



Position Management User Guide

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H.R. Management Systems
Electronic version available at: <http://www.hr.ubc.ca/information-systems/hrms/hrms-manuals/>

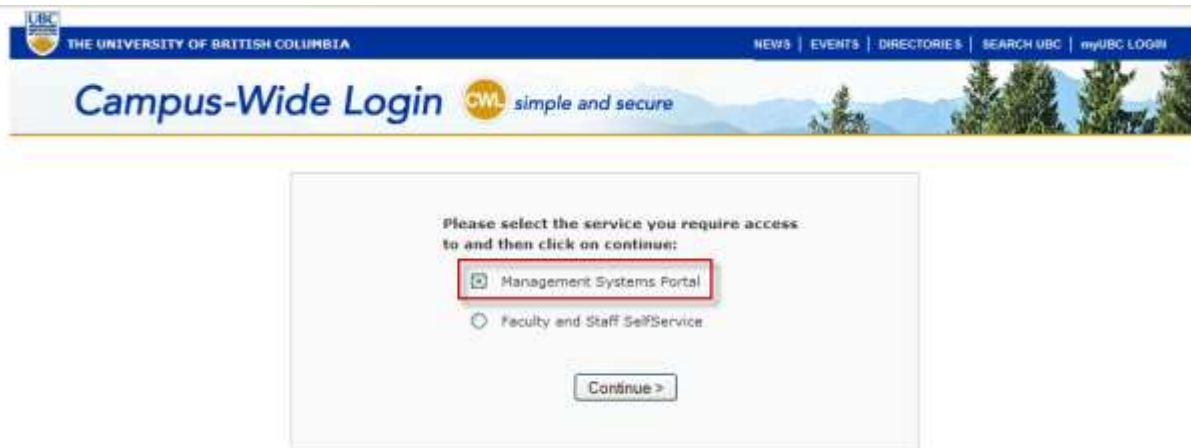
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1. Accessing the Position Management/Recruitment Portal

A portal page for Position Management and eRecruit has been developed to ease system navigation. To access this page, log in to CWL (www.my.ubc.ca or www.msp.ubc.ca). Once logged in, click on the **Management Systems Portal** radio button:

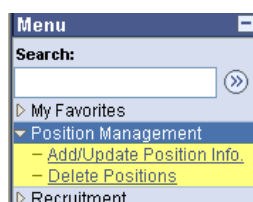


Once logged into the **Management System Portal**, select the **Administrator Self-Service** tab to access the portal (alternatively you can click on the **HRMS Live** or **HRMS Reporting** hyperlinks in the Applications tab if you wish to bypass the portal navigation page below).



Select **Position Management** from the Admin.Self Service portal page. Once in PeopleSoft you can choose to use the PeopleSoft Navigation Menu (below), or return to the Portal page to navigate to different areas.

Position Management



eRecruit



2. Position Management

2.1 Position Management Defined

What is position management?

- Position Management is the starting point for creating a job opening/posting.
- Position management maintains both Human Resources and Budget information for every authorized Faculty and Staff position (positions are optional for student positions).
- Defines Human Resources by position, rather than by employee.
- Defines key attributes of a position such as position number, department, job code, business title, FTE and reporting relationships. Job descriptions and Faculty job ads can also be attached to the position, facilitating the recruitment process in eRecruit.
- Defines funding distribution of a position such as funding effective dates and associated speedchart, for both salary and benefit expenses.

Why is it important? What are the advantages?

- Provides the ability to manage the University's workforce by position, in addition to employees occupying those positions.
- Streamlines processes for recruiting and hiring Faculty and Staff.
- Provides committed budget funding and salary expenses for both filled and vacant positions.
- Fully integrated with UBC's PeopleSoft HRMS and Oracle Hyperion budget system.
- Provides organizational reporting structure by position, which can then be linked to employees occupying those positions.
- Improved reporting and turnover analysis.


2.2 Create a New Position

Navigation: **Position Management>Add/Update Position Info.**

Step 1: Use this page to enter preliminary position information.


Position Management


Complete all or some of the fields below and click on the 'Add/Search' button.
Click on the magnifying glass to select from a list of valid values.
The values selected here can be changed in the screens which follow, if necessary.


Position Number: 


OR


Enter information in the following fields to locate the Position Number


Campus:  Vancouver

VP/Faculty:  Office of the President

Department Code:  Human Resources

Employment Group:  Management&Professional (AAPS)


Job Family:  Human Resources (30)

Job Code:  Human Resources, Level A

Job Title Key Word Search:

OR

My Positions ☐

- Click on the magnifying glass  icon for a list of valid values.
- Enter fields in order that they appear
- When creating a new position, fields entered here may be changed later in the position management pages

Step 2: Search results page indicating that no existing positions exist which match your selection criteria.

Note: If a position is retrieved, review this position to see if it can be used before creating a new one.

Add/Update/Copy Position

No matching values found. Click on the 'Add New Position' button to create a new Position.

- Click on 'Add New Position' to proceed.

2.2 Create a New Position

Step 3: Enter required fields (highlighted in yellow) in **Position Information** page.

Position Information | Job Standard/Benchmark | Qualifications | Job Description | Approval Status/History | eRecruit Approvers | Budget | [Need Help?](#)

Position Management

Position Number: NEW Created By: Created On: 2012/02/17
Important! Event Start Date needs to be on or prior to the date you expect to hire into the position

Position Information Find | View All First 1 of 1 Last

* Event: 1. Add New Position * Event Start Date: 2012/02/01 * Sequence: 0
Important! Click on this field if you're going to post this position in eRecruit

Data Entry Date: 2012/02/17 Last Updated By: Will you be posting this position? ☐

Status

Position Status: Active Position Approval Status:
Business Unit: UBC01 UBC - Vancouver

Type

Position Type: Term Position Non UBC Posn? ☐ Pool Posn? ☒ Unpaid Posn? ☐
Joint Position? ☐ Expansion Posn? ☐ F-Slot:

Term

Original Position Start Date: 2012/02/01 **Important!** Click on Pool Posn? field if head count is more than one
Max. FTE: 4.00000 Max Head Count: 4
Anticipated Hire Date: 2012/02/01 Position End Date: 2013/01/31

Work Location

* Campus: VCVR Vancouver
* VP/Faculty: PROF Office of the President
* Department: EMPL Human Resources
Location: GSA General Services Admin Bldg

Classification Information

Employment Group: M&P Management&Professional (AAPS)
Job Family: 30 Human Resources
Job Code/ Classification Title: 183001 Human Resources, Level A
Salary Admin. Plan: M&P Grade: 004 Job Standard Code: M&P30A
Business Title: Human Resources Assistant
☒ **Job Description Approval Required**
Important! If both this field and the 'Will you be Posting this Position' field is checked on, central approval (H.R./Faculty Relations/Provost's Office) is required. Position will automatically be routed for approval
Does the position require UBC to do a Criminal Record Check? No [More on criminal record check](#)

Reporting Hierarchy

Reports To: 00000002 Dotted-Line Reports To:

- **Event:** Select appropriate event.
- **Event Start Date:** Use the earliest date this position could be filled (field defaults to current date so remember to change it! (see page 25 for important information about this date field).
- **Sequence:** System defaults in this value for you; it's usually set to zero.
- **Data Entry Date:** Date that the event was data entered.
- **Last Updated By:** Shows the name of the person who created the position.
- **Will you be posting this position?:** Select only if you're planning to post your job in UBC's eRecruit system. This field will invoke approval workflow for some positions.
- **Position Status:** Active/Inactive.
- **Position Approval Status:** Indicates the current approval status of the position (ie, staff classification information or faculty job ad).
- **Business Unit:** Indicates Vancouver/Okanagan campus.
- **Position Type:** Select appropriate values based on employment group and term of appointment.

