

## How Do I Add a Position

**NOTE:** Only agencies with Delegated Classification Authority may add regular positions. All other agencies should contact the Division of Personnel Services.

**SCENARIO:** New Part-time, Temporary, Classified position

**STEP 1:** Select the menu hyperlinks in the following order:  
**Organizational Development, Position Management, Maintain Positions/Budgets, Add/Update Position Info**

**Expected Results:** You should now see the Add/Update Position Info search page.

**STEP 2:** Select the **Add A New Value** hyperlink

**Expected Results:** The Add New Value dialogue will display.

**STEP 3:** Click the **Add** button.

**Expected Results:** The Description page will display with today's date in the "Effective Date" field.

**STEP 4:** Type the **Date** that the new position begins in the "Effective Date" field.

**Expected Results:** The effective date will display.

**STEP 5:** Click on the **Job Code field** and type the **Job Code** for this position and then hit **Tab**.

**Expected Results:** The job title, salary information, work period and standard hours will display.

**STEP 6:** Click on the **Reg/Temp** field and choose Temporary. Hit **Tab**.

**Expected Results:** The temporary status will display.

**STEP 7:** Click on the **Full/Part Time** field and choose Part-time for this position and then hit **Tab**.

**Expected Results:** The Full/Part Time option "Part Time" will display.

**STEP 8:** Type the **10-digit Department ID** where this position is assigned and hit **Tab**.

**Expected Results:** The Department description and Location information will display.

**STEP 9:** Click on the Company field. Type **SOK**.

**Expected Results:** The company "State of Kansas" will display

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**STEP 10:** Click on the Reports To field and type the **Position Number** of the supervisor for this position and then hit **Tab**.

**Expected Results:** The job title of the supervisor will display.

**STEP 11:** Move to the Specific Information page by clicking on the **Folder Tab** titled **Specific Information** (top of the page) or the **hyperlink** titled **Specific Information** (bottom of the page) or the **Next tab button** (bottom of the page)

**Expected Results:** The Specific Information page will display.

**STEP 12:** Click in the "**Position Pool ID**" field. Type the **Position Pool** for this position. Tab out.

**Expected Results:** The pool description will show.

**STEP 13:** Click on the **Classified Indicator**, use the drop down arrow to verify "**Classified**" and hit **Tab**.

**Expected Results:** The Classified Indicator status of Classified will display.

**STEP 14:** Click on the FTE field. Type **.50** (or the correct FTE less than 1) and hit **Tab**. Be sure to change the Standard Hours on the Description page.

**Expected Results:** The FTE will display.

**STEP 15:** Move to the Kansas Information page by clicking on the **Folder Tab** titled **Kansas Information** (top of the page) or the **hyperlink** titled **Kansas Information** (bottom of the page) or by the **Next tab button twice** (bottom of the page).

**Expected Results:** The Kansas Information page will display.

**STEP 16:** **Click** in the "County" field. Type the **county code** for this position and hit **Tab**.

**Expected Results:** The county will display.

**STEP 17:** Click the drop down arrow to choose an **Employee Class** and hit **Tab**.

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**Expected Results:** The Employee Class will display.

**STEP 18:** Click on **Work Schedule** field. Type the correct work schedule for this position and hit **Tab**.

**Expected Results:** The work schedule will display.

**STEP 19:** **Click on the Supervisory field. Choose the a supervisory value** and hit **Tab**.

**Expected Results:** The Supervisory level will display.

**STEP 20:** **Click the drop down arrow to choose the Designated/Commercial Driver designation** and hit **Tab**.

**Expected Results:** The Designated/Commercial Driver designation will display.

**STEP 21:** **Click on the drop down arrow to choose the Salary Authorized By designation** then hit **Tab**.

**Expected Results:** The Salary Authorized By designation will display.

**STEP 22:** **Click the Save button.**

**Expected Results:** The Save message will flash briefly on the screen.