

Electronic Appointment Process
Unclassified New Position Request Process FAQ
(Updated 12/5/2008)

Tracking Number - See Graduate Assistant New Position Request

Department – See Graduate Assistant New Position Request

Official Title Description

The Official Title Description is the class title description and title code as approved by the State of Kansas. The Official Title Description is determined by HRS/Budget based on the duties of the position. It cannot be changed through the Unclassified Search Request and Unclassified Appoint Request. See the FAQ for Working Title Description for more information.

Working Title Description

The Working Title Description provides more details than the Official Title Description, e.g. it indicates the assignment within the department. It is entered by the user and can be changed through the approval process.

The Working Title Description is required in the Unclassified New Position Request because HRS/Budget will use the Working Title Description to determine the Official Title Description. If the Official Title Description is the same as the Working Title Description, the user will only see the Official Title Description in the Unclassified Search Request and Unclassified Appoint Request. If the Official Title Description and the Working Title Description are different, the user will see both titles in the appropriate fields in the Unclassified Search Request and Unclassified Appoint Request.

The Working Title Description is not required in the Unclassified Search Request and Unclassified Appoint Request. The user can add a Working Title Description or change the default Working Title Description, as needed.

A Working Title Description is displayed on the Position Inventory for the department. It will also appear in the on-line PSU Directory for the employee appointed to the position.

Electronic Appointment Process
Unclassified New Position Request Process FAQ
(Updated 12/5/2008)

Position Length

HRS/Budget uses the Position Length to determine the type of position to set up in IBM. When the "Other" option is selected, the user will then enter a Start Date (this is required) and an End Date (this is not required).

Full or Part Time

Full-time positions work 40 hours per week, or teach a full-load of courses during the appointment period. Part-time positions work less than full time.

HRS/Budget will assign a specific Percent Time (i.e. 100%, 50%, 20%) to the position based on the information in the New Position Request.

The user will see "Percent Time" in the Search Request and Appoint Request.

Part-time classified and unclassified positions that are not eligible for benefits will always be 20% time.

Tenure Earning

Only positions in the Academic Affairs Division may be tenure earning. Users who are not in Academic Affairs will select "No" for this field. Users in Academic Affairs should contact the Dean or the Office of the Provost for assistance in completing this field, if needed.

Estimated Date Employee in the New Position Would Start - See Graduate Assistant New Position Request

Recommended Salary for the Position

The Recommended Salary for the Position is the total salary that will be paid to the employee based on the Position Length (e.g. "Fiscal year," "Academic Year/Fall, Spring or Summer Semester," or "Other") for the position.

Funding - See Graduate Assistant New Position Request

Describe the Specific Need for the Position. - Do not need

Comments - See Graduate Assistant New Position Request

Cost of Position

The system will calculate the Cost of Position using the appropriate fiscal year fringe rate table based on the Estimated Date Employee in the New Position Would Start. The cost for an Unclassified or Classified New Position Request will include one cost if the position is not eligible for benefits and one cost if the position is eligible for benefits.

HRS and Budget will determine if the position is eligible for benefits based on the information included in the New Position Request.

Electronic Appointment Process
Unclassified New Position Request Process FAQ
(Updated 12/5/2008)

Attachments - See Graduate Assistant New Position Request