2.2 Create a New Position

- **Non UBC Posn?:** Select if position is not an official UBC position.
- **Pool Posn?:** Select if head count for position is greater than one.
- **Unpaid Posn?** Select if position is unpaid (ie, honorary, clinical) or not paid through UBC's payroll.
- **Joint Position?:** Select if position will be jointly managed and paid by two distinct faculties or departments.
- **Expansion Posn?:** Select if the position is being created as a result of an expansion.
- **F-Slot:** Enter former F-Slot Budget code for reference purposes (Faculty positions only).
- **Original Position Start Date:** Original start date of position (not employee), if known, otherwise the date position created in position management. Date must precede all employee hire dates into the position.
- **Max. FTE:** Enter the maximum, total number of full-time equivalents associated with this position.
- **Max. Head Count:** Enter the maximum, total number of employees associated with this position
- **Anticipated Hire Date:** Anticipated start date of an incumbent
- **Position End Date:** Enter end date for all term positions; if position is ongoing, leave blank.
- **Campus, VP/Faculty, Department, Location:** Enter the codes associated with the department.
- **Employment Group, Job Family, Job Code/Classification Title:** Enter the codes associated with the job.
- **Job Description Approval Required:** Indicates if position requires H.R., F.R. and/or Vice-Provost approval (M&P, SUD, Excluded M&P, UBC-O BCGEU and some Faculty positions).
- **Business Title:** Enter appropriate working title (max. 50 characters).
- **Does the position require UBC to do a Criminal Record Check?:** Select Yes or No (see 'More on criminal record check' hyperlink to determine if the position requires it)
- **Reports To:** Enter Position number of position the new Position number reports to.
- **Dotted-Line Reports To:** Enter Position number of position the new Position number has a dual reporting relationship to.

Select the **Save for Later** button at any time to save partially completed work.

Note: The **VP/Faculty** and **Department** fields will be restricted to VP/Faculty/Department codes you have security access to.

2.2 Create a New Position

Step 4 (Staff positions only): Displays **Job Standard/Benchmark** for select staff job classifications.

Position InformationJob Standard/BenchmarkQualificationsJob DescriptionApproval Status/HistoryeRecruit ApproversBudget

Position ManagementNeed Help?

Position Number: NEWCreated By:Created On: 2012/02/21

Position InformationFind | View AllFirst1 of 1Last

Approval Status:Eff Date: 2012/02/21Sequence: 0

Department: Human Resources

Employment Group: Management&Professional (AAPS)Job Family: Human Resources

Job Code: 183001 Human Resources, Level AGrade: 4

Level: ABusiness Title: Human Resources Assistant

Job Standard Code: M&P30AClassification Title: Human Resources, Level A

Staff Job Standard/Benchmark

Level Definition

This level covers positions of employees performing core human resource administration activities. Incumbents may be assigned to work in one or more of the following areas: total compensation, employment, employee relations, organizational effectiveness, pension administration, and human resource management systems.

Typical Responsibilities

May include: engaging in recruitment tasks; interpreting collective agreements, University policies, procedures and practices; participating in writing and analyzing job descriptions and recommending appropriate classifications; conducting routine surveys and compiling and analyzing data; coordinating and facilitating orientation program for new employees; participating in the administration of benefits and pension plan member accounts; participating in design and coordinating training programs and workshops.

Decision Making/Accountability

Exercises judgment and initiative in advising clients (department representatives/ individuals). Accountability for the accuracy and reliability to their work. Refers complex issues to senior HR staff member for resolution.

Supervision Received

Works within task objectives.

Supervision Exercised

May be required to provide guidance to clerical staff.

Minimum Qualifications

Undergraduate degree in a relevant discipline.

Minimum of two to three years of related experience or the equivalent combination of education and experience.

- Ensure job requirements fall within job standard/benchmark.
- Select a different employment group and job code in **Position Information** page if job requirements do not fit job standard/benchmark.

Note: This page is not applicable for **Faculty** positions.

2.2 Create a New Position

Step 5 (Staff positions only): Enter Job **Qualifications**.

Position InformationJob Standard/Benchmark**Qualifications**Job DescriptionApproval Status/HistoryeRecruit ApproversBudget

Position ManagementNeed Help?

Position Number: NEWCreated By:Created On: 2012/02/21

Position InformationFind | View AllFirst1 of 1Last

Approval Status:Eff Date: 2012/02/01Sequence: 0

Department: Human Resources

Employment Group: Management&Professional (AAPS)Job Family: Human Resources

Job Code: 183001 Human Resources, Level AGrade: 4

Level: ABusiness Title: Human Resources Associate

Job Standard Code: M&P30AClassification Title: Human Resources, Level A

Education Requirements

Minimum Education Requirement (as per Job Standard/Benchmark)

Undergraduate degree in a relevant discipline.

Additional Education Preferences

Work Experience Requirements

Years of Work Experience (as per Job Standard/Benchmark)

Minimum of two to three years of related experience or the equivalent combination of education and experience.

Additional Work Experience Preferences

Human resources experience preferably in a complex, unionized environment. Thorough knowledge of current Human Resources Management practices. Knowledge of provincial and federal legislation governing employers' Human Resources practices. Knowledge and experience with a coaching model to influence and advise client units. Working knowledge of the

Skills

Skill Cluster	Skill	Description	Job Description Text (change as required)
ADMIN	ACCURAC	Accuracy & Attn. to Detail	Ability to maintain accuracy and attention to detail.

+ Add SkillsDelete Skills

Can't find an appropriate Skill?
Select Skill Group 'Other', Skill Codes 'Other1','Other2','Other3'

Skill ClusterSkillDescriptionJob Description Text (change as required)

ADMINWORKPREPrioritize Work

Ability to prioritize and work effectively under pressure to meet deadlines.

+ Add SkillsDelete Skills

Can't find an appropriate Skill?
Select Skill Group 'Other', Skill Codes 'Other1','Other2','Other3'

- **Education** and **work experience** from job standard/benchmark defaults and is non-updateable.
- Enter any additional **education** and **work experience** preferred requirements.
- Enter skill requirements using **Skill Clusters** and **Skill** fields. Sample text defaults; alter text as required.
- If required skill does not exist, select '**Other**' **Skill Cluster/Code** to enter custom skill requirement.

Select the 'Save for Later' button at any time to save partially completed work.

Spell Checker

Note: This page is not applicable for **Faculty** positions.

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2.2 Create a New Position

Step 6 (Staff positions only): Enter remaining Job Description components.

The screenshot shows a web application interface for creating a new position. The top navigation bar includes tabs for Position Information, Job Standard/Standard, Qualifications, Job Description, Approval Status/History, eRecruit Approvals, and Budget. The 'Job Description' tab is active.

Job Information:

- Position Number: N/E/V
- Created By: [blank]
- Created On: 2012/02/21
- Approval Status: [blank]
- Eff Date: 2012/02/01
- Sequence: 0
- Department: Human Resources
- Employment Group: Management/Professional (M&P)
- Job Family: Human Resources
- Job Code: 183801 Human Resources, Level A
- Grade: 4
- Level: A
- Business Title: Human Resources Associate
- Job Standard Code: MSP30A
- Classification Title: Human Resources, Level A

Staff Job Description Components:

