

Position Number Management Guidelines

- First check for open position numbers in your department. Go to self-service under the Administration tab under Data Access and pick HR Reports.

The screenshot shows a self-service portal with several tabs: MY SELF SERVICE, PERSONAL, ADMINISTRATION (circled in red), WORKFLOW, and EXTERNAL LINKS. Under the ADMINISTRATION tab, there are three main sections: HR Inquiry, Data Access (highlighted in yellow), and HR Online Update. Under the Data Access section, 'HR Reports' is circled in red.

- Pick Position Management Reports, Open Positions, Enter ORG, DEPT, SUBDEPT, and EFFECTIVE DATE. You may want to ORDER BY: JOBCODE to keep all the Graduate Teaching Assistant position numbers grouped together. See the report results below. DO NOT USE “bucket” position number, which is an eight digit number made up of “0008 and the department number” (see highlight below). To use one of the open graduate assistant position number in this department, the pay group (in this case the 7), the Title (in this case Graduate Teaching Assistant, and the number of hours, must match the appointment you will be assign this unique position number to.

11-1320	00000	00081320	FT19	7	Graduate Teaching Assistant	40	POS	04/25/2014	T
11-1320	00000	00126147	FT19	7	Graduate Teaching Assistant	20	POS	08/01/2011	T
11-1320	00000	00126181	FT19	7	Graduate Teaching Assistant	20	POS	08/01/2011	T
11-1320	00000	00142123	FT19	7	Graduate Teaching Assistant	20	POS	08/01/2012	T
11-1320	00000	00142135	FT19	7	Graduate Teaching Assistant	20	POS	08/01/2012	T
11-1320	00000	00142185	FT19	7	Graduate Teaching Assistant	20	POS	08/01/2012	T
11-1320	00000	00142193	FT19	7	Graduate Teaching Assistant	20	POS	08/01/2012	T
11-1320	00000	00156399	FT19	7	Graduate Teaching Assistant	20	POS	08/01/2013	T
11-1320	00000	00156486	FT19	7	Graduate Teaching Assistant	20	POS	08/01/2013	T
11-1320	00000	00156564	FT19	7	Graduate Teaching Assistant	6.6	POS	08/01/2013	T
11-1320	00000	00156719	FT19	7	Graduate Teaching Assistant	.6	POS	08/01/2013	T

- If no open position number is available that fits the criteria of the appointment record that needs a unique position number assigned to it, you can either modify an existing one or request new position numbers through the Position Management found on Self-Service under the Administration tab, under Systems.

HR Inquiry

- [Appointment History](#)
- [University HR Contact List](#)
- [Current List of Available Categories/Reports](#)
- [Family Medical Leave Act](#)
- [Job Classification Review](#)
- [Online Absence Request Admin](#)
- [Standard Report Frequency Recommendations](#)
- [Temporary Merit Hours Worked](#)
- [Total Compensation Admin](#)
- [Vacation/Sick Report](#)
- [Preliminary Vacation/Sick Report Admin](#)

System Tools

- [Administer System Access](#)
- [TALX Access Manager](#)

Data Access

- [ePersonnel File \(Direct Reports\)](#)
- [Electronic Financial Reports](#)
- [AP-PO PeopleSoft](#)
- [GL Financial Systems Tools](#)
- [GL General Ledger DSS](#)
- [Grant DSS](#)
- [HR Queries](#)
- [HR Reports](#)
- [HR Transaction Reports](#)
- [CAM \(Capital Assets Management\)](#)

Systems

- [Budget & Salary Planning](#)
- [Budget Management \(Web Budget\)](#)
- [Cash Handling Audit Procedures](#)
- [Driver's License Review System](#)
- [E-Pro\(E-Vouchers & PReqs\)](#)
- [eDeposit](#)
- [Effort Reporting Admin](#)
- [GL Journal Entry](#)
- [HR Transaction Questions or Suggestions](#)
- [HR Transaction System](#)
- [Institutional Roles](#)
- [Jobs@UIOWA](#)
- [PayCV](#)
- [ProTrav \(Pcard Vouchers & Travel\)](#)
- [Position Management](#)
- [WhoKey Administration](#)

