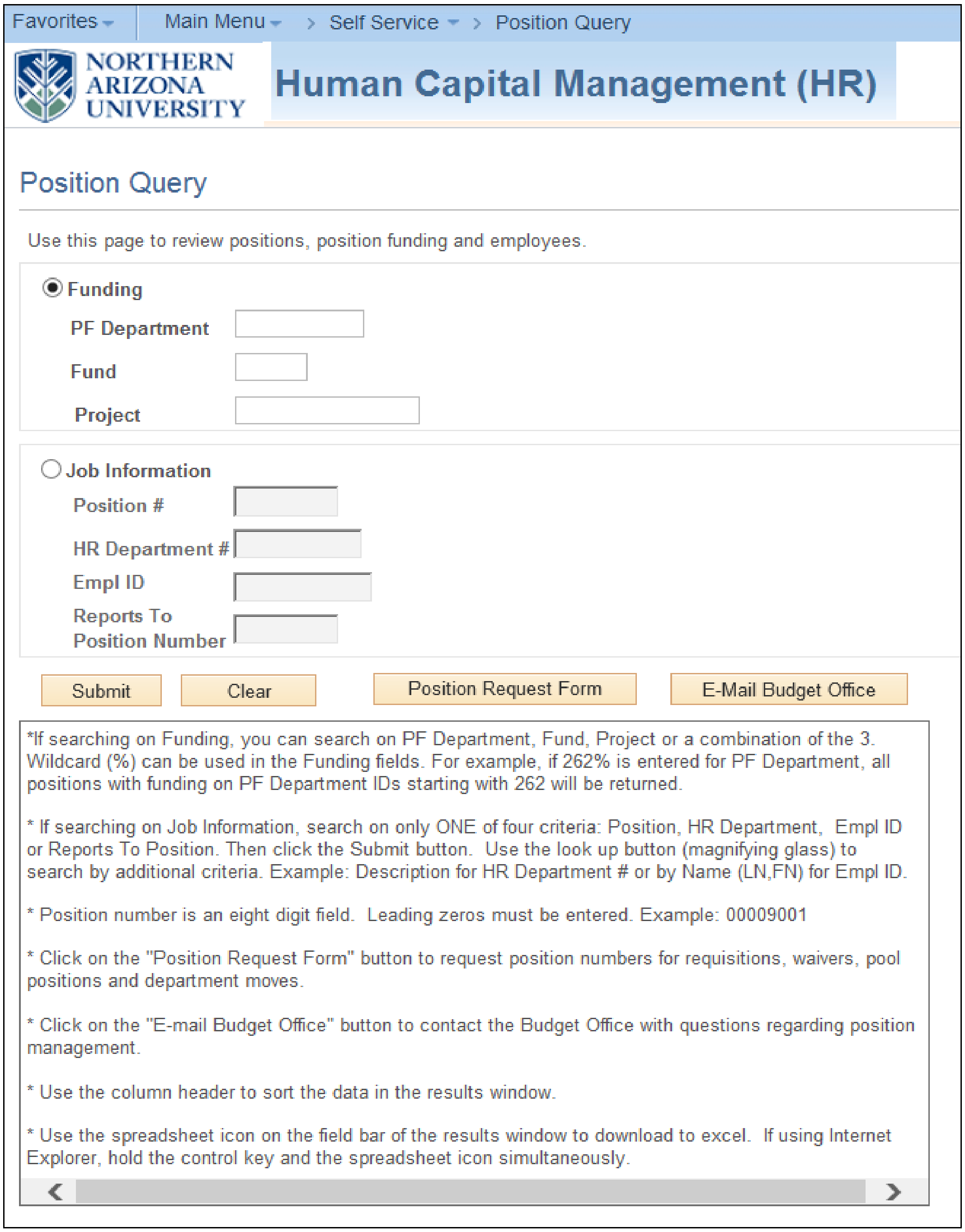
NAU NORTHERN ARIZONA UNIVERSITY

Position Request Form Instructions

Step 1: To begin go to the Position Query page under Self-Service in PeopleSoft HCM. Select the Position Request Form Button. This link can also be accessed from the University Budget Office Position Management webpage at http://nau.edu/Budget/Position-Management/


Favorites Main Menu > Self Service > Position Query

NORTHERN ARIZONA UNIVERSITY

Human Capital Management (HR)

Position Query

Use this page to review positions, position funding and employees.