- H.R. Review Log Ref: 8014
- Job Description Approval Required? ☐
- Optional H.R. classification review? ☐
- Job Summary: Provides recruitment specialist support to client departments including behavioural interviewing skills, staffing, job evaluation, performance management and attending career fairs. Oversees the electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Provides general advice in regards to interpretation of the collective agreements and other agreements and handbooks governing conditions of employment. Responds to inquiries from the client departments, union representative and employees. Facilitates the placement of employees requiring medical accommodation into alternative positions. Facilitates the layoff/recall process in regards to the CUPE 2950 Internal Placement report. Assists Advisors in performance management issues, organizational...
- Organizational Status: Reports to the Manager, Human Resources Advisory Services. Assists Human Resources Advisors and Employee Relations Advisors. Partners with client departments. Works collaboratively with Administrative Secretaries in Advisory Services. Works closely with the Total Compensation section on compensation and benefits related matters.
- Work Performed: Assisting Advisors in performance management issues and/or organizational structures. Attending meetings with Human Resources Advisors, Employee Relations Advisors and representatives of the union. Preparing termination and layoff letters. Reviewing and authorizing staff and student appointments, extensions, transfers, etc that have a higher level of complexity. Facilitating the placement of employee's requiring medical accommodation into alternative positions by identifying vacancies and liaising with departments, employee, appropriate union representative and Return to Work program representative. Advising client department on salary administration for all staff groups, union and non-union including authorization of salary increases. Identifying and referring complex compensation matters to the Compensation Associates/Consultants.
- Consequence of Error/Judgement: Inappropriate advice or inaccurate information provided to client may result in the filing of grievances, arbitration processes, or the initiation of litigation. Any of these outcomes may have significant financial consequences for client departments, may have a negative impact on the University's relationship with unions and associations, and may contribute to an untenable financial state of the University. Failure to...
- Supervision Received: Works under the general supervision of the Manager, Advisory Services, and in accordance with established principles and methods. Works closely with and takes direction from the Human Resources Advisors and Employee Relations Managers.
- Supervision Given: Monitors the work of the Administrative Secretaries in Advisory Services, as required.
- Education/Work Experience: Undergraduate degree in a relevant discipline. Minimum of two to three years of related experience or the equivalent combination of education and experience. Human resources experience preferably in a complex, unionized environment. Thorough knowledge of current Human Resources Management practices. Knowledge of provincial and federal legislation governing employers' Human Resources practices. Knowledge and experience with a coaching model to influence and advise client units. Working knowledge of the electronic recruiting system an asset.
- Skills: Ability to maintain accuracy and attention to detail. Ability to organize, prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to effectively use Microsoft Office (e.g., Outlook, MS Word, MS Excel). Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise sound judgment. Ability to establish and maintain supportive working relationships with client departments, union and association representatives. Proven ability to be flexible, confident and self-motivated. Ability to travel on and off-site unit locations.

NOTE: Changes to Education/Work Experience and Skill sections must be made in Job Qualifications page.

Classification approval is required for all M&P(A&PS). Excluded M&P and Service Unit Director job descriptions. Your job description will be automatically routed to Human Resources for review. You will be advised or contacted by Human Resources as soon as possible.

For all other staff employment groups, you may optionally request that your job description be reviewed by Human Resources by selecting the checkbox below.

- **H.R. Review Log Ref:** Enter classification number and other key information of previously classified position.
- **Optional H.R. classification review:** Select if position does not require H.R. classification review and approval (**Job Description Approval Required** field above is not checked on) but you wish to have it reviewed (ie, you're unsure you classified the position correctly).
- Enter **Job Summary**, **Organizational Status**, **Work Performed**, **Consequence of Error/Judgement**, **Supervision Received** and **Supervision Given** sections. All fields are required.
Note: job descriptions are not required for student positions, unpaid positions and non-UBC positions.
- **Print Job Description push button:** Use to print a formatted and printer-friendly version of your job description after you have saved your work.

Select the **Save for Later** button at any time to save partially completed work.

2.2 Create a New Position

Step 7: Approval Status/History page. Displays required approvals (Staff):

Position InformationJob Standard/BenchmarkQualificationsJob DescriptionApproval Status/HistoryeRecruit ApproversBudget

Position ManagementNeed Help?

Position Number: NEWCreated By:Created On:

Position InformationFind | View AllFirst1 of 1Last

Approval Status:Eff Date: 2012/02/01Sequence: 0

Department: Human Resources

Employment Group: Management&Professional (AAPS)Job Family: Human Resources

Job Code: 183001 Human Resources, Level AGrade: 4

Level: ABusiness Title: Human Resources Associate

Job Standard Code: M&P30AClassification Title: Human Resources, Level A

Originator Comments

Comments:

Questions regarding the content of this position/job description should be directed to:

Name: Jane SmithPosition: Administrator

Phone: 822-2222Email: jane.smith@ubc.ca

Position Approvals

Human Resources Approval: N/AAuthorization Date:

Approver:

Comments:

This page will appear differently for Staff and Faculty positions.

When position entry is saved, approvers will be notified via email that an approval request exists. Once approved or pushed back, the originator will likewise be notified via email as to the status of their position approval request.

Approvals are required for all Faculty, M&P, Excluded M&P, Service Unit Directors, BCGEU at UBC-O and some select CUPE 2590 positions.

Staff position approvals:

- Enter contact information (name, position, phone & email) for the person who would be best to answer any questions in respect to the job description entered.
- Initially the 'Position Approvals' section will appear blank. Upon submission of a position which requires H.R. classification approval, the **Human Resources Approval** field will be populated with a **Position Pending Approval** value. If no approval is required, the 'Position Approvals' section will not appear.
- Once approved or pushed back, the originator will receive an email notification advising them of the approver's decision.

2.2 Create a New Position

Approval Status/History page. Displays required approvals (Faculty):

Position InformationJob Standard/BenchmarkQualificationsJob DescriptionApproval Status/HistoryeRecruit ApproversBudget

Position ManagementNeed Help?

Position Number: NEWCreated By:Created On:

Position InformationFind | View AllFirst1 of 1Last

Approval Status:Eff Date:Sequence: 0

Department: Chemistry

Employment Group: Faculty (Fac Assn)Job Family: Regular

Job Code: BURG01 Professor (tenure)Grade: N/A

Level:Business Title: Professor (tenure)

Job Standard Code: N/AClassification Title: Professor (tenure)

Originator Comments

Comments:

Questions regarding the content of this job description should be directed to:

Name: M.MousePosition: Administrator

Phone: 2-2222Email: m.mouse@ubc.ca

Position Approvals

UBC-V Faculty Relations /
UBC-O Human Resources Approval:Authorization Date:
Approver:

Comments:

Provost's Office Approval:Authorization Date:
Approver:

Comments:

Save and SubmitSave for LaterCancel/Return

PreviousNext

- For Faculty Position approvals, Faculty Relations (UBC-V) or Human Resources (UBC-O) will receive the approval request first. When they have provided their approval, the approval request for the respective Provost's office will then be generated.
- Enter contact information (name, position, phone & email) for the person who would be best to answer any questions in respect to the job ad entered.
- Initially the 'Position Approvals' section will appear blank. Upon submission of a position which requires Faculty Relations and Provost approval, the approval fields will be populated with **Position Pending Approval** values. If no approval is required, the 'Position Approvals' section will not appear.
- Once approved or pushed back, the originator will receive an email notification advising them of the approver's decision.

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2.2 Create a New Position

Step 8: Enter **Position Number** of person responsible for approving Job Openings/Postings and Job offers.

Position Information Job Standard/Benchmark Qualifications Job Description Approval Status/History **eRecruit Approvers** Budget

Position Management

Position Number: NEW Created By: Created On:

Position Information Find | View All First 1 of 1 Last

Approval Status: Eff Date: Sequence: 0

Department: Human Resources

Employment Group: Management&Professional (AAPS) Job Family: Human Resources

Job Code: 183001 Human Resources, Level A Grade: 4

Level: A Business Title: Human Resources, Level A

Job Standard Code: M&P30A Classification Title: Human Resources, Level A

Click on magnifying glass or 'List of Approvers' link to get a list of approvers for your department

Recruiting Approvals (required if job is being posted) Find | View All First 1-2 of 2 Last

Module	Process	Position Responsible for Approvals (Job Description#)	List of Approvers
1 Recruiting	Job Postings	00000002 Director	List of Approvers
2 Recruiting	Job Offers/Hires	00000002 Director	List of Approvers

*Automated workflow approval requests will be emailed to the current incumbent attached to the Job Description number indicated when the specified business process is invoked electronically.

- Data entry into this page is only required if the **Will you be posting this position** checkbox on the **Position Information** page is checked on.
- Only one Position Number per process can be entered.
- Click on the magnifying glass icon or **List of Approvers** hyperlink to select from a list of valid approvers.
Note: approvers are not required for student positions, unpaid positions and non-UBC positions.
- Both processes, Job Postings and Job Offers/Hires, need to have an approver assigned.
- If the Position number entered is invalid, it means that a) no employees are attached to the Position number via a job record and/or b) the employee does not have the necessary security permissions to be an approver and/or c) the employee attached to the Position number is no longer an active employee.