HR Online Update

- [Accounting Change of Status](#)
- [BBP Risk Status](#)
- [Emergency Contact Info](#)
- [Employee Degree Info](#)
- [Employee Immigration Info](#)
- [Employee Licenses and Certs](#)
- [Employee Name/Addr/Phone Info](#)
- [Employee Time Reporting](#)
- [Flexible Work Arrangements](#)
- [Grad Asst Reappointments](#)
- [Health Care Compliance](#)
- [Performance Appraisals](#)
- [Sexual Harassment Training Updates](#)

Forms

- [Data Warehouse Access Form](#)
- [Facilities Management Requisition](#)
- [Fleet Services Requisition](#)
- [Workers Compensation](#)



To create a new position number click Create a New Position, pick STAFF TYPE, hit next, enter Effective Date (which for spring semester would be January 1, 2015), find Jobcode, this will populate the Position Description field, complete Organization:, Department:, Sub Department, hit Update. Complete Percent-Time field (this will automatically populate the Calculated Standard Hours field. Pick Paygroup. Hit +ADD button to populate MFK – add Comments if you desire and View Summary. This allows you to Edit Position before clicking on Save for Processing. You will then receive an email letting you know when your new position number is ready to be used (usually the day after the request is made).

New Graduate Assistant Position

» Effective Date for New Graduate Assistant Position: Please note: Jobs@Ulowa Requisitions can be created on or after the effective date indicated here. If you assign a future effective date, you must wait until that date to create the Requisition.

» Find Jobcode:

Position Description:

Grade:

» Organization: » Department: Sub Department:

Org: COLLEGE OF LIBERAL ARTS AND SCIENCES
 Dept: Clas-Rhetoric
 SubDept: RHETORIC

» Percent-Time (100 = 100%): %
 Calculated Standard Hours:

» Paygroup:

MASTER FILE KEY

Update Org-Dept-Subdept

To add more M.F.K.'s to this position, chose the number of rows and click Add. To clear a row, press the the reset button.

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Fund	Organizational Unit	Department	Sub-department	Grant	Function	Funding Percentage (Out of 100%)	Remove	Clear
1) 050	11	1320	00000	52575000	10	100		

Comments

Position Summary



New Graduate Assistant Position

NEW POSITION INFORMATION

NEW VALUES

POSITION NUMBER:	The position number will be available after this form has been processed.
EFFECTIVE DATE:	01/01/2015
STAFF TYPE:	Temporary Graduate Assistant
ORGANIZATIONAL UNIT:	11 COLLEGE OF LIBERAL ARTS AND SCIENCES
DEPARTMENT:	1320 Clas-Rhetoric
SUB-DEPARTMENT:	00000 RHETORIC
JOB CODE:	FT19 (Graduate Teaching Assistant)
GRADE:	N/A
PERCENT TIME:	50 %
STANDARD HOURS:	20 Hours
PAYGROUP:	B Second Semester

NEW MFK

FUND	ORG	DEPT	SUBDEPT	GRANT	FUNCTION	%
050	11	1320	00000	52575000	10	100%

NEW COMMENTS

For transferring appointment records to other departments use the following “bucket” position number (0008 followed by the department number – example: 00081320 is Rhetoric). Type this number in the POSITION NUMBER field and click SAVE RECORD. It is also a good idea to change the dept number in the MFK before saving the record, so when the record drops off your list and goes to the new employing department list, it will pay from the new department if someone forgets to update the record after it hits their graduate reappointment list. If you have records that have been transferred from other departments, this is when you will need to assign the TA or RA a unique position number within your department.

