CONNECTed

Process: Define Positions
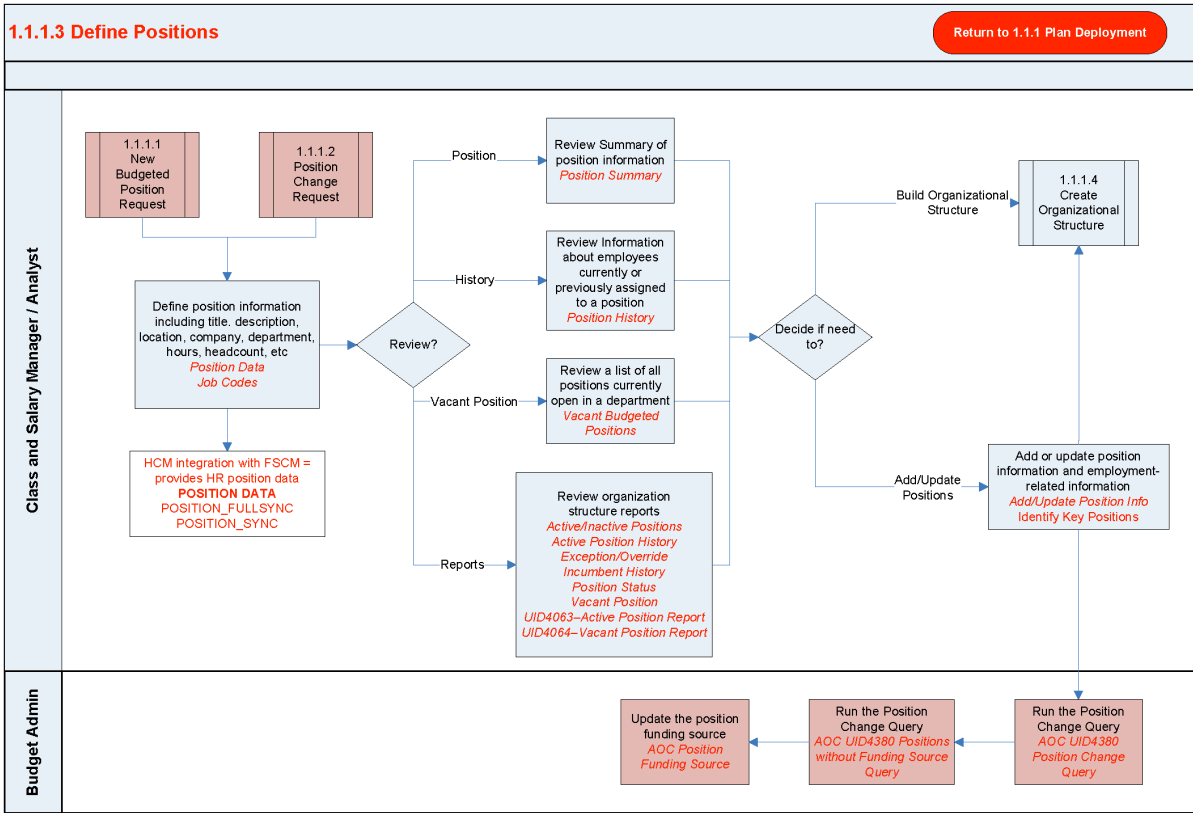**Objective:** Define Position Data and Job Codes

Plan Deployment	
1.1.1.3 Define Positions	
Roles	**Transaction**
*Class and Salary Manager/Analyst	Review summaries including position information, position history, vacant budgeted positions and reports. Build Organizational Structure OR Add or update Position and employment information
*Budget Admin	Update Position funding source Run Positions without Funding Source Query Run Position Change Query
Inputs:	Define Positions
Outputs:	Positions are identified and defined
* Initiates process	

Process Details

Class and Salary Manager/ Analyst defines the position information including title, description, location, company, department, hours, headcount, etc. They review the position summary, the information about the current employees or previous employees assigned to the position, the list of the current positions currently vacant and the organization structure reports (Active/Inactive Positions, Active Position History, Exception/Override, Incumbent history, Position Status and Vacant Positions). Then, a decision is made to add or update the position information and identify key positions or build organizational structures.

Budget Administrator runs the position change queries for positions without a funding source and position change, then, the Budget Administrator will update the position's funding source.

1.1.1.3 Define Positions

Return to 1.1.1 Plan Deployment

Class and Salary Manager / Analyst

- 1.1.1.1 New Budgeted Position Request
- 1.1.1.2 Position Change Request

Define position information including title. description, location, company, department, hours, headcount, etc
Position Data
Job Codes

HCM integration with FSCM = provides HR position data
POSITION DATA
POSITION_FULLSYNC
POSITION_SYNC

Review?

Position → Review Summary of position information
Position Summary

History → Review Information about employees currently or previously assigned to a position
Position History

Vacant Position → Review a list of all positions currently open in a department
Vacant Budgeted Positions

Reports → Review organization structure reports
Active/Inactive Positions
Active Position History
Exception/Override
Incumbent History
Position Status
Vacant Position
UID4063–Active Position Report
UID4064–Vacant Position Report

Decide if need to?

Build Organizational Structure → 1.1.1.4 Create Organizational Structure

Add/Update Positions → Add or update position information and employment-related information
Add/Update Position Info
Identify Key Positions

Budget Admin

Update the position funding source
AOC Position Funding Source ← Run the Position Change Query *AOC UID4380 Positions without Funding Source Query* ← Run the Position Change Query *AOC UID4380 Position Change Query*

metaformers

Process Exceptions and Errors: TBD (here we include any errors users may encounter)

Knowledge and Skill Level: Each role has a certain level of responsibility in the process. Employees should aim at understanding the processes per their role and become skillful in applying their knowledge to complete transactions efficiently and with minimal errors. To guide you in understanding what your level of knowledge and skill to aim for based on your role refer to the table below. Also, below, is a table with descriptions for each level.

Position Management	1 = Fundamental
	2 = Intermediate
Define Positions	3 = Comprehensive
Roles	**Knowledge and Skill Level**
Budget Administrator	1
Class and Salary Analyst	3

Class and Salary Manager	3

Level	Description
1	**Fundamental** – high-level understanding of process, basic ability to do tasks in CONNECT with some or no support, and may refer to a liaison for assistance.
2	**Intermediate** – full understanding of their individual role functions within a process and is proficient enough to operate effectively under minimal assistance. Has understanding of previous process tasks performed and the impact downstream.
3	**Comprehensive** – full understanding of process, related roles, activities and tasks performed to complete the process. Comprehensive ability of role functions within the process with no assistance. Ability to perform other tasks related to other roles within the process.