2.2 Create a New Position

Step 9: Enter Budget information for position

Position Information Job Standard/Benchmark Qualifications Job Description Approval Status/History eRecruit Approvers **Budget**

Position Management [Need Help?](#)

Position Number: NEW Created By: Created On: 2012/02/21

Position Information 1 of 1

Approval Status: Eff Date: 2012/02/01 Sequence: 0

Department: Human Resources

Employment Group: Management/Professional (AAPS) Job Family: Human Resources

Job Code: 183001 Human Resources, Level A Grade: 4

Level: A Business Title: Human Resources Associate

Job Standard Code: MAP30A Classification Title: Human Resources, Level A

Change date to display historical salary scales

Salary Range as of 2011/07/01 Refresh

Salary Range	Minimum	Midpoint	Maximum
Hourly	24.02	28.83	34.60
Monthly	368.75	432.67	525.17
Annual	4389.00	5259.00	6310.00

Funding Info

Funding Type: Budget Funded Funding Source: New Funds

A general description of the source of funding for this position - appears on the posting/ad.

Salary Commitments: Hire Data

For a filled position, this field instructs the budget interface to use either the hire data in HRMS or the position budget information (as described below) when calculating salary commitments.

For a vacant position, the budget interface will always use the position budget information below to calculate salary commitments.

Benefit commitments for both filled and vacant positions are always calculated based on the value in the Benefits Percent field below.

Budget Comments (Max 254 Characters) Enter your comments here.

Benefits Percent 16 This value is used to calculate benefit commitments required by the Budget system. It is used for both filled and vacant positions. You may override the default % value.

Funding Details Find First 1 of 2 Last

Date fields auto populate based on Event Start Date and Position End Date and/or funding end date of previous funding row

*Begin Date 2012/02/01 End Date 2012/03/31

Click minus icon to delete a funding row

Click plus icon to add a funding row

Account and Budget Details Customize | Edit | View All | Print | 1 of 2 | Last

Core Funding?	*SpeedChart	*Account	Description	Amount Type	Salary Amount	Benefit Amount	Total
1	XXXX	541000		Annual	30000.000000	4800.000000	34800.000000
2	YYYY	541000		Annual	15000.000000	2400.000000	17400.000000
Total Amount					45000.000	7200.000	52200.000

Click minus icon to delete an account

Click plus icon to add an account

*Begin Date 2012/04/01 End Date 2013/01/31


Account and Budget Details Customize | Edit | View All | Print | 1 of 1 | Last


Core Funding?	*SpeedChart	*Account	Description	Amount Type	Salary Amount	Benefit Amount	Total
1	XXXX	541000		Annual	45000.000000	7200.000000	52200.000000
Total Amount					45000.000	7200.000	52200.000

- A summary of the position information appears above the salary range information.
- Salary Range:** Displays current salary range for the position. Change **Salary Range as of date** to display historical salary ranges.
- Funding Type:** Select appropriate funding type (**Budget**, **Grant**, **Self Funded** or **Multiple Sources**). This is displayed on job postings when the position is used to create a job opening/posting. It has no impact on Hyperion.
- Funding Source:** Indicate if the funding for the position comes from existing or new funding.

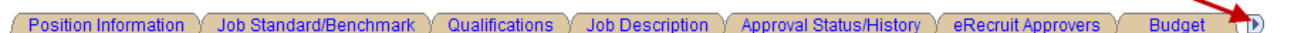
2.2 Create a New Position

- **Salary Commitments:** Select which source the Hyperion budget system should reference for budget information for this position. If **Hire Data** is selected, Hyperion will use employee salary information from HRMS to calculate a budget. If **Posn Data** is selected, the budget system will use the budget information recorded below, on this page.
- **Budget Comments:** Enter comments relating to the position budget (for your own use and/or any approvers that will look at this later).
- **Benefit Percent:** Value defaults automatically based on the employer-paid benefit costs for the employment group selected for the position. The defaulted value is based on a monthly, ongoing positions (all benefit plans). Adjust the percentage for hourly positions or positions which are not entitled to all benefits.
Note: the budget system will use position budget information for all unfilled positions, so it's important to keep the information for all your positions up to date. Inactivate or delete positions which are no longer used or were created in error.

Funding Details (Account and Budget Details): Multiple accounts and/or multiple funding periods for the position are recorded in this section. Click on the 'plus' icons  where indicated in the screenshot on the preceding page to insert additional rows.

- **Core Funding:** Click this checkbox for any funding that is designated as Core funding. This will be picked up in Core funding reports in Hyperion for positions where the Salary Commitment field is set to Posn Data. For positions designated as Hire Data, you must designate Core funding in HRMS hire records by putting the word CORE in the Reference field on appointment forms on on-line screens (eRecruit and ePAF).
- **SpeedChart:** Enter the four-digit, alpha **speedchart** which will be used to charge all salary and benefit related expenses for this position.
- **Account:** Enter the six-digit, numeric **account** code which corresponds to the employment group (Faculty, Staff, Student) and if the position is monthly or hourly paid. Click on the magnifying glass  icon for a list of valid values. **Note:** The speedchart and account combination must be an active account with a PG end date which does not precede the position begin or end dates.
- **Amount Type:** Select how the budget dollars in the amount fields are being expressed – Annually, Monthly, Hourly or Per Period.
- **Salary Amount:** Enter the total dollar amount, based on the **Amount Type** entered. **Note:** Annual amounts should be based on a twelve-month period, regardless of length of appointment.
- **Benefit Amount:** Displays the calculated total benefit costs, based on the **Benefit Percent** value.
Note: Use this link <http://www2.finance.ubc.ca/payroll/calculators/benefitscostcalculator.cfm> to assist you in calculating annual benefit costs.

Click on right-facing arrow to advance to next tab



2.2 Create a New Position

Step 10: Incumbents page:

QualificationsJob DescriptionApproval Status/HistoryeRecruit ApproversBudgetIncumbentsAttach DocumentsJoint Position

Position Management

Position Number:Created By:Created On:

Position Information

Find | View AllFirst1 of 1Last

Approval Status:Eff Date:Sequence:0

Department:Human Resources

Employment Group:Management&Professional (AAPS)Job Family:Human Resources

Job Code:183001Human Resources, Level AGrade:4

Level:ABusiness Title:H.R. Assistant

Job Standard Code:M&P30AClassification Title:Human Resources, Level A

Incumbents

As of Date2010/09/09RefreshCurrent Head Count: 0Out Of 1

Current Incumbents

Customize | Find | First1 of 1Last

EmplID	Empl Rcd Nbr	Name	Compensation Rate	Job Data
0				Job Data

- **Incumbents** page displays a list of current incumbents attached to the position. Data will only appear here for existing positions which have active incumbents.
- Change **As of Date** and refresh button to display incumbents attached to the position historically or in the future.
- **Current Head Count: # Out Of #** displays the total number of employees occupying the position out of the total number designated as the **Max Head Count** (see **Position Information** page).
- Click on **Job Data** link to drill into job data component for employee selected.

2.2 Create a New Position

Step 11: Attach Documents page:

The screenshot shows the 'Attach Documents' tab in the Position Management system. The top navigation bar includes tabs for Job Description, Approval Status/History, eRecruit Approvers, Budget, Incumbents, Attach Documents (selected), and Joint Position. Below the navigation bar, there are fields for Position Number, Created By, and Created On. The main section is titled 'Position Information' and contains fields for Approval Status, Eff Date, Sequence, Department (Human Resources), Employment Group (Management&Professional (AAPS)), Job Family (Human Resources), Job Code (183001), Human Resources, Level A, Grade (4), Level (A), Business Title (H.R. Assistant), Job Standard Code (M&P30A), and Classification Title (Human Resources, Level A). Below this is a table titled 'Position Attachments' with columns for File Name, Description, Last Updated, and Unloaded By. The table contains two rows: 'Dept_Org_Structure.doc' with description 'Dept Organizational Tree' and 'Position_Funding_Approval.doc' with description 'Funding Approval'. At the bottom, there are links for 'Add Attachment' and 'Delete Attachment'.

File Name	Description	Last Updated	Unloaded By
Dept_Org_Structure.doc	Dept Organizational Tree	2010/09/09 1:37PM	M Mouse
Position_Funding_Approval.doc	Funding Approval	2010/09/09 1:37PM	M Mouse

- Upload any documents you wish to support the position (ie, departmental organizational charts, funding authorizations, etc.).
- Click on the **Add Attachment** link to upload a document.
- Click on the **Delete Attachment** link to delete a document.
- Use the **Description** text box to clearly describe the attachment.

