NEBRASKA
AdministrativeServices
State Personnel Division

Create Position

People · Service · Business

LINK

Employee Work Center | Revised: April, 2014

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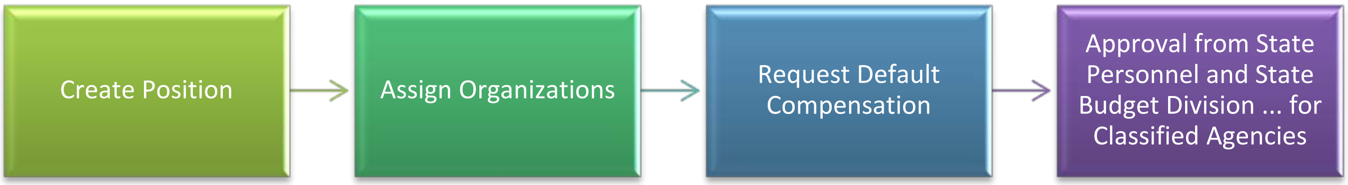
Create Position Process Flow



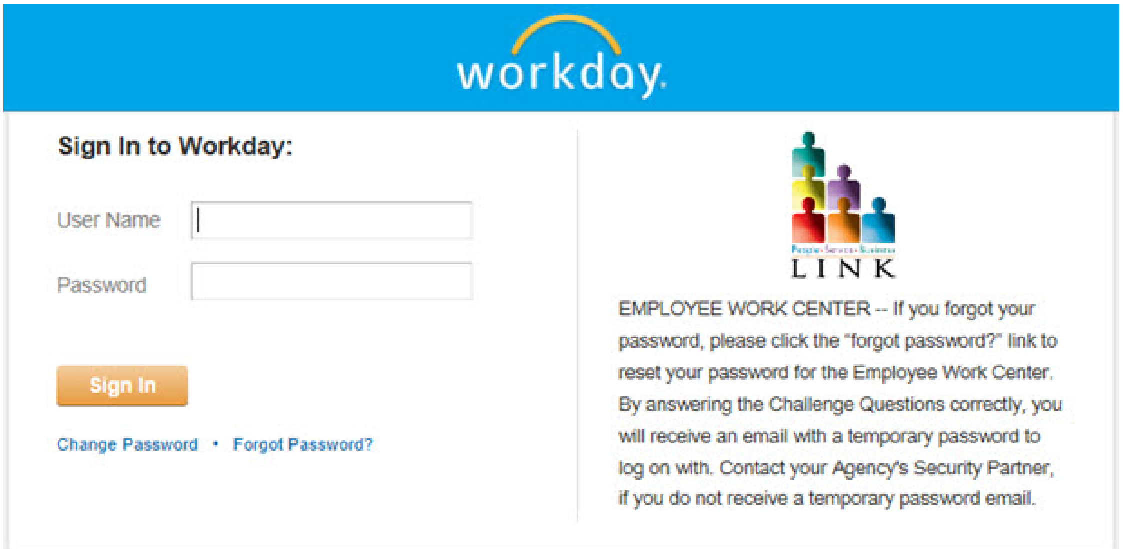
Create Position Checklist

You will need the following items to create a position:

- ☐ Supervisory Organization (Supervisor's Name or Supervisor's Employee ID Number).
- ☐ Title of the job posting.
- ☐ Number of positions.
- ☐ Availability Date or Earliest Hire Date.
- ☐ Job Family (Bargaining Unit/Classification).
- ☐ Job Profile (Job Code/Job Title).
- ☐ Location of position.
- ☐ Time Type (full time/part time).
- ☐ Worker Type (employee/contingent worker).
- ☐ Worker Sub-Type (regular, Agency temporary, SOS temporary, intern, etc.)
- ☐ Cost Center (formerly known as home business unit).
- ☐ Security Business Unit.
- ☐ Pay Guidelines for this position from the pay plan.

