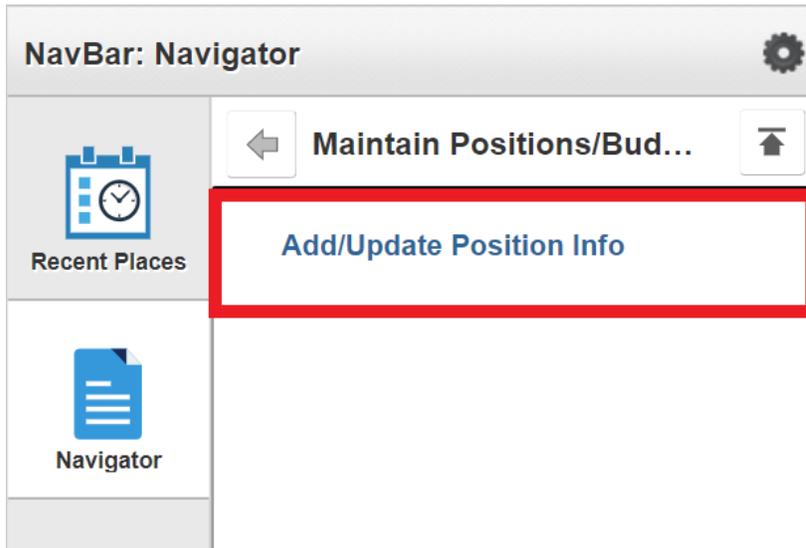


Adding a New Position Through Position Management

This process is used to add a new position on HIP through the Position Management module.

1. Navigate to *NavBar*> *Navigator*> *Organizational Development*> *Position Management*> *Maintain Positions/Budgets*> *Add/Update Position Info*



2. Click on the **Add a New Value** tab.
 - **Business Unit** should default to your organization (LEG or OHA).

Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with LEG

Department begins with

Job Code begins with

Reports To Position Number begins with

Status as of Effective Date =

Include History Correct History Case Sensitive

3. Enter the new Position Number, then click **Add**.

- **Note:** To keep records consistent, it is recommended to add position numbers in a sequential order.
- For LEG positions, position numbers will start with **YXXXXXXX**. The first digit is dependent on what branch of the LEG you are in.
- For OHA positions, position numbers will start with **OZXXXXXX**.

Add/Update Position Info

Find an Existing Value **Add a New Value**

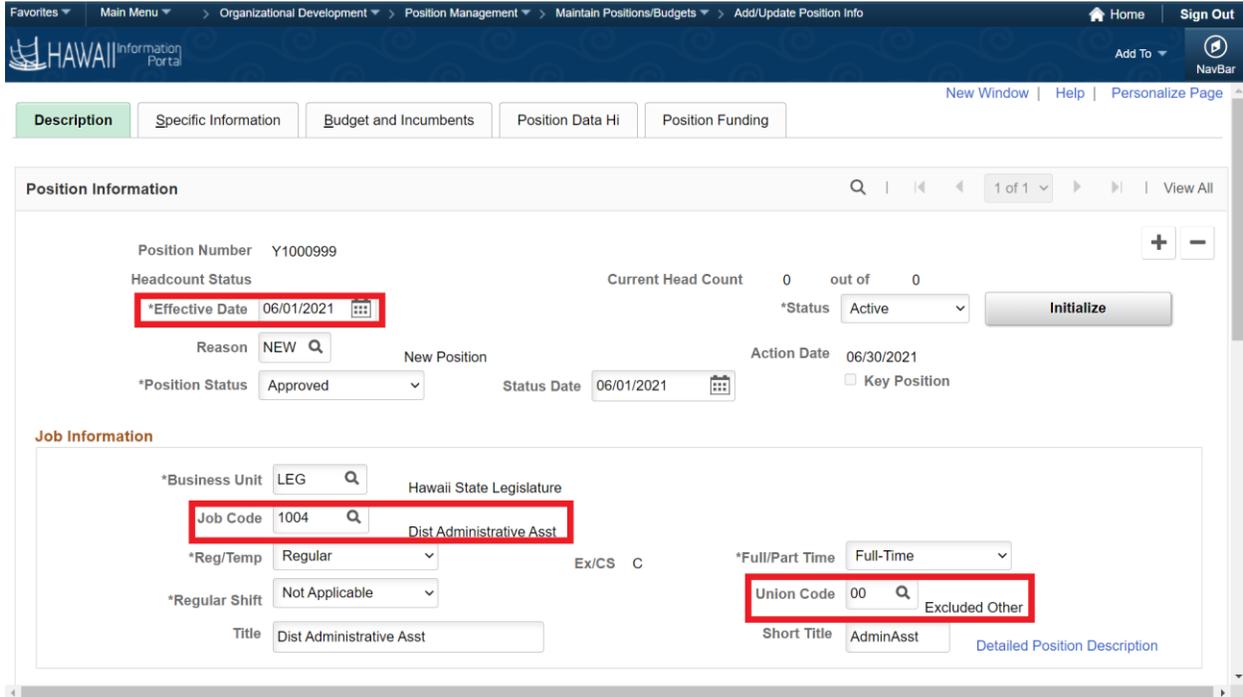
Position Number

Add

[Find an Existing Value](#) | [Add a New Value](#)

4. Change the Effective Date (in this example, we are using 06/01/2021).
5. Insert the Job Code. The **Position Title** and **Short Title** will auto-populate based on the Job Code entered. Feel free to modify this as needed.
6. Insert the Union Code.