Step 12: Joint Position page:

The screenshot shows the 'Joint Position' tab in the Position Management system. The top navigation bar is the same as in Step 11. Below the navigation bar, there are fields for Position Number, Created By, and Created On. The main section is titled 'Position Information' and contains the same fields as in Step 11. Below this is a table titled 'Joint Position Info. (provide data for all departments)' with columns for Campus, VP/Faculty, Department, Location Code, Home Department Indicator, and FTE. The table contains two rows: '1 Vancouver' with 'PROF' and 'EMPL' departments, and '2 Vancouver' with 'VPBU' and 'FND' departments. At the bottom, there are links for 'Add Attachment' and 'Delete Attachment'.

Campus	VP/Faculty	Department	Location Code	Home Department Indicator	FTE
1 Vancouver	PROF	EMPL	GSA	<input checked="" type="checkbox"/>	0.500000
2 Vancouver	VPBU	FND	GSA	<input type="checkbox"/>	0.500000

- If the **Joint Position?** field was clicked on in the Position Information page (1st tab in component), you'll need to complete the **Joint Position** page.
- Enter the **Campus**, **VP/Faculty**, **Department**, **Location Code**, **Home Department Indicator** and **FTE** fields for all departments jointly sharing the position, including the home department.

Click on the magnifying glass icon for a list of valid values.

- Click on the plus icon to insert a row to add joint department information.

Note: In order for positions to be retrieved in position management by both the home and non-home departments, the non-home department information must be entered in its entirety on this page.

2.2 Create a New Position

Step 13: Save and Submit Position:

- Click on Save and Submit button **Save and Submit** to save and submit your position for approval. If position is being submitted for approval, the **Position Approval Status** changes to **Pending Approval**.

The screenshot shows a web application interface for 'Position Management'. At the top, there are several tabs: 'Position Information' (highlighted in yellow), 'Job Standard/Benchmark', 'Qualifications', 'Job Description', 'Approval Status/History', 'eRecruit Approvers', and 'Budget'. Below the tabs, the 'Position Number' is 00003743, and 'Created By' and 'Created On' fields are present. A 'Position Information' section contains a table with one row: '* Event: 1. Add New Position', '* Event Start Date:', and '* Sequence: 0'. Below this, there are fields for 'Data Entry Date:', 'Last Updated By:', and a checkbox for 'Will you be posting this position?' which is checked. The 'Status' section shows 'Position Status: Active' and 'Position Approval Status: Pending Approval' (highlighted in yellow). A red arrow points from the 'Save and Submit' button in the instructions to this 'Pending Approval' status. At the bottom, the 'Business Unit' is listed as 'UBC01' and 'UBC - Vancouver'.

Position Management	
Position Number: 00003743	Created By: Created On:
Position Information Find View All First 1 of 1 Last	
* Event: 1. Add New Position	* Event Start Date: * Sequence: 0
Data Entry Date:	Last Updated By: Will you be posting this position? <input checked="" type="checkbox"/>
Status	
Position Status: Active	Position Approval Status: Pending Approval
Business Unit: UBC01 UBC - Vancouver	

2.3 Position Approval Process

Position Approvers

Human Resources is responsible for classifying and approving all new Positions which fall under the following employment groups:

- Management & Professional (M&P)
- Excluded Management & Professional (XMP)
- Service Unit Directors (SUD)
- Some select CUPE 2950 positions (C29, B29)
- BCGEU at UBC-O (OK1)

Positions created under any of these categories will be automatically routed to Human Resources for classification review and approval. Positions not requiring approval may be optionally reviewed/classified by H.R. by selecting the 'Optional H.R. classification review?' checkbox in the **Job Description** tab.

Faculty Relations (UBC-V) / Human Resources (UBC-O) and the respective **Provost's office** is responsible for approving all new Tenure and Tenured-Track Positions/Ads which fall under the following employment group:

- Faculty-FA (BOG)

2.3 Position Approval Process

Step 1: Once the position is submitted for approval, Human Resources/Faculty Relations will receive an email notification advising them that a position requires approval. The approver is then directed to a PeopleSoft **Worklist** page via a link in the email:

Sample Email: Approval Request

From: kathy@hr.ubc.ca [kathy@hr.ubc.ca]
Sent: July-04-10 10:04 PM
To: Hansen, Kathy
Subject: Approval is Requested for Position (00002834) Human Resources Assistant in Human Resources

A Position has been entered which requires your approval.

Position#: 00002834
Position Title: Human Resources Assistant
Department: Human Resources

To view this position, visit:

https://www.auth.cwl.ubc.ca/auth/login?serviceName=hr_portal_psa&serviceParams=context%3DO%26target%3Dworklist

PeopleSoft Worklist Page:

Worklist for HRAPPROVER

Detail View

Work List Filters: [v]

From	Date From	Work Item	Worked By Activity	Priority	Link	Buttons
Position Management	2010/09/09	Approval Routing	Approval Workflow	[v]	UBC JOB DESC HRR 00003189 EFFDT 2010-09-09 EFFSEQ 0 24741	Mark Worked Reassign

Approver clicks on hyperlink to access position and enter approval

2.3 Position Approval Process

Step 2: Approval Status/History page. Approval is recorded and submitted.

Staff Approval:

Position InformationJob Standard/BenchmarkQualificationsJob DescriptionApproval Status/HistoryeRecruit ApproversIncumbents

Position Management

Position Number: 00002834Created By: M MouseCreated On: 2010/07/04

Position InformationFind | View AllFirst1 of 1Last

Approval Status: Position Pending ApprovalEff Date: 2010/07/04Sequence: 0
Department: Human Resources
Employment Group: Management&Professional (AAPS)Job Family: Human Resources
Job Code: 183001 Human Resources, Level AGrade: 4
Level: ABusiness Title: Human Resources Assistant
Job Standard Code: M&P30AClassification Title: Human Resources, Level A

Originator Comments

Comments:

Questions regarding the content of this job description should be directed to:
Name: Minnie MousePosition: Administrator
Phone: 822-2222Email: minnie.mouse@ubc.ca

Position Approvals

Human Resources Approval: Pending ApprovalAuthorization Date:
ApprovedApprover:
N/A
Pending Approval
Pushback

Comments:

2.3 Position Approval Process

Approval Status/History Page. Approval is recorded and submitted.

Faculty Approval (step one):

Position InformationJob Standard/BenchmarkQualificationsJob DescriptionApproval Status/HistoryeRecruit ApproversIncumbents

Position Management

Position Number: 00002331Created By: M MouseCreated On: 02/10/2010

Position InformationFind | View AllFirst1 of 1Last

Approval Status: Position Pending ApprovalEff Date: 02/10/2010Sequence: 0

Department: Mining Engineering

Employment Group: Faculty (Fac Assn)Job Family: Regular

Job Code: BURG30 Instructor I (tenure track)Grade: N/A

Level:Business Title: Instructor I (tenure track)

Job Standard Code: N/AClassification Title: Instructor I (tenure track)

Originator Comments

Comments:

Questions regarding the content of this job description should be directed to:

Name:Position:

Phone:Email:

Once Faculty Relations approves the transaction, it is then routed to the Provost's office for approval.
If Faculty Relations pushes back the transaction, it is routed back to the originator for changes and resubmission to Faculty Relations.

Position Approvals

UBC-V Faculty Relations / UBC-O Human Resources Approval:

Authorization Date:

Approver:

Comments:

Pending Approval

Approved

N/A

Pending Approval

Pushback

2.3 Position Approval Process

Approval Status/History Page. Approval is recorded and submitted.