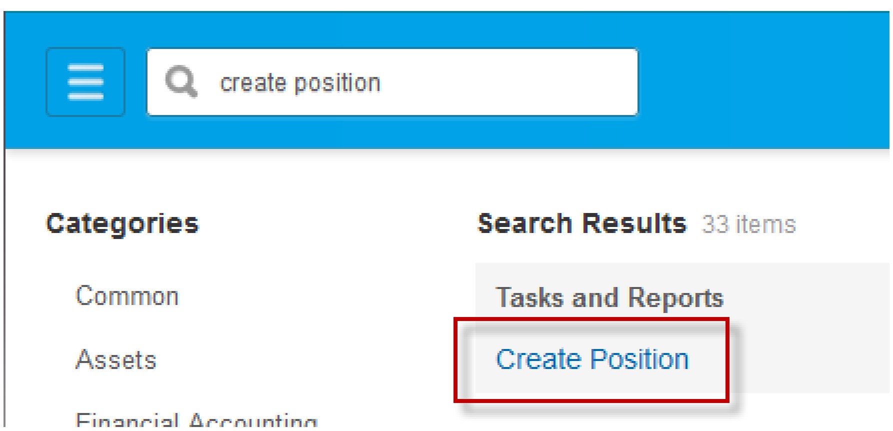
Log in to the Employee Work Center

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



Create Position

1. Type **create position** in the **Search** box and then press enter.
2. Click the hyperlink for **Create Position** task.



3. Search for the supervisory organization (sup org) by clicking the **Supervisory Organization** prompt OR type the name of the sup org manager OR type the Employee ID of the sup org manager.

4. Select the appropriate sup org from the drop-down list, and then click **OK.**

Create Position screen; explanation of the items are on the next few pages:

Create Position

1. **Change** – Hover over the Create Position task at the top of the page, and then click change if you need to change the sup org.

   Create Position Change

2. **Supervisory Organization** info – click the related actions icon on the sup org name to get additional information on that sup org.

   Supervisory Organization AS State Personnel (Dovi Mueller (100239))

3. **Position Request Reason** – There are three options from which to select when you create a position. Below are the reasons and a brief explanation for each:

   Position Request Reason ✖ Create Position > Created Po ...

   a. **Authorized** – authorized position.
   b. **Contingent** – contingent worker (e.g., non-state employee who supervises state employees).
   c. **Temporary Overlap** – when there is an overlap from retirement and a new hire (e.g., you hire someone to be trained by the person retiring).

   NOTE: THE TEMPORARY OVERLAP CAN ONLY BE OPEN FOR 30 DAYS. WHEN YOU TRANSFER THE NEW PERSON INTO THE PREVIOUS EMPLOYEE'S POSITION, BE SURE THAT THE CLOSE POSITION BOX IS CHECKED.

   Create Position > Created Position > Authorized
   Create Position > Created Position > Contingent
   Create Position > Created Position > Temporary Overlap

4. **Job Posting Title** (*required field) – type the job title. This can be considered a working title.

   Job Posting Title * Dovi's Assitant

5. **Number of Positions** (*required field) – type the number of position(s) for this title.

   Number of Positions * 1

6. **Job Description** – if desired, type a brief description of the position(s).

   Job Description Type a brief description of the job here

7. **Hiring Restrictions & Qualifications** tabs – you can toggle between the two tabs. HOWEVER, NOTE: WE DO NOT USE THE QUALIFICATIONS TAB.

   Hiring Restrictions XXXXXXX

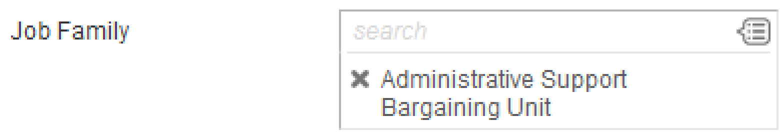
8. **Availability Date** (*required field) – enter the date the position will be available. You can use the calendar prompt to select the date.

9. **Earliest Hire Date** (*required field) – enter the earliest date to hire for this position. You can use the calendar prompt to select the date (see screenshot above, in #8).

   NOTE: YOU WILL NOT BE ABLE TO HIRE SOMEONE INTO THE POSITION UNTIL THE EARLIEST HIRE DATE. EXAMPLE: IF YOU USE A HIRE DATE OF 8/6/20XX, YOU WILL NOT BE ALLOWED TO HIRE SOMEONE IN THIS POSITION WHO STARTED ON 7/30/20XX.

10. **No Job Restrictions** – **DO NOT CHECK THIS BOX.**

11. **Job Family** – click the search prompt to search for the job family (bargaining unit).
    a. All jobs in that job family will auto-populate, you will need to scroll through the list to select the correct job title and job code.