7. Change any other information in the **Job Information** fields as necessary.



Position Information

Position Number Y1000999

Headcount Status Current Head Count 0 out of 0

***Effective Date** 06/01/2021

*Status Active

Reason NEW

*Position Status Approved

Status Date 06/01/2021

Action Date 06/30/2021

Key Position

Job Information

*Business Unit LEG Hawaii State Legislature

Job Code 1004 Dist Administrative Asst

*Reg/Temp Regular Ex/CS C

*Full/Part Time Full-Time

*Regular Shift Not Applicable

Union Code 00 Excluded Other

Title Dist Administrative Asst

Short Title AdminAsst [Detailed Position Description](#)

8. Enter the **Work Location** information (Department, Company, Location, Reports To).
9. Review the **Standard Hours**. Positions will be defaulted to a 40-hours-per-week schedule. Modify the standard hours to fit the number of hours that this position will be expected to work per-week if necessary.
 - The daily hours will update once the Standard Hours is updated.
 - **Note:** This will impact compensation for salaried employees as the FTE will be applied to their compensation.
10. Update the FLSA Status as necessary. This status is used for calculation of FLSA Overtime using the FLSA rate.
11. Bargaining Unit will be defaulted to '8888'. This value is not used on Job Data.

[Favorites](#) | [Main Menu](#) | [Organizational Development](#) | [Position Management](#) | [Maintain Positions/Budgets](#) | [Add/Update Position Info](#) | [Home](#) | [Sign Out](#)


[Add To](#) | [NavBar](#)

Work Location

*Reg Region: United States
 Department: Administrative Services Department ID Search Company: Hawaii State Legislature
 Location: Hawaii State Legislature-Oahu
 Reports To: Communications Director Dot-Line:

Salary Plan Information

Salary Admin Plan: Grade: Step:
 Standard Hours: Work Period: Weekly
 Mon: Tue: Wed: Thu: Fri: Sat: Sun:

 USA
 FLSA Status: Bargaining Unit:

12. Enter a comment if your department needs it for recordkeeping purposes.

 USA
 FLSA Status: Bargaining Unit:

Comments:
 254 characters remaining

Updated on: _____ Updated By: _____

13. Navigate to the **Specific Information** tab, scroll down, and modify the **Max Head Count** (if more than 1).

- Note:** The **Update Incumbents** box will be unchecked when the position is created. Once an employee is hired into the position, updates to the position should have this box checked to allow position updates to flow to the employee's Job Data.

Favorites ▾ Main Menu ▾ > Organizational Development ▾ > Position Management ▾ > Maintain Positions/Budgets ▾ > Add/Update Position Info
 Home Sign Out

Add To ▾ NavBar

Description **Specific Information** Budget and Incumbents Position Data Hi Position Funding

Position Number Y1000998
 Headcount Status Current Head Count 0 out of 0

Specific Information 1 of 1 View All

Effective Date 06/01/2021 Status Active

Max Head Count 1

Mail Drop ID
 Work Phone
 Health Certificate
 Signature Authority

Incumbents

- Update Incumbents
- Include Salary Plan/Grade
- Force Update for Title Changes
- Budgeted Position
- Confidential Position
- FTE Sharing
- Available for Telework

Education and Government

Position Pool ID
 Encumber Immediately
 Calc Group (Flex Service)

14. Scroll down to the **Education and Government** section. Change the following fields to what is shown below.
15. Change the **FTE** count to the number of FTEs that will be filling the position and click the **Adds to FTE Actual Count** button.

Education and Government

Position Pool ID

*Pre-Encumbrance Indicator No Encumbrance

*Encumber Salary Option User Specified Amount

Encumber Salary Amount 0.000

*Classified Indicator All

Calc Group (Flex Service)

Academic Rank

FTE 1.000000 Adds to FTE Actual Count

16. Navigate to the **Position Data Hi** tab. If you do not do this step and click Save, you may receive the following error. As a note, this tab is for Executive Branch use, but navigation to this screen at least once when creating the position is required.

Favorites Main Menu Organizational Development Position Management Maintain Positions/Budgets Add/Update Position info Home Sign Out

HAWAII Information Portal Add To Notification NavBar

Description Specific Information Budget and Incumbents **Position Data HI** Position Funding

Position Number Y1000999
Headcount Status Open Current Head Count 0 out of 1

Position Data 1 of 1

Effective Date 06/01/2021 Status Active
Job Code 1004 Dist Administrative Asst Sal Plan Grade
Manager Level Non-Mgr FLSA Status Nonexempt Union Code 00 FTE 1.000000 Budgeted Position

Field is Required: HI_POSITION_DAT - BUSINESS_UNIT (124,64)

OK

17. Click Save. You may receive the following message afterwards.

Warning -- UAC fund value blank. The field will be filled with '9'. (20000,4005)

Your have not entered UAC fund value. If you do not, this field will be filled with '9'.

OK Cancel