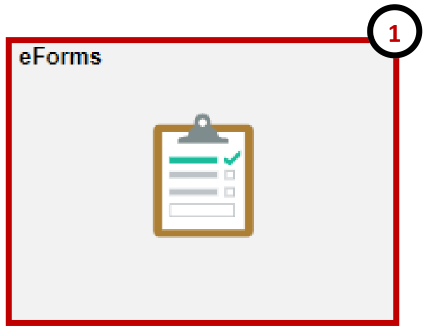
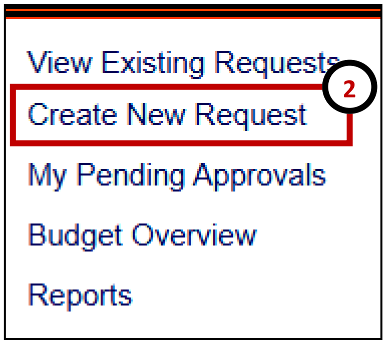
New Position ID Requests

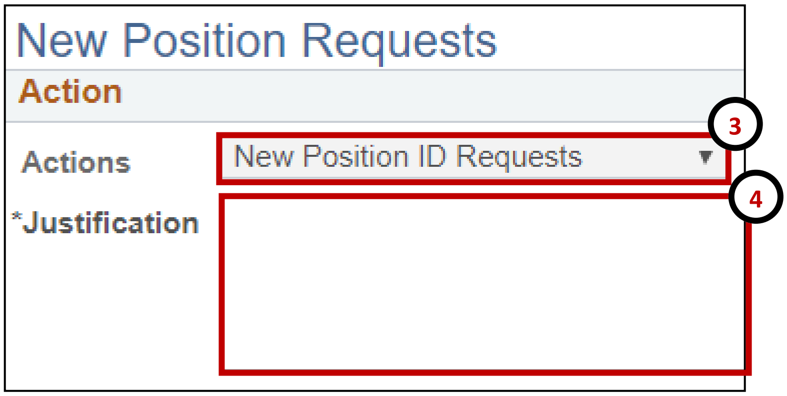
Submit a New Position request if the department has utilized all vacant positions. Request will create a new position with a new position number.

1. After logging into PeopleSoft, click the **eForms tile** on the Employee Self-Service home page.
2. From the "eForms Portal Pagelet" select the **Create New Request** link.

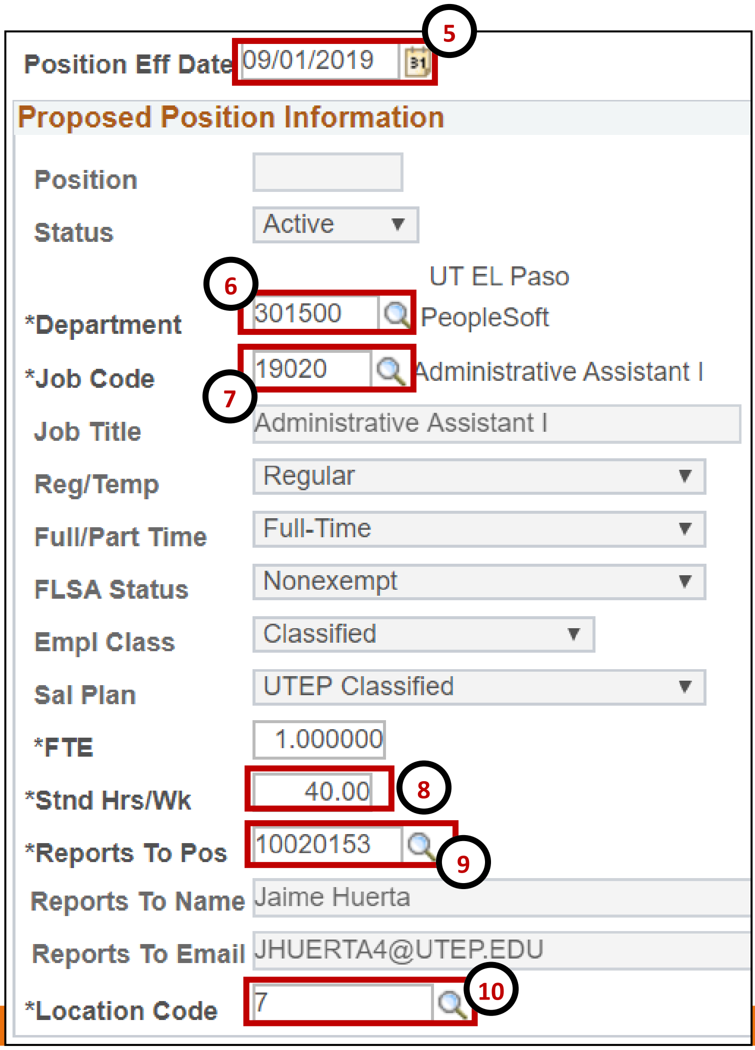




3. The **Initiate New eForms Request** page is displayed. From the "Actions" drop down menu, select the **New Position ID Requests** option.
4. The **New Position Requests** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the eForm action requested.



