20 Mandatory Fields for CREATING POSITION

1. If you are copying from another position, position number (position # begins with 5xxxxxxx). Remember this position will be IDENTICAL to the one you are copying from.
2. Do not use the Job Dropdown. If you are creating from a job and do not know the job #, insert
   - 20001551 for Casual/Temporary position
   - 20001553 for NonComp staff
   - 20001554 for Exempt staff
3. Comments: Put in a detailed comment describing the assignment.
4. Effective Date: Make it the first day of the current month
5. Org Unit: This is your department Id
6. Job code: Job code (See #2)
7. Long name or Title of Position
8. General description blurb: Summary of duties (2-3 lines)
9. Recruitment Indicator: (Mark open for Hire if the candidate is internal, or Mark Open for Hire and Post to HR/Recruitment website if you want to open the position to external candidates)
10. Weekly work schedule: Hours in a week and days of work
11. Assignment Duration: How many weeks? (52 weeks for exempt employees)
12. Percentage Time: Will this be 100% time or lesser? Consult your Compensation Analyst.
13. Proposed Budget Amount: What will be the PROPOSED BUDGET for ANNUAL salary for the exempt employee and if the employee is hourly/weekly paid, the hourly $ rate.
14. Cost Center: Cost Center is populated automatically when you hit continue at the bottom of the screen.
15. Cost Distributions: Cost Center (autopopulated)/ Grant/Internal Work Order (Insert 9559999990). Multiple distributions must add up to 100.
16. Essential Duties: Have up to 6 duties in a Word document so you can copy and paste descriptions of duties. The percent time of priority for the duties must add to 100.

17. Position Requirements: Educational and work experience requirements

18. Building Number (Physical location where person will work)

19. Mail Code (If you do not know this, ask your payroll coordinator)

20. Hiring Manager if position will be posted to HR website. If you don’t know the recruitment manager, write to HROM@bu.edu