Faculty Approval (step two):

The screenshot displays the 'Approval Status/History' page in a web application. At the top, there are tabs for 'Position Information', 'Job Standard/Benchmark', 'Qualifications', 'Job Description', 'Approval Status/History' (which is active), 'Recruit Approvers', and 'Incumbents'. Below the tabs, the 'Position Management' section shows details for Position Number 00002331, Created By M Mouse, and Created On 02/10/2010. The 'Position Information' section includes fields for Approval Status (Position Pending Approval), Eff Date (02/10/2010), Sequence (0), Department (Mining Engineering), Employment Group (Faculty (Fac Assn)), Job Family (Regular), Job Code (BURG30), Grade (N/A), Level, Business Title (Instructor I (tenure track)), Job Standard Code (N/A), and Classification Title (Instructor I (tenure track)). Below this is a section for 'Originator Comments' with a text area and a 'Comments:' label. Further down, there is a section for 'Position Approvals' showing 'UBC-V Faculty Relations / UBC-O Human Resources Approval' as 'Approved' with an 'Authorization Date' of 07/10/2010 and 'Approver' Nicole Hyatt. Below this is another 'Comments:' text area. At the bottom, there is a section for 'Provost's Office Approval' with a dropdown menu showing 'Pending Approval', 'Approved', 'N/A', 'Pending Approval', and 'Pushback'. The 'Authorization Date' and 'Approver' fields are also present.

- Approver selects 'Approved' or 'Pushback'.
- If 'Pushback' selected, Approver should provide reason and changes required in comments box.
- Submit approval.
- Once submitted, the Worklist item will disappear from the Approvers Worklist.
- The system will automatically send an email notification to the originator advising them of the approval status (and will appear on their Worklist).
- The process returns to step 1 if Position is pushed back.

Sample Email: Approval notification:

From: kathy@hr.ubc.ca [kathy@hr.ubc.ca]
Sent: July-08-10 8:49 AM
To: Hansen, Kathy
Subject: Position (00001858): (00002834) Human Resources Assistant has been Approved

The following Position has been approved.

Position#: 00001858
Position Title: Test

To view this position, visit:

https://www.auth.cw1.ubc.ca/auth/login?serviceName=hr_portal_psa&serviceParams=context%3DCP%26target%3Dworklist

To use an approved position to create an Opening/Posting, use this link: (goes to the opening/posting search page)

https://www.auth.cw1.ubc.ca/auth/login?serviceName=hr_portal_psa&serviceParams=context%3DCP%26target%3Dpostingsearch


2.4 Edit Position Information

Navigation: **Position Management>Add/Update Position Info.**

Step 1: Find your position using the search methods described in the **Create a New Position** chapter.


Position Management


Complete all or some of the fields below and click on the 'Add/Search' button.
Click on the magnifying glass to select from a list of valid values.
The values selected here can be changed in the screens which follow, if necessary.


Position Number: 


OR


Enter information in the following fields to locate the Position Number

Campus:  Vancouver

VP/Faculty:  Faculty of Forestry

Department Code:  Forest Resources Managmnt

Employment Group:  CUPE 2950 (Cler/Secr/Library)

Job Family: 

Job Code:

Job Title Key Word Search:

OR

My Job Descriptions ☐

Step 2: Click on the checkbox adjacent to the position selected. Click on **Update** to access position information.

Add/Update/Copy Position [Need Help?](#)

The following positions exist which match your criteria.

Position Search Results [Customize](#) [Find](#) [View All](#)  [First](#) [1 of 1](#) [Last](#)

Position No.	Employment Group	Job Family	Job Code	Classification Title	Business Title	Approval Status	
<input checked="" type="checkbox"/>	00001346	CUPE 2950	ADMX29	285401	Administrative Support 3 (Gr6)	Administrative Support 3 (Gr6)	Self Approved, OK to Post

Important note: Only positions which are in an approved or draft approval status and are in a department you have security access to can be updated. Positions which require approval (M&P, XMP, SUD, OK1, BOG), require that you insert a new effective-dated row. Existing data cannot be modified for these Positions.

For positions requiring approval, changes to the Employment Group, Job Family, Job Code, and/or any sections in the Position Information page will generate a new approval request.

2.4 Edit Position Information

Step 3: Click on 'plus' icon to insert a new effective-dated row:

The screenshot shows the 'Position Information' tab in a web application. At the top, there are tabs for 'Position Information', 'Job Standard/Benchmark', 'Qualifications', 'Job Description', 'Approval Status/History', 'eRecruit Approvers', and 'Budget'. Below these, the 'Position Management' section displays 'Position Number: 00001346', 'Created By: Heather Akai', and 'Created On: 2009/09/11'. The 'Position Information' section includes a 'Find | View All' link, a 'First' button, '1 of 1' rows, and a 'Last' button. A red arrow points to a '+' icon with the text 'Click on plus icon to insert a new effective-dated row to make changes'. Below this, the 'Event' section shows '* Event: 1. Add New Position', '* Event Start Date: 2009/09/11', and '* Sequence: 0'. A red arrow points to the date field with the text 'Click on plus icon to enter changes'. The 'Data Entry Date' is 2009/09/11, 'Last Updated By' is Heather Akai, and 'Will you be posting this position?' is checked. The 'Status' section shows 'Position Status: Active', 'Position Approval Status: Self Approved, OK to Post', and 'Business Unit: UBC01 UBC - Vancouver'.

The importance of the Event Start Date field:

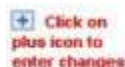
The **Event Start Date** or effective date of your position is very important. This date enables you to maintain a complete chronological history of all your position data, whether you changed them two years ago or want them to go into effect in two months. With this information, you can do statistical analysis at a particular point in time in the past, now or in the future.

The system also uses the **Event Start Date** field to compare pages and tables to system prompt tables that you see displayed throughout position management so that the data displayed is valid as of the effective date of the page on which you're working.

The **Event Start Date** is particularly important when making changes to a position which affects the incumbents attached to it. Let's take an example of a departmental reorganization. Several new departments are created and employees are being moved to them. You'll want to update the department in position management to reflect this change and record when it went into effect using the **Event Start Date**. Then you'll want to update the department (via Payroll eForms or appointment forms) for the employees attached to the position in their individual HRMS job records, using the same date. You'll need to use the same date for both transactions in order to successfully record the department changes. If the position date has an **Event Start Date** which is greater than the employee's department change in HRMS, the transaction required to update the incumbents' job records will not be possible.

Correcting Event Start Date Entries:

The **Event Start Date** may be overwritten and corrected. If you get the error below when attempting to correct an **Event Start Date**, you must overwrite and correct the existing event start date(s) entries. Do not select:



Error!!

The inserted EffDt is not within the range of effective dates in the prior and subsequent rows. (15,47)

The effective date in a row must fit into the sequence of other effective dates in the same scroll. It should be before the effective date of the row above it, and after the effective date of the row below it.

OK

When multiple **Event Start Date** entries require correction, ensure you correct them in correct chronological order, starting with the oldest date. Save your work after each **Event Start Date** correction.

2.4 Edit Position Information

Step 4: Enter **Event** and **Event Start Date** and make required changes to position:

Position Management

Position Number: 00001346 Created By: Created On: 2009/09/11

Position Information Find | View All First 1 of 1 Last

* Event: 2. Update Position * Event Start Date: 2010/09/01 * Sequence: 0

Data Entry Date: 2009/09/11 Last Updated By: Will you be posting this position? ☒

Status

Position Status: Active Position Approval Status: Self Approved, OK to Post

Business Unit: UBC01 UBC - Vancouver

Click on plus icon to enter changes

- **Event:** When making changes to position information which doesn't involve a reclassification or position budget changes, use:
2. Update Position.

To record staff job reclassifications, use: **3. Reclassify Position** (for retroactive reclassifications, we advise you create a new position).

To record position budget changes, use: **5. Update Position Budget**
- **Event Start Date:** When making changes on a pushed back transaction, ensure you use the same date you used on the submitted transaction.
- **Sequence:** The **sequence** number is connected to the **Event Start Date** and defaults automatically. All unique event start dates are connected to sequence number zero. When multiple effective dates are entered with the same value, the sequence numbers will be assigned sequentially. The system considers the event start date/sequence combination which has the highest sequence number as the correct transaction.

To illustrate this concept, consider the following example:

Event: Add New Position	Event Start Date: July 1, 2010	Sequence: 0
Event: Update Position	Event Start Date: July 1, 2010	Sequence: 1 ← System will consider this transaction and ignore the other

In addition, when hiring an incumbent into a position, the incumbent's hire date cannot precede the initial **Event Start Date** of the position. Using the example above, you could not hire someone into this position with these dates prior to July 1, 2010.