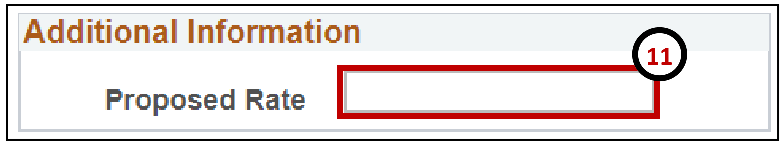
5. Enter the **Position Eff Date**, this field will always default to current date.
6. Enter the **Department ID**, use the magnifying glass for additional search options.
7. Enter the **Job Code**, use the magnifying glass for additional search options. Once you select the job code the rest of the fields will auto-populate.
8. Update **Stnd HRs/Wk**, as needed. This field will auto-update the **FTE** field.
9. Enter the **Reports to Pos** (position number), use the magnifying glass for additional search options.
10. Enter the **Location Code**, use the magnifying glass for additional search options.



New Position ID Requests

Under the **Additional Information** section:

11. Enter the **Proposed Rate**.

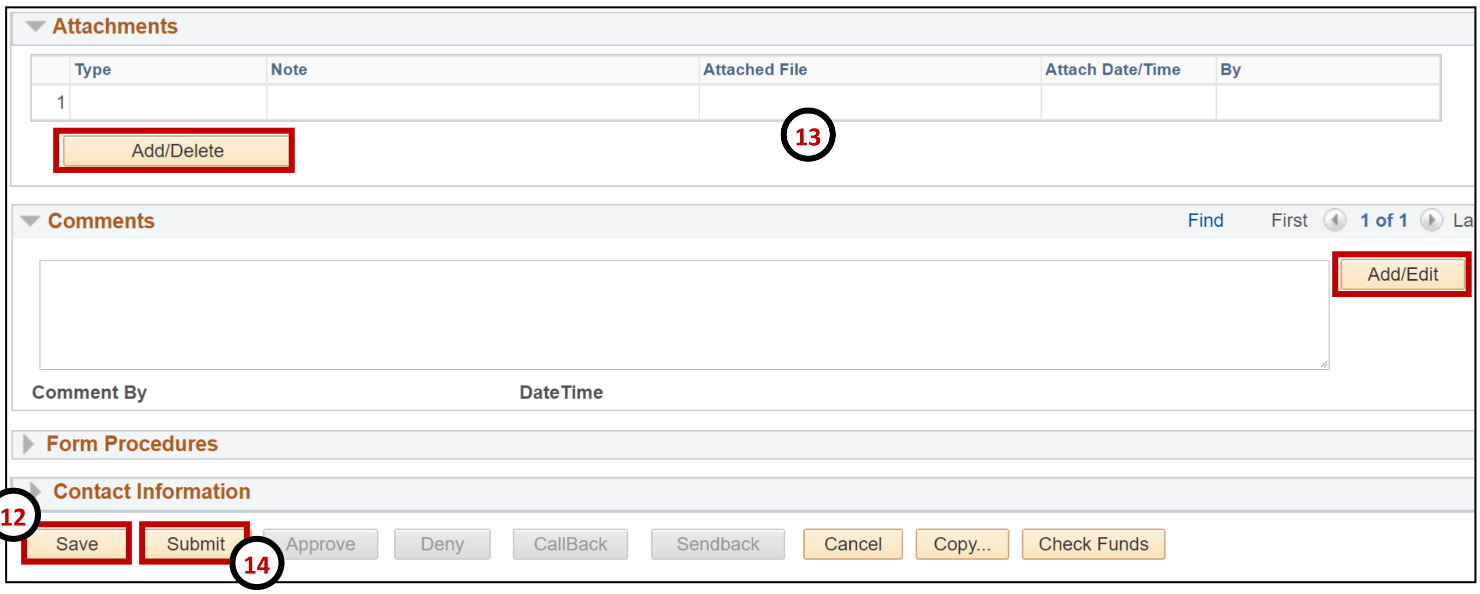


12. Once all the required fields have been completed, click the **Save** button at the bottom of the form.

    Notice: At the top of the form, the **Request ID** number has been assigned and the status of the form is now "**Saved.**"

13. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.

14. After adding any attachments and comments (if needed), click the **Submit** button.



15. Once the document is submitted, the status of the form will update and show "**Pending Approvals.**" The current approval routing is displayed at the bottom of the page.