Graduate Assistant Reappointment

Review/Modify Graduate Assistant Reappointment ([View Reappointment Guide](#))

(Prev) (J)   (A)(Next)

EMPLID:		ORG-DEPT:	11-1320
NAME:		PRIOR SALARY:	1808.4
UPDATED:	**NONE**	ONLINE NEW SALARY:	1808.4

Comment By:	Comment Date:	Comment:
Add New Comment		<input type="text"/>
		<input type="button" value="SAVE COMMENTS"/>

[\(View Recent Appt History\)](#)

JOB INFORMATION (RECORD # 0):

JOBCODE:

PAYGROUP:

STANDARD HOURS: [EQUIV % TIME (VIEW ONLY):]

POSITION NUMBER:

REGISTERED HOURS (FROM MAUI):

COLLECTIVE BARGAINING ELIGIBILITY:

NEW MONTHLY COMPENSATION (VIEW ONLY):

NEW TOTAL COMPENSATION (VIEW ONLY):

MFK INFORMATION:

FND	ORG	DEPT	SDEPT	GRANTPG	IACT	OACT	DPACT	FN	CCTR	AMOUNT	DELETE MFK?
050	11	1120	00000	52575000	5035	000	00000	10	0000	1808.40	<input type="checkbox"/>

<input type="button" value="VALIDATE MFKs"/>	<input type="button" value="ADD MFK"/>	<input type="button" value="DELETE CHECKED MFKS"/>	<input type="button" value="SAVE RECORD"/>	<input type="button" value="SAVE AND FINALIZE"/>
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REGISTERED HOURS (FROM MAUI): This indicates how many hours the graduate student is registered for. Note to hold a graduate assistant appointment, they are required to be registered.

COLLECTIVE BARGAINING ELIGIBILITY: Currently if a TA or RA holds a 25% or greater appointment, they are collective bargaining eligible. So “Yes” would be chosen. If on fellowship, NOT APPLICABLE (JOB CODE is FT52 or FF52) will populate based on the JOB CODE you select.

NEW MONTHLY COMPENSATION and NEW TOTAL COMPENSATION are both VIEW ONLY. Changes to a salary must be entered in the AMOUNT under the MFK INFORMATION:

Always hit VALIDATE MFKs when making a MFK change.

Note you can ADD MFK (if being paid from more than one MFK), DELETE CHECKED MFK (will delete a MFK if you check the DELETE MFK? Box and save the record.

Save Record will save the changes made and Save and Finalize should be left for the reviewer to finalize the record indicating it is accurate to the best of our ability with what we know at this time. NOTE AGAIN, a record can be changed on this system until Payroll pulls the appointments into their system to process for payments – even if the save and finalize has been chosen.

Graduate Assistant Reappointment

Review/Modify Graduate Assistant Reappointment ([View Reappointment Guide](#))

(Prev) (Next)

EMPLID:	[REDACTED]	ORG-DEPT:	11-1140
NAME:	[REDACTED]	PRIOR SALARY:	1205.6
UPDATED:	**NONE**	ONLINE NEW SALARY:	1205.6

Comment By:	Comment Date:	Comment:
Add New Comment	[REDACTED]	[REDACTED]

SAVE COMMENTS

([View Recent Appt History](#))

JOB INFORMATION (RECORD # 0):

JOBCODE:	FT19 - Graduate Teaching Assistant
PAYGROUP:	7 - Academic-10 pay
STANDARD HOURS:	13.2 [EQUIV % TIME (VIEW ONLY): 33]
POSITION NUMBER:	00168261
REGISTERED HOURS (FROM MAUI):	12
COLLECTIVE BARGAINING ELIGIBILITY:	YES
NEW MONTHLY COMPENSATION (VIEW ONLY):	1205.60
NEW TOTAL COMPENSATION (VIEW ONLY):	12056.

MFK INFORMATION:

FND	ORG	DEPT	SDEPT	GRANTPG	IACT	OACT	DPACT	FN	CCTR	AMOUNT	DELETE MFK?
050	11	1140	00100	52575000	5035	000	00000	10	0000	1205.60	<input type="checkbox"/>

VALIDATE MFKs ADD MFK DELETE CHECKED MFKs SAVE RECORD SAVE AND FINALIZE