12. **Job Profile** – Type the Job Profile code, if you know it, OR click the search prompt to search for the job profile code and then click the correct code.

   NOTE: WHEN YOU ENTER THE JOB PROFILE, IT WILL AUTO-POPULATE TO THE LINE BENEATH THE SEARCH PROMPT FIELD.

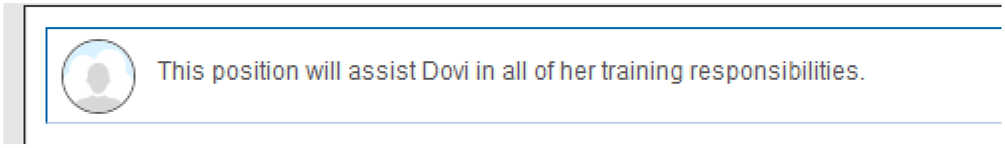
13. **Location** – click the prompt and select the correct location. Or, you can type part of the name of the location, and then select from the resulting list.

14. **Time Type** – click the prompt and select either **Full time** or **Part time**.

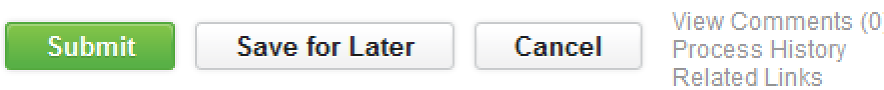
15. **Worker Type** – click the prompt and select either **Contingent Worker** or **Employee**.

16. **Worker Sub-Type** – after adding worker type, the search prompt will automatically appear in the Worker Sub-Type box. Select the appropriate worker sub-type, as listed here (see next page).

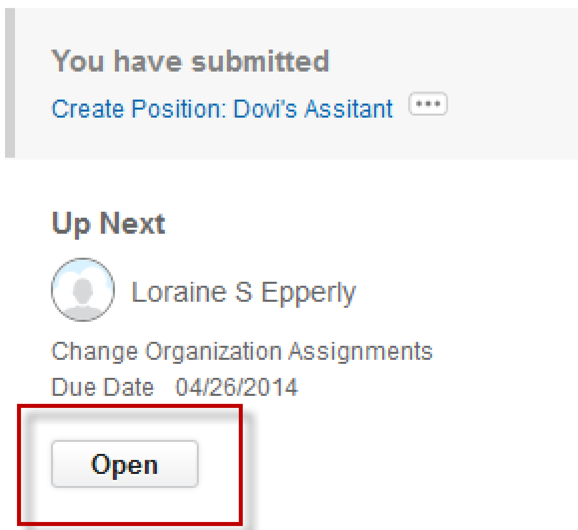
17. **Comment** – enter any comments. Be selective of any comments, because they will become part of the permanent record for this position.



18. **Critical Job** and **Difficulty to Fill** – We do not use either of these fields. PLEASE do not enter information.
19. When you are done, select one of the following options:
    a. **Submit** – to submit.
    b. **Save for Later** – to save your changes but not submit.
    c. **Cancel** – cancel the process.

