head approval implies to proceed with the process, but not necessarily using the proposed title and salary. HR Compensation's approval implies an agreement with the department that an appropriate title and salary is in place. Budget's approval implies that funding is available for the transaction. AVP/Dean or Provost/Vice President approval is the complete approval of the transaction.

Reclassifying a Position
Filling out the Reclassification Request

You will receive an email with an attachment of the form when the reclassification is completed. It will be effective the first pay period following the final approval date.		