Request a Position Update

This guide will help you do the following. Follow along for visual steps, or skip to the checklists.

1. Find Position of Current Employee
2. Find an Existing Vacant Position
3. Request a Position Update
4. Step-by-Step Check Lists

Icons used in this guide:

1. Refers to a step or an option that you should follow.

2. Refers to clicking/selecting.

3. Refers to typing.
Find Existing Position of Current Employee

Before you begin, Log into Infor HR.

**Step 1.** In Manager Space, click on My Staff through either the navigation menu or under Quick Links.
Option 1. Under My Staff, type in the Search field to locate an existing employee, or...

Option 2. Scroll through and select a name from the list. Double click to select the employee.

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ALEXANDER GRAHAM BELL HIGH SCHOOL PARA
ALEXANDER GRAHAM BELL HIGH SCHOOL
## Find Existing Position of Current Employee

**Step 2.** In the employee’s profile click on Work Assignments.

**Step 3.** Within the Work Assignment screen copy down the employee’s Position number. You will need this during a later step.

### SIMON TESTER’S Profile

<table>
<thead>
<tr>
<th>At A Glance</th>
<th>Work Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Work Assignments

<table>
<thead>
<tr>
<th>Position</th>
<th>Job</th>
<th>Organization Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>Secondary Special Ed Para 200</td>
<td>Alexander Graham Bell Para Professionals</td>
</tr>
</tbody>
</table>
Find an Existing Vacant Position

**Step 1.** Click on the Acquire Talent drop-down in the top navigation.

**Step 2.** Click on Request a New Position.
Find an Existing Vacant Position

Option 1. Under Manage My Positions section you’ll see a list of all of your positions. If you located a current employee’s Position Number in an earlier process, enter it into the Position field to quickly locate the desired position.

Option 2. Scroll through the list, or search by Position Number, Position Title, Job Code, Location, etc. Select it and click Request Position Update.

Best Practices
• Utilize existing positions prior to requesting a new position. Use the search fields below to identify positions that can be repurposed for your needs.
• Use the Position field to type in keywords to narrow your search.
• Note the Active Resources column. Vacant positions are blank, currently filled positions are indicated by a number.
• To see which employee is currently in that position, click on the number; use the back button on your browser to return to this screen.
• The Active Positions column gives more information about whether a position is active or inactive.
Request a Position Update

Step 1. Triangle #1 is on the previous page. There are two ways to update a position. The first is to highlight a position in the Manage My Positions table and then click the Request Position Update button. You can also double-click on the position and click Action > Request Position Update.

Both of the above options will open the Request to Update Position screen. Complete all fields with a Required * asterisk.

Best Practices

- In the Effective Date field, use the calendar icon to select the date (b) on which you would like the position changes to take place.
- For changes impacting pay, the Effective Date must be future dated on the 1st or 15th. Retroactive changes will not be processed.
- For changes not impacting pay, today’s date can be used.
- For the Resource in the Position check box: Use caution when making changes to an occupied position. Any changes made to an occupied position will take place on the entered effective date, which may impact the current employee. If you need to make changes for posting purposes, you will need to either wait until the position is vacant, or request a new position.

Fields to be Updated

<table>
<thead>
<tr>
<th>Field (code)*</th>
<th>FTE (Full Time Employee)*DPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Unit</td>
<td>Release Time</td>
</tr>
<tr>
<td>Direct Supervisor</td>
<td>Salary Structure*</td>
</tr>
<tr>
<td>Indirect Supervisor</td>
<td>Salary Structure Grade*</td>
</tr>
<tr>
<td>Position is Supervisor</td>
<td>Step and Grade Schedule*</td>
</tr>
<tr>
<td>Indirect Supervisor is Evaluator</td>
<td>Pay Grade*</td>
</tr>
<tr>
<td>Location</td>
<td>Pay Rate Change Necessary</td>
</tr>
<tr>
<td>Evaluation type</td>
<td>Position Description</td>
</tr>
<tr>
<td>Work Schedule*</td>
<td>Position Responsibilities</td>
</tr>
<tr>
<td>ELA Designation***</td>
<td>Other Information</td>
</tr>
<tr>
<td>Position Category</td>
<td>Comments**</td>
</tr>
<tr>
<td>Position Subcategory</td>
<td></td>
</tr>
</tbody>
</table>

*This action affects pay—work with your HR Partner prior to making this change.

**Required field when making a pay rate change.

***Required for teaching positions.
Step 2. After making all desired changes, click Submit to submit the changes for approval. You should receive a message that your request was submitted.

ELA Designation Field

The ELA Designation field is directly linked to the job code used for the position. The field only appears on this screen for school-based teaching and support positions. Use the ELA Designation dropdown to select the appropriate designation for this position. If you have any questions about whether this is an ELA-designated position reach out to your HR Partner and they will assist you.

ELA Designation field choices:
- ELA-E
- ELA-S
- ELA-T
- ELA-S Secondary Resource
- ELA-S/ELA-E Classroom (Spanish & English)
- ELD Secondary
- ESL Resource
- ELS Resource-Spanish Qualified

Note

HR Use Only: ELA-E (ELA-S Waiver) and HR Use Only: Small TNLI are options in the ELA Designation dropdown, but they should never be used by managers.
### Step-by-Step Check List
#### Find Existing Position of Current Employee
1. Log into [thecommons.dpsk12.org](http://thecommons.dpsk12.org)
2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
3. Select The Visit button under Employee Space.
4. Log into Infor HR using your DPS user name and password.
5. Navigate to Manager space by clicking the Employee drop-down.
6. In the main navigation click on Acquire Talent.
7. Under Manage My Positions you can scroll through the list select an employee from the list, or you can search for them by Position Number, Position Title, HR Job Code, Finance Job Code, etc.
8. Pay attention to the Active Position field on the right margin of the screen. It’s always preferable to use an inactive position when updating.
9. Highlight a position to begin working with it.
10. Double click the position and move onto step 1 in the Request a Position Update check list.

### Step-by-Step Check List
#### Find an Existing Vacant Position.
1. Log into [thecommons.dpsk12.org](http://thecommons.dpsk12.org)
2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
3. Select The Visit button under Employee Space.
4. Log into Infor HR using your DPS user name and password.
5. In the main navigation click on Acquire Talent.
6. In the drop-down menu click on Request a New Position.
7. Under Manage My Positions you can scroll through the list select an employee from the list, or you can search for them by Position Number, Position Title, HR Job Code, Finance Job Code, etc.
8. With the employee highlighted in the table click on Request Position Update.
9. Type to edit all required fields. Required fields are identified by a red asterisk. For additional information on required fields see page 7 of this guide.
10. Click Submit to complete the form.

### Step-by-Step Check List
#### Request a Position Update
1. Log into [thecommons.dpsk12.org](http://thecommons.dpsk12.org)
2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
3. Select The Visit button under Employee Space.
4. Log into Infor HR using your DPS user name and password.
5. Select Acquire Talent.
6. Click Request a New Position.
7. Search for and select an existing employee under Manage My Positions.
8. Pay attention to the Active Position field on the right margin of the screen. It’s always preferable to use an inactive position when updating.
9. Highlight a position to begin working with it.
10. Double click the position and move onto step 1 in the Request a Position Update check list.