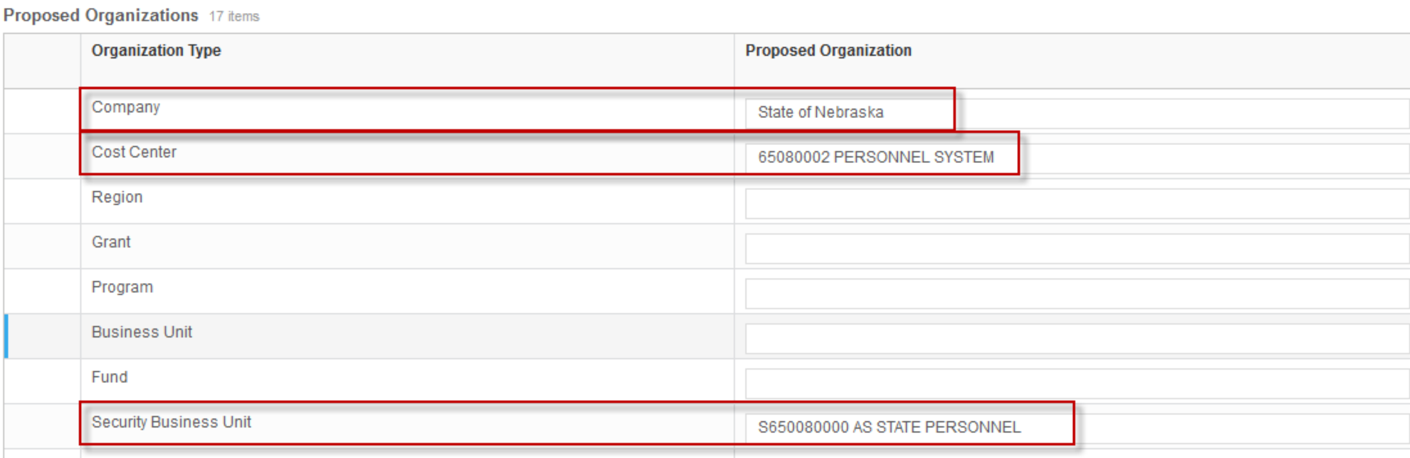


You will be directed to the next step, which is **Change Organization Assignments**. Click **Open.**



Assign Organization

The HR Partner will assign the organizations for the vacant position(s).



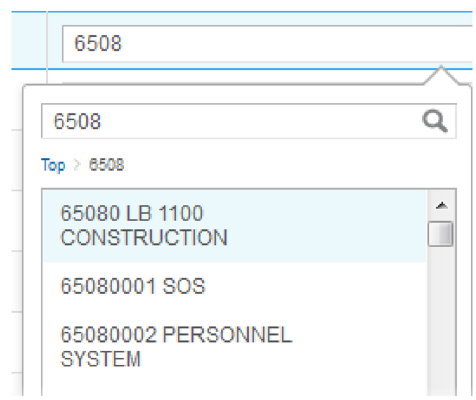
Proposed Organizations 17 items

Organization Type	Proposed Organization
Company	State of Nebraska
Cost Center	65080002 PERSONNEL SYSTEM
Region	
Grant	
Program	
Business Unit	
Fund	
Security Business Unit	S650080000 AS STATE PERSONNEL

1. **Company** – Company is **always** State of Nebraska.

2. **Cost Center** (used to be referred to as home business unit) – click this field to get the search prompt. Select the appropriate cost center.

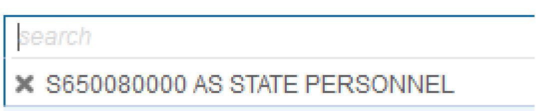
   NOTE: ENTER YOUR AGENCY NUMBER AND THEN PRESS ENTER FOR A QUICKER SEARCH. THIS WILL GIVE YOU COST CENTERS ASSOCIATED ONLY WITH YOUR AGENCY. BE SURE TO CLICK THE CORRECT COST CENTER.

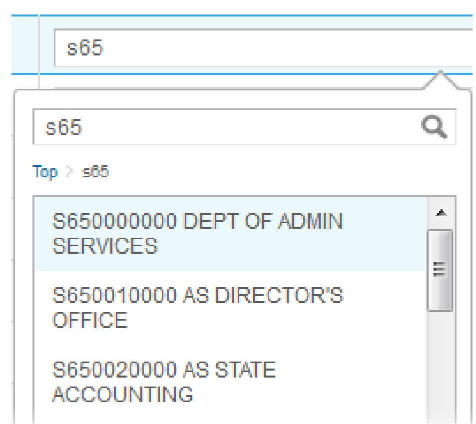


3. **Security Business Unit** – click this field to get the search prompt, and then select the appropriate security business unit.

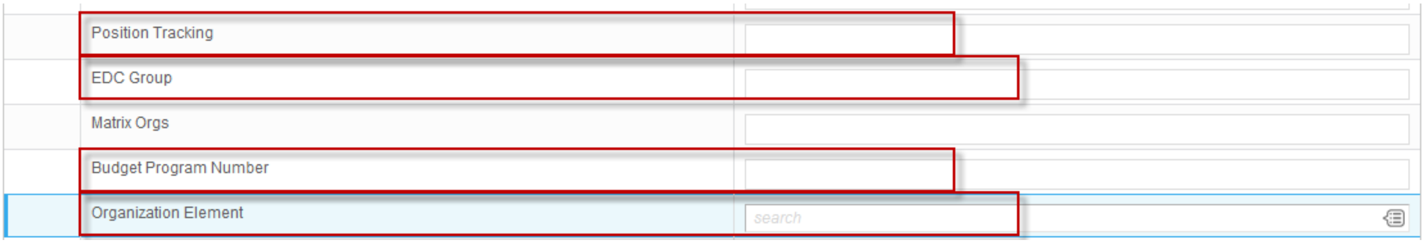
   NOTE: TYPE AN S AND THEN YOUR TWO-DIGIT AGENCY NUMBER FOR A QUICKER SEARCH. THIS WILL RETURN SECURITY BUSINESS UNIT NUMBERS ONLY FOR YOUR AGENCY AND NOT FOR THE ENTIRE STATE.

