### Putting the Pieces Together

When you have secured approval for a new contractor or intern position on your team and there is not an existing contractor/intern position on your team, you will need to create a new position. All of your contractors can sit on a single contractor position, and all of your interns can sit on a single intern position.

This guide outlines how to:

- Complete the Position Checklist - *(pg. 2)*
- Log in to Infor HR - *(pg. 4)*
- Create a New Position - *(pg. 6)*

### Which Outcome to Expect

Upon completion of this process, your request for a new position will be routed to HR, and Budget for approval within 5-7 business days. If your request is approved, you will receive an email with the position number and account number. If the request is rejected or returned, you will receive an email requesting further information. After approval, you can request a requisition.

### Navigating the Process

**Found an existing position number you can repurpose?**

*Request a Position Update (Manager)*

**If your contractor/intern does not need to be fingerprinted?**

*Hire a Non-Employee - Non-Charter (Manager)*

To locate these guides, check out the Infor HR Resource Center.

### Who to Contact

Please contact your HR Recruiting Specialist for questions regarding position creation or if your contractor/intern needs to be fingerprinted.
Before You Begin

- The following checklist includes items needed to complete the ‘Request a New Position’ form within Infor HR. Fill in all known information prior to beginning the **Create a New Position** process. Required fields are indicated by an asterisk. Work with your HR Partner and Budget Partner to complete unknown fields.

Position Checklist

- **Effective Date**
  - Use the date you complete the ‘Request a New Position’ in the system

- **Action Reasons**
  - Always select New Position.

- **Proposed Position Name**
  - Free text
  - Must say CONTRACTOR or UNPAID INTERN

- **Job Code**
  - Must use job code provided by HR
  - Must use the Contractor job code NE9152; or the Unpaid Intern job code NE9153

- **Short description**
  - Auto-populated from the Job Code

- **Organizational Unit**
  - Uses a numeric code. To facilitate lookup of this code within the ‘Request a New Position’ form, ask your HR Partner for your “Department Approver” name.

- **Direct Supervisor**
  - Uses a numeric code which autopopulates based on the supervisor completing the form.

- **Location**
  - Uses a numeric code. There is a drop down menu in the ‘Request a New Position’ form

(Items continued on next page)
• Evaluation Type  Auto-populates to Undefined

• *Full Time Equivalent (FTE)  Always enter a value of .001

• *Account Distributions  Has fields for DstCo, DistAU, DistAcct, Sub, Percent

---

---

---

• Describe the position  Longer description of the position

• List the responsibilities of the position  Enter “Contractor” or “Unpaid Intern”

---

---

---

• Provide other Information Helpful in Understanding the position  Field available to convey additional or descriptive information.

---

---

---

• Comments about this position request  Any additional applicable comments

---

---

---

(Items continued from previous page)
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
• From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click **Visit (a)** under the **Manager Space** section to access Infor HR.

3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.
**ACTION:**
Create a New Position

1) Click the Manager icon to open Manager Space.

2) From the Manager Dashboard, using the Acquire Talent (a) dropdown, click on Request a New Position (b).
3) Under the **Manage My Positions** section, use the section **scroll bar (a)** and the **navigational arrows (b)** to scroll through the list. Adjust the **Records per Page (c)** as necessary. Under the **Active Resource (d)** column, search for vacant positions (those without a blue number in this column).

**Please Note**

Inactive positions can be used but first need to be activated by completing a *Request a Position Update* process.

**Make a Choice**

- If you locate a vacant position that could be repurposed, discontinue this process and use the *Request Position Update (Manager)* guide instead.
- If you determine there are no positions that can be repurposed, you will need to reference the **Position Checklist (pg. 2)** and an approved **Job Description** throughout the remainder of this process.

4) After determining there are no other positions that can be repurposed, click the **Request New Position** button.
5) In the **Effective Date (a)** field, enter today’s date. Click the **search icon (b)** to the right of the **Reason** field to select the Action Reason **NEWPOS (c)**.

**Things to Avoid**
- The Effective Date should not be future dated
- Do not select Action Reason **RECLASSIFY**

6) In the **Proposed Position Name** field, enter **CONTRACTOR** or **UNPAID INTERN**.
7) Click on the search icon (a) to the right of the Job field to open a list of job codes. Use the Description (b) field and/or the navigational arrows (c) to narrow your search. Click the appropriate contractor/intern job code.

8) Click the search icon (a) to the right of the Organization Unit field OR the Org Unit Lookup (b) button to determine the proper Organization Unit for the position.

Make a Choice

There are two ways to look up the Organization Unit code. Proceed to whichever process works best for you:

- School-based staff may find the search icon (a) to be the easiest option (pg. 9)
- School-support staff may find the Org Unit Lookup (b) to be the easiest option (pg. 10)
9) Click the search icon (a) to the right of the Organization Unit field. Enter your school number or other keyword in the Keyword (b) field. Select the appropriate description (c) from the choices below. The name of the Organization Unit will automatically appear in the grey box. Proceed to page 11.
Before You Begin

- Work with your HR Partner to help identify your department approver.

9a) A new browser will appear with the look-up tool. Using the Approver, Process Level, and Department (a) dropdowns, select the appropriate contact for your department. Click Submit (b) to view results below. Make note of the OrgUnit (c), as you will use this number in the next step. Return to the other browser window to continue the process.

9b) Type the OrgUnit number from the previous step into the Organization Unit (a) field. The name of the Organization Unit will automatically appear in the grey box.
10) Click on the search icon (a) to the right of the Location field to open the Locations list. Use the Description field (b) or the Navigational arrows (c) to locate the appropriate location. Click the location (d) to select it.

Please Note
- The Evaluation Type autopopulates based on the job code.

11) In the FullTimeEquivalent field, enter a value of .001
Before You Begin

- Work with your HR and Finance Partners to help identify your Account Distributions.

12) In the Account Distributions fields, enter the account distribution(s) from which this position is funded. If using multiple accounts, all lines must add up to 100%.

13) Skip the Describe the Position (a) and List The Responsibilities Of This Position (b) fields.
14) (Optional) In the **Provide Other Information Helpful in Understanding This Position (a)** field, enter any information that would be helpful to HR Data Management in understanding your need for this position. In the **Comments About This Position Request (b)** field, enter any additional information that would assist you in the posting process.

15) Click **Submit (c)** to submit this position request for approval.

16) A confirmation message will briefly appear at the top of the screen indicating that your request was successfully submitted.

---

**Which Outcome to Expect**

- Once the request has been submitted, it will be routed to HR and Budget for approval. New position approval can vary depending on complexity and completeness of information, but usually takes 5-7 business days. You will receive an email when the request has been approved.