Funding

PF Department

Fund

Project

Job Information

Position #

HR Department #

Empl ID

Reports To Position Number

Submit | Clear | Position Request Form | E-Mail Budget Office

*If searching on Funding, you can search on PF Department, Fund, Project or a combination of the 3. Wildcard (%) can be used in the Funding fields. For example, if 262% is entered for PF Department, all positions with funding on PF Department IDs starting with 262 will be returned.

* If searching on Job Information, search on only ONE of four criteria: Position, HR Department, Empl ID or Reports To Position. Then click the Submit button. Use the look up button (magnifying glass) to search by additional criteria. Example: Description for HR Department # or by Name (LN,FN) for Empl ID.

* Position number is an eight digit field. Leading zeros must be entered. Example: 00009001

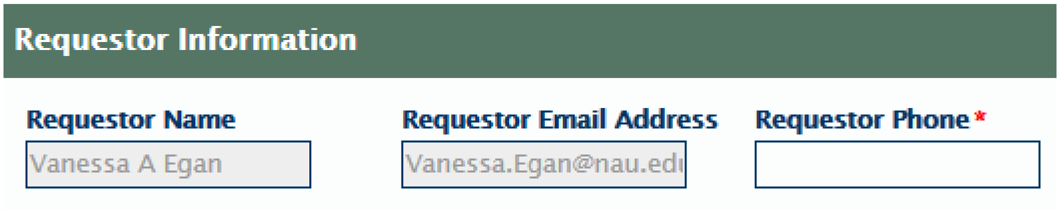
* Click on the "Position Request Form" button to request position numbers for requisitions, waivers, pool positions and department moves.

* Click on the "E-mail Budget Office" button to contact the Budget Office with questions regarding position management.

* Use the column header to sort the data in the results window.

* Use the spreadsheet icon on the field bar of the results window to download to excel. If using Internet Explorer, hold the control key and the spreadsheet icon simultaneously.

Step 2: Enter a User ID and Password into CAS to login to the form. The requestor name and e-mail address will be automatically filled in on the form, please add requestor's phone #.

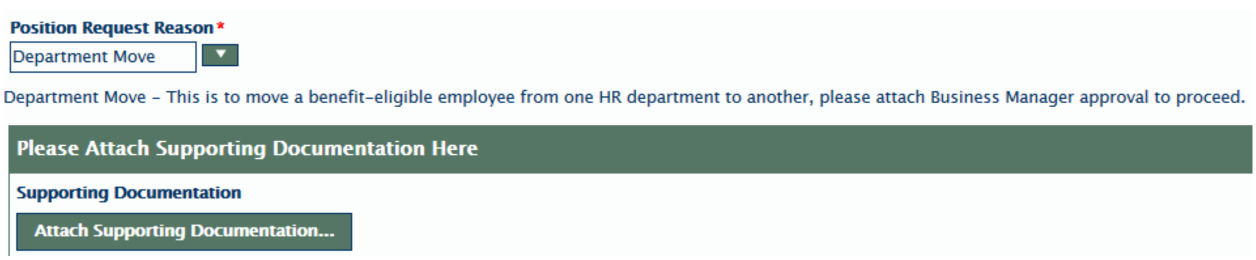

Requestor Information

Requestor Name: Vanessa A Egan
Requestor Email Address: Vanessa.Egan@nau.edu
Requestor Phone *

Step 3: There are 4 choices to choose from in the drop down menu for Position Request Reason. Please choose one.

I. **Requisition** – Select this to use in the new ePOST for posting a new job vacancy. The position request does not imply the position is approved for hire until the final stage of the requisition has been approved. Also use this for title/job code changes. Please include position number and documentation in the comments.
II. **Waiver** - Please attach the waiver with all approval signatures up to the final Budget approval. Once the position number is obtained, please forward the form to the Budget office for final signature, (Faculty waivers excluded).
III. **Pool** - This is a request for a pool position that can be used for multiple employees such as graduate assistants, part-time faculty, part-time temps, student workers, and work-study.
IV. **Department Move** - This is to move a benefit-eligible employee from one HR department to another. Please attach Business Manager Approval to proceed.

Please Note: There is a link to add required attachments such as Business Manager approval and Waiver's to obtain a new position.