   NOTE: IF YOU KNOW YOUR DIVISION NUMBER, YOU CAN TYPE AN S, THEN YOUR TWO-DIGIT AGENCY NUMBER, AND THEN YOUR DIVISION NUMBER TO NARROW THE SEARCH EVEN FURTHER (E.G., FOR STATE PERSONNEL, I TYPED S65008).



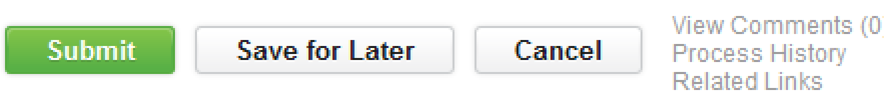


4. **Custom Organizations** – You can add the information to these custom orgs, if you know the information, and if your agency has arranged to enter information in these fields:
    a. **EDC** – If you know the EDC Group, add it here.
    b. **Budget Program Number** – If you know the Budget Program Number, add it here.
    c. **Position Training** – DHHS; if you know this assignment, add it here.
    d. **Organization Element** – Roads; if you know this assignment, add it here.



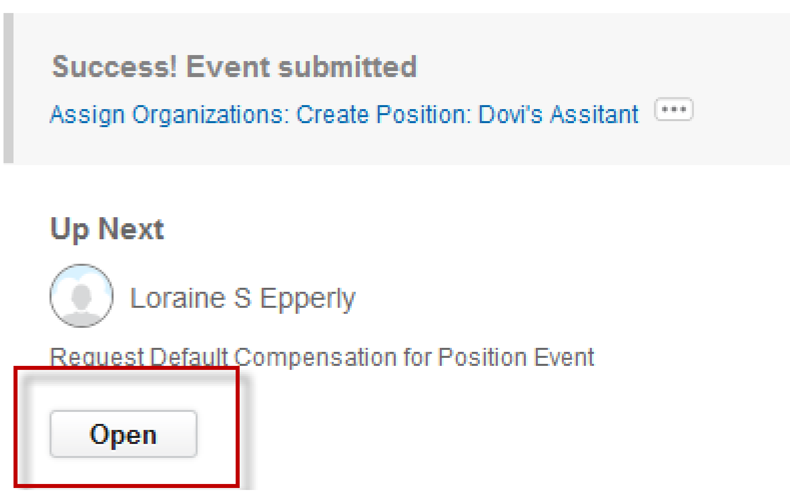
5. **Comments** – enter any comments.

6. Select one of the following options:
    a. **Submit** – to submit.
    b. **Save for Later** – to save your changes but not submit.
    c. **Cancel** – cancel the process.



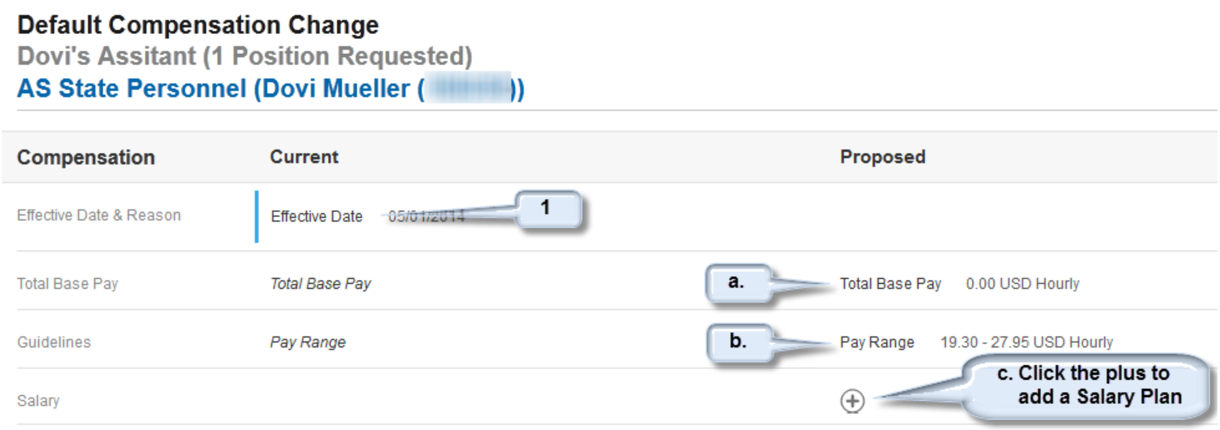
NOTE: PLEASE, DO NOT USE REGION, GRANT, PROGRAM, FUND, GRANDFATHERED EMPLOYEES – BENEFITS, HEALTH FITNESS, OR BUSINESS UNIT FIELDS.