- Make any changes required to the position information. Note that certain changes made to the position information, may require re-approval. For example, changing the position classification information and/or job description may require re-approval if the job classification type warrants ((ie, M&P positions).
- Click on save and submit button **Save and Submit** to save your changes.

2.5 Copy a Position

Navigation: **Position Management>Add/Update Position Info.**

Step 1: Find a position you wish to copy using the search methods described in the **Create a New Position** chapter.

Position Management

Complete all or some of the fields below and click on the 'Add/Search' button.
Click on the magnifying glass to select from a list of valid values.
The values selected here can be changed in the screens which follow, if necessary.

Position Number:

OR

Enter information in the following fields to locate the Position Number

Campus:

VP/Faculty:

Department Code:

Employment Group: Management&Professional (AAPS)

Job Family: Administration (02)

Job Code:

Job Title Key Word Search:

OR

My Job Descriptions ☐

Add/Search **Clear**

The search above will search for all M&P Positions within the Administration Job Family.

Step 2: Click on the checkbox field for the Position you wish to copy. Select the **Copy** push button.

Add/Update/Copy Position

The following positions exist which match your criteria

Position Search Results

Customize | First | View 100 | **Page 21 of 202** | [View All](#)

Position No.	Employment Group	Job Family	Job Code	Classification Title	Business Title	Approval Status
<input type="checkbox"/> 0000011	M&P (AAPS)	Adminstr	100205	Administration, Level C	Manager, Human Resources	Approved
<input type="checkbox"/> 0000015	M&P (AAPS)	Adminstr	100210	Administration, Level H	Chief Administrative Officer	Not Applicable
<input type="checkbox"/> 0000016	M&P (AAPS)	Adminstr	100201	Administration, Level A	Administrator	Approved, OK to Post
<input type="checkbox"/> 0000017	M&P (AAPS)	Adminstr	100210	Administration, Level H	Chief Administrative Officer	Approved, OK to Post
<input type="checkbox"/> 0000037	M&P (AAPS)	Adminstr	100203	Administration, Level B	BC St/Library - Project Manager	Approved, OK to Post
<input type="checkbox"/> 0000093	M&P (AAPS)	Adminstr	100201	Administration, Level A	Office Manager / Assistant to the Head	Approved, OK to Post
<input type="checkbox"/> 0000094	M&P (AAPS)	Adminstr	100205	Administration, Level C	Senior Operations Manager	Approved, OK to Post
<input checked="" type="checkbox"/> 0000115	M&P (AAPS)	Adminstr	100203	Administration, Level B	Executive Assistant	Approved, OK to Post
<input type="checkbox"/> 0000127	M&P (AAPS)	Adminstr	100201	Administration, Level A	Program Co-ordinator - MBA Cons	Approved, OK to Post
<input type="checkbox"/> 0000137	M&P (AAPS)	Adminstr	100207	Administration, Level E	Managing Director	Not Applicable
<input type="checkbox"/> 0000138	M&P (AAPS)	Adminstr	100203	Administration, Level B	PrePost Review Manager	Approved, OK to Post
<input type="checkbox"/> 0000173	M&P (AAPS)	Adminstr	100201	Administration, Level A	Executive Administrator	Draft
<input type="checkbox"/> 0000253	M&P (AAPS)	Adminstr	100201	Administration, Level A	Office Manager, Student Information and Services	Draft
<input type="checkbox"/> 0000256	M&P (AAPS)	Adminstr	100201	Administration, Level A	M&P Research Agenda(COSE)	Draft
<input type="checkbox"/> 0000292	M&P (AAPS)	Adminstr	100201	Administration, Level A	Financial/Human Resources Administrator	Draft

Add New Position **Update** **Copy** **Back to Search Page**

Note that only the first 15 results display on the page. Click on 'View 100' to display 100 matches at a time and/or click on the right-facing arrow to advance to the next set of results

Important note: You will be permitted to copy only those Positions with the following Approval Statuses:

- **Approved, OK to Post**
- **Approved**
- **Self-Approved, OK to Post**
- **N/A**

2.5 Copy a Position

Step 3: The fields indicated below may need to be entered or altered.

Position Information | Job Standard/Benchmark | Qualifications | Job Description | Approval Status/History | eRecruit Approvers | Budget

Position Management

Position Number: NEW Created By: Created On: 2012/02/22

Position Information Find | View All First 1 of 1 Last

* Event: 1. Add New Position * Event Start Date: 2012/02/22 * Sequence: 0

Data Entry Date: 2012/02/22 Last Updated By: Will you be posting this position? ☒

Status

Position Status: Active Position Approval Status: Approved, OK to Post

Business Unit: UBC01 UBC - Vancouver

Type

Position Type: Ongoing Position Non UBC Posn? ☐ Pool Posn? ☐ Unpaid Posn? ☐

Joint Position? ☐ Expansion Posn? ☐ F-Slot:

Term

Original Position Start Date: 2012/03/01 Max. FTE: 1 Max Head Count: 1

Anticipated Hire Date: 2012/03/01 Position End Date:

Work Location

* Campus: VCVR Vancouver

* VP/Faculty: PROF Office of the President

* Department: EMPL Human Resources

Location: GSA General Services Admin Bldg

Classification Information

Employment Group: M&P Management&Professional (AAPS)

Job Family: 02 Administration ☒ Job Description Approval Required

Job Code/ Classification Title: 180203 Administration, Level B

Salary Admin. Plan: M&P Grade: 006 Job Standard Code: M&P02B

Business Title: Administrator

Does the position require UBC to do a Criminal Record Check? No [More on criminal record check](#)

Reporting Hierarchy

Reports To: 00000002 Dotted-Line Reports To:

Cloned from Job Description#: 00000110

Department specific data fields will need to be entered.
H.R. classification approval may be required for staff jobs.
Click on the 'Cancel' button to select a different position or start a new search.

- For Staff positions, changes to any of the fields highlighted in red boxes above, will not result in an approval workflow being launched.
- For Staff positions, changes to Employment Group, Job Family or Job Codes will result in an approval workflow being launched.
- For tenured Faculty positions, changes to most fields in the entire Position component will result in an approval workflow being launched. All tenured Faculty Positions require approval, regardless if an approved Position was copied or not.

2.5 Copy a Position

Step 4 (Staff positions only): Review/modify Job Qualifications, as required:

Position InformationJob Standard/BenchmarkQualificationsJob DescriptionApproval Status/HistoryeRecruit Approvers

Position Management

Position Number: NEWCreated By: M MouseCreated On: 2010/07/12

Position InformationFind | View AllFirst1 of 1Last

Approval Status: Position ApprovedEff Date: 2010/07/12Sequence: 0

Department: Human Resources

Employment Group: Management&Professional (AAPS)Job Family: Administration

Job Code: 180203Administration, Level BGrade: 6

Level: BBusiness Title: Executive Assistant

Job Standard Code: M&P02BClassification Title: Administration, Level B

Education Requirements

Minimum Education Requirement (as per Job Standard/Benchmark)

Undergraduate degree in a relevant discipline.

Additional Education Preferences

Work Experience Requirements

Years of Work Experience (as per Job Standard/Benchmark)

Minimum of three years experience or the equivalent combination of education and experience.

Additional Work Experience Preferences

Skills

Skill ClusterSkillDescriptionJob Description Text (change as required)

COMMUNVERBCOMVerbal CommunicationAbility to communicate effectively verbally.

+ Add SkillsDelete Skills

Can't find an appropriate Skill?
Select Skill Group 'Other', Skill Codes 'Other1','Other2','Other3'

Skill ClusterSkillDescriptionJob Description Text (change as required)

COMMUNCOMMWRIWritten CommunicationAbility to communicate effectively in writing.

+ Add SkillsDelete Skills

Can't find an appropriate Skill?
Select Skill Group 'Other', Skill Codes 'Other1','Other2','Other3'

Skill ClusterSkillDescriptionJob Description Text (change as required)

ANLTCANALYZEAnalyze, Interpret & RecommendAbility to analyze a variety of situations and develop and execute appropriate strategies for implementation.

