

Mandatory Fields for Creating Position

Before you begin to create a brand new position in your department, print this document and pencil in the 20 mandatory fields so that you have the information handy. The Create Position form does not save details automatically. You have to be able to get to the last step of the process to save all the details entered on the form.

1. If you are copying from another position, you must know that position number (5xxxxxxx). Note that the newly created position will be IDENTICAL to the one you are copying from.
2. If you are creating from a job and do not know the job #, insert
 - 20001551 for Casual/Temporary position
 - 20001552 for Non-Compensated Faculty
 - 20001553 for Non-Compensated staff
 - 20001554 for Exempt staff
 - 20002651 for Non-Compensated position for student
 - 20001559 for Post-Doctoral Associate
3. **Comments:** Put in a detailed comment describing the assignment
4. **Effective Date:** Enter either today's date or the first day of the current month (unless a retroactive hire action is needed, in which case the position's Effective date must precede the retroactive Hire Date)
5. **Org Unit:** This is your Department Id
6. **Job code:** Job code (See #2)
7. **Long name or Title of Position:** Title as to be displayed on business card
8. **General description blurb:** Summary of duties (2-3 lines)
9. **Recruitment Indicator:** Click on one of the radio buttons mentioned below:
 - **No/Remove from Recruitment for hire selection** (If you are only changing existing attributes and do not want to open position for hire)
 - **Mark open for Hire** if the candidate is already known and the position will *NOT* be posted to the HR website
 OR
 - **Mark Open for Hire and Post to HR/Recruitment** website if you want to post to HR Recruitment website and open the position to external candidates)
10. **Weekly work schedule:** Hours in a week and days of work
11. **Assignment Duration:** How many weeks? (Regular position is 9 to 12 months (52 weeks). Temporary positions are <= 8.8 months)
12. **Percentage Time:** Will this be 100% time or lesser? Consult your Compensation Analyst.

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13. **Proposed Recruitment Amount:** What is to be the proposed budget for ANNUAL salary for the exempt employee? If the employee is hourly/weekly paid, enter the hourly \$ rate. If employee will only work 50% time, enter 50% of annual salary for proposed budget.
14. **Cost Center:** Cost Center is populated automatically when you hit continue at the bottom of the screen.
15. **Cost Distributions:** Cost Center (*auto populated*)/ Grant/Internal Work Order (Enter generic number 955999990 if grant-funded in Order # column). Percentages for multiple distributions must add up to 100.
16. **Essential Duties:** Have up to 6 duties ready in a Word document so you can copy and paste descriptions of duties. Assign a % for priority of task. The percent time of priority for the duties must add to 100.
17. **Position Requirements:** Educational and work experience requirements
18. **Building Number:** Address of the physical location where person will work
19. **Mail Code:** Mail Code of your department (If you do not know this, look up your own mail code on a Maintain Position form)
20. **Hiring Manager** if position will be posted to HR website. If you don't know the recruitment manager, write to hrrsys@bu.edu