Position Request Reason *
Department Move
Department Move – This is to move a benefit-eligible employee from one HR department to another, please attach Business Manager approval to proceed.
Please Attach Supporting Documentation Here
Supporting Documentation
Attach Supporting Documentation...

Step 4: Position information is where the Job Title can be selected. This is not the working title but the Job Title used in PeopleSoft HR. Start typing the title and hit tab to select from a list of choices. Make sure to select the correct Job Title and employee group combination from the list. Please note: if the title is not available, pick the closest option and add the correct title in the comment section. This example shows typing in Advisor and hitting tab:

Job Title (Not Working Title) *

Academic Advisor

Employee Group

CLS

Clear Job Fields

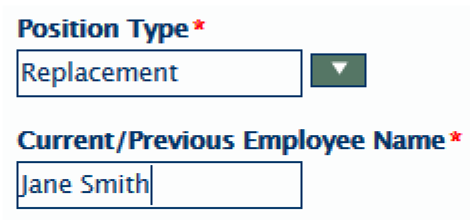
Please note: There is an option to clear the job field if you choose the wrong job title. Once clear then you can search again.

Select Keyset

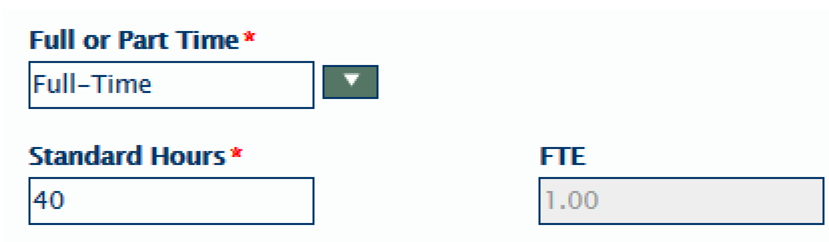
Academic Advising Pool	40015	CLS	Select
Academic Advisor	40010	CLS	Select
Academic Advisor	40011	CLS	Select
Academic Advisor, Senior	40020	CLS	Select
Academic Advisor, Senior	40021	CLS	Select
Advising Coordinator	82035	SPF	Select
Education Abroad Advisor	89400	SPF	Select
Education Abroad Advisor	89503	SPF	Select
Faculty Advisor	97008	ADF	Select
Int Student/Scholar Advisor	89402	SPF	Select
Senior Advisor to President	97053	ADF	Select
Special Advisor to EMSA	89496	SPF	Select
Special Advisor to EMSA	97036	ADF	Select

Cancel

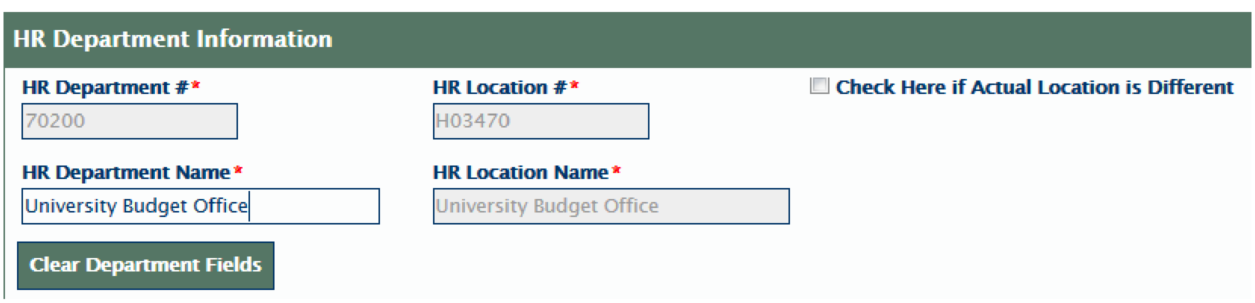
Step 5: Position Type is either New or Replacement. Please select one. If Replacement is chosen, another field will open on the form to add the current or previous employee that is/was in the position. Please note: pool positions and department moves will not have the Replacement option.



Step 6: Select the Full or Part-Time indicator and enter the standard hours. The form will autofill the FTE based on the # of standard hours entered. Please note: pool positions do not require standard hours or FTE to be filled in.