You will be directed to the next step, which is **Request Default Compensation**. Click **Open.**



Request Default Compensation

Default Compensation Change screen:

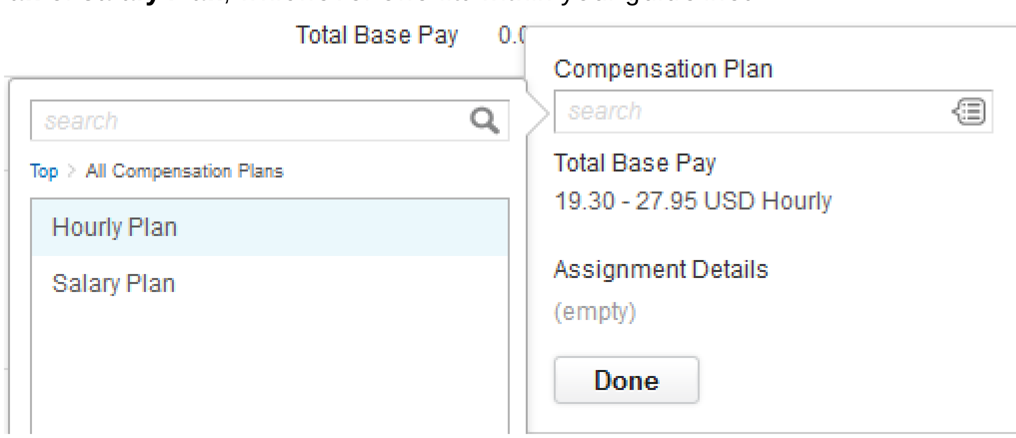


1. **Effective Date**, the date this compensation will be effective.
2. **Compensation:**
   a. **Total Base Pay** – total base pay for the position (there will not be a dollar amount here unless you enter a Salary Plan).
   b. **Guidelines** – pay range for this position title, plus the minimum and maximum amount you can pay this position.
   c. **Salary Plan** – This will show the compensation information for the position, once it is entered.

   NOTE: REGARDLESS WHETHER THE POSITION IS SALARY OR HOURLY, WE WILL ALWAYS USE THE SALARY PLAN LINE.

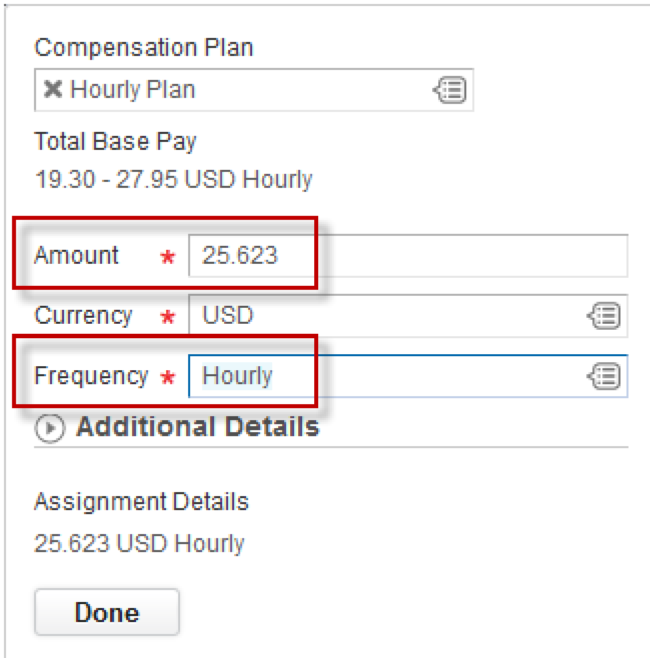
   NOTE: WE DO NOT USE THE FOLLOWING:

   i. Hourly Plans
   ii. Period Salary Plans
   iii. Unit Salary Plans
   iv. Allowance Plans
   v. Merit Plans
   vi. Bonus Plans
   vii. Stock Plans
   viii. Commission Plans
3. **Salary Plan** – click the plus sign on the Salary row to add the compensation information for the position.
   a. In **Compensation Plan**, click the prompt, click **All Compensation Plans,** and then select **Hourly Plan** or **Salary Plan**, whichever one fits within your guidelines.



b. In the **Amount** field, type the pay rate (either an hourly or annual)**.**

VERY IMPORTANT: ENSURE THAT THE FREQUENCY MATCHES THE RATE YOU ENTER IN THE AMOUNT FIELD (HOURLY IF YOU ENTERED AN HOURLY RATE; ANNUAL IF YOU ENTERED AN ANNUAL RATE).



4. Click **Done.**
5. Click anywhere else on the screen to view your changes.
6. **Comments** – enter comments, if applicable.

7. At the bottom of the screen, select one of the following options:
   a. **Approve** – approve the compensation plan.
   b. **Deny** – deny the compensation plan.
   c. **Save for Later** – returns the item to your workfeed.
   d. **Close** – close the compensation screen; does not save any changes.

If you click Approve AND you are a Code agency, you will get a screen to let you know that your request has been forwarded to State Personnel and State Budget Division for approval. Click **Done**.

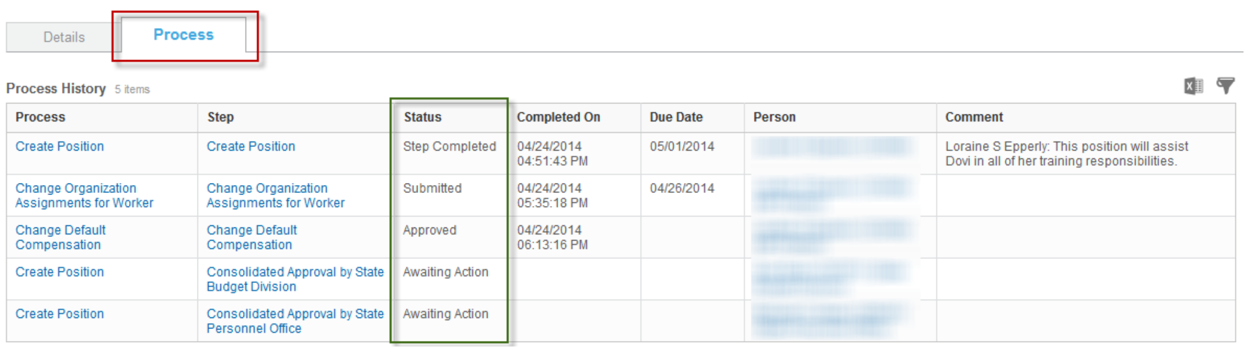
Check the Status of Position Request

1. To check if the position has been approved, click the **Inbox** in the upper right-hand corner. In the Inbox, click the Archive tab (which is now your requests, and items that you have touched.
2. Find the particular item in the list, and click once on it. If it has been approved, under Overall Status, it will say **Successfully Completed**.

Overall Status Successfully Completed

3. If the Overall Status says **In Progress**, as shown below, click the Process tab (see the red rectangle in the next screenshot) to see the status of the entire B.P.

4. In the **Status** column**,** you will see the status of each of the steps, i.e., steps that:
   a. Were Completed,
   b. Were Submitted,
   c. Were Approved, or
   d. Are Awaiting Action.



Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	04/24/2014 04:51:43 PM	05/01/2014		Loraine S Epperly: This position will assist Dovi in all of her training responsibilities.
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	04/24/2014 05:35:18 PM	04/26/2014		
Change Default Compensation	Change Default Compensation	Approved	04/24/2014 06:13:16 PM			
Create Position	Consolidated Approval by State Budget Division	Awaiting Action				
Create Position	Consolidated Approval by State Personnel Office	Awaiting Action				

LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: https://ciohelpdesk.nebraska.gov/User/
Email: as.linkhelp@nebraska.gov
Phone: 402.471.6234