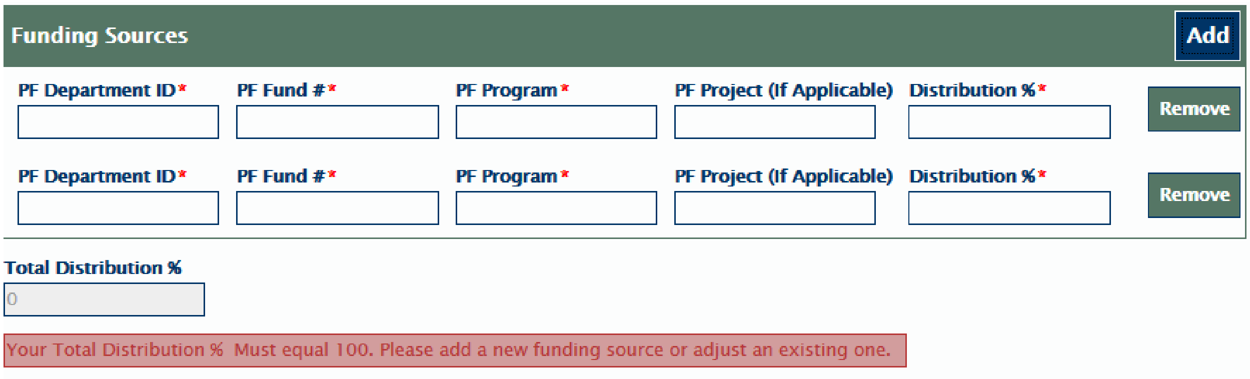


Step 7: Enter the HR Department #, the form will autofill the HR Dept. Name, Location, and Location Name. If the Location is different check the actual location box and a new field will open where you can enter the HR location #. Please note: If you do not know the HR location # please enter the name of the location.

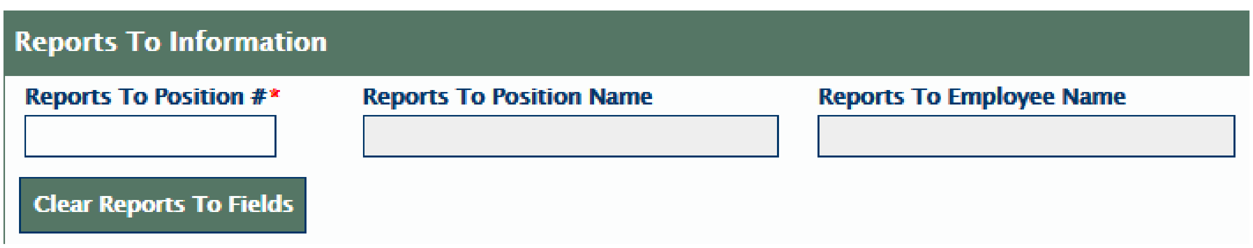


Please note: There is an option to clear the department field if you choose the wrong HR department. Once clear than you can enter the # again.

Step 8: Click the Add button on the Funding Sources section. This uses PF Financials information for the funding source(s) for the position. Please enter each component of the PF Financial chartfield, not the speedchart, (PF Dept. Id, PF Fund, PF Program, and PF Project, if applicable). There is an option to add one line or multiple lines if the position is split funded. The total of the multiple funding sources must equal 100%. The option to remove a row is available, if needed.

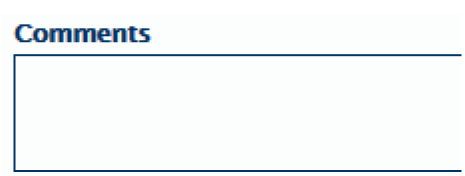


Step 9: Enter the Reports To Position #. The Position Name and the Reports To Employee Name will automatically be filled in on the form. Position number is an eight digit field. Leading zeros must be entered. Example: 00009001



Please note: There is an option to clear the Reports To field if you choose the wrong Reports To position #. Once clear than you can enter the # again.

Step 10: Comments Section, this is optional, add comments if needed.



Step 11: Once all required fields are entered, the final step is to Submit the form.

Once the form is submitted it will be sent to a Budget Office representative to process. A confirmation email will be sent out to confirm it was successfully submitted. Note the form ID to follow-up with any questions you have when contacting the Budget office.

Contact: Budget Office e-mail: budget@nau.edu Phone: 928-523-5667