+ Add SkillsDelete Skills

Can't find an appropriate Skill?
Select Skill Group 'Other', Skill Codes 'Other1','Other2','Other3'

- Ensure qualifications are appropriate for your new position.
- Select a different position or create a new one if job requirements do not match Job Standard/Benchmark.

2.5 Copy a Position

Step 5 (Staff positions only): Review/modify job description, as required

Position Information	Job Standard/Benchmark	Qualifications	Job Description	Approval Status/History	eRecruit Approvers	Budget
Position Management						
Position Number:	NEW	Created By:		Created On:	2010/09/09	
Job Information Find View All First 1 of 1 Last						
Approval Status:	Approved, OK to Post	Eff Date:	2010/09/09	Sequence:	0	
Department:						
Employment Group:	Management&Professional (AAPS)	Job Family:	Administration			
Job Code:	180203 Administration, Level B	Grade:	6			
Level:	B	Business Title:	Executive Assistant			
Job Standard Code:	M&P02B	Classification Title:	Administration, Level B			
Staff Job Description Components						
H.R. Review Log Ref:	9246	Job Description Approval Required? <input checked="" type="checkbox"/> Optional H.R. classification review? <input type="checkbox"/>				
Job Summary:	Provides confidential executive support to the Vice Provost and Associate Vice President (AVP) Academic Affairs. Manages and coordinates a variety of projects and activities; and provides communications, research and writing support.					
Organizational Status:	Reports to the Vice Provost and AVP Academic Affairs, and administratively to the Director in the Provost's Office. Works directly with the Vice Provost and AVP (Academic Resources) the Director of Finance and others within the Office of the Provost. Collaborates with the Directors of the Centre for Teaching and Academic Growth and the Office of Learning Technology. Liaises with other university units and external organizations, as required. The responsibilities of the Vice Provost and AVP Academic Affairs include participation in strategic planning in the Provost's portfolio and coordination with the Deans and Principals. The Vice Provost and					
Work Performed:	Works closely with the Vice Provost and AVP Academic Affairs to provide executive level administrative support. Provides oversight for the Teaching and Learning Enhancement Fund (TLEF) including managing the process; supporting the adjudicating committee; communicating the results; promoting the outcomes; managing the funds; developing and maintaining the web site. Serves as point of contact for the TLEF. Prepares written reports and submissions for the Board of Governors. Researches and provides background material for committee meetings; coordinates and attends meetings; records minutes; follows up on action items. Researches, compiles, analyzes and writes briefs, reports and other materials. Develops and implements administrative procedures. Collaborates with the Vice Provost and AVP Academic Affairs on conceptualization and implementation of projects. Schedules meetings, makes travel arrangements. Reviews and drafts responses to complex correspondence from internal and external sources such as students, staff, faculty, senior administrators, the external community, government and industry, including answering questions on policies and procedures, making appropriate referrals, synthesizing comments, and investigating complaints. Assists with the composition and design of communication materials and publications for distribution.					
Consequence of Error/Judgement:	The Office of the Vice Provost and AVP Academic Affairs regularly deals with sensitive and highly confidential matters. The incumbent is expected to display personal initiative and must exercise sound judgment in all administrative areas; have tact and diplomacy; be accurate, and maintain confidentiality. The incumbent must be able to act independently in performing defined duties. The incumbent must be					
*Supervision Received:	Works independently under the direction of the Vice Provost and AVP Academic Affairs. Projects may be undertaken under the direction of other senior personnel within the Provost's Office. Reports administratively to the Director.					
Supervision Given:	May supervise staff and students in the Vice Provost and AVP Academic Affairs' portfolio.					
Education/ Work Experience:	Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Administrative experience working with individuals at senior levels and in complex environments					

2.5 Copy a Position

Step 5 (Faculty positions only): Review/modify Faculty Position/Ad.

Position Information

Job Standard/Benchmark

Qualifications

Job Description

Approval Status/History

eRecruit Approvers

Position Management

Position Number: NEW

Created By: M Mouse

Created On: 2010/07/12

Job Information

Find | View All

First 1 of 1 Last

Approval Status: Position Draft

Eff Date: 2010/07/12

Sequence: 0

Department: Statistics

Employment Group: Faculty (Fac Assn)

Job Family: Regular

Job Code: BURG30

Instructor I (tenure track)

Grade: N/A

Level:

Business Title: Instructor I (tenure track)

Job Standard Code: N/A

Classification Title: Instructor I (tenure track)

Faculty Job Description/Ad

Enter or cut and paste your Faculty Job Description/Ad in the box below.
Click on the icon beside the text box to use spell check.

NOTE: If this position is being posted on the UBC Careers website, the standard UBC equity statement will be automatically inserted into the job ad when the job opening/posting is created. Please ensure that the equity statement appears in all other forms of online and print advertising for this position.

University of British Columbia, Vancouver,
DEPARTMENT OF STATISTICS
Tenure-Track Instructor I

The Department of Statistics at the University of British Columbia, Vancouver invites applications for one full-time tenure-track position starting July 1, 2010 as an Instructor I of Statistics. The position requires either a PhD in Statistics or related field (completed or near completion) or a combination of qualifications and experience. Applicants should have: excellence and leadership in teaching and potential for creating innovative instructional material; experience with computers and common statistical software; ability to work independently, to communicate effectively, and to supervise the work of others; and statistical consulting or research experience. Duties include undergraduate teaching, developing computer-based and other instructional resources, supervising instruction in the undergraduate computer labs, and curriculum development. Salary will be competitive based on qualifications. UBC offers many attractive benefits to faculty. Benefit information can be found on UBC Faculty Relations website http://www.hr.ubc.ca/benefits/employment_group/faculty/eligibility.html

Applications should include a CV, evidence of teaching effectiveness and a statement of teaching philosophy. Deadline for applications is January 24, 2010. Questions about this position can be directed to search@stat.ubc.ca. Please also arrange for three letters of reference to be sent as pdf files by email to search@stat.ubc.ca by January 24, 2010.

The University of British Columbia Vancouver campus, established in 1908, is located in the beautiful city of Vancouver. The university has an international reputation for excellence in research and in learning, with over 4,000 faculty members, 36,000 undergraduate students, and 8,000 graduate students

The Department of Statistics, <http://www.stat.ubc.ca>, presently has 17 regular faculty members, four Professors Emeriti, and a number of Associate Members, Adjunct Professors and Honorary Research Associates and Honorary Professors. Over 40 students are enrolled in the statistics graduate programs. We have a number of major and honours programs at the undergraduate level, some joint with other departments. We offer co-operative work programs at the undergraduate and graduate levels.

2.5 Copy a Position

Step 6: Enter Job Opening & Job Offer Approver Position numbers (available only if the 'Will you be posting this position?' checkbox selected).

Position InformationJob Standard/BenchmarkQualificationsJob DescriptionApproval Status/HistoryeRecruit ApproversBudget

Position Management

Position Number: NEWCreated By:Created On: 2010/09/09

Position InformationFind | View AllFirst1 of 1Last

Approval Status: Approved, OK to PostEff Date: 2010/09/09Sequence: 0

Department:

Employment Group: Management&Professional (APS)Job Family: Administration

Job Code: 180203Administration, Level BGrade: 6

Level: BBusiness Title: Executive Assistant

Job Standard Code: M&P02BClassification Title: Administration, Level B

Recruiting Approvals (required if job is being posted)Find | View AllFirst1-2 of 2Last

Module	Process	Position Responsible for Approvals (Job Description#)	List of Approvers
1 Recruiting	Job Postings	00000002 Director, HR (Mngmnt Systems)	List of Approvers
2 Recruiting	Job Offers/Hires	00000002 Director, HR (Mngmnt Systems)	List of Approvers

*Automated workflow approval requests will be emailed to the current incumbent attached to the Position Description number indicated when the specified business process is invoked electronically.

- See **Create a New Position** chapter on how to enter a valid approver.
- Click on the magnifying glass icon or **List of Approvers** hyperlink to select from a list of valid approvers.

2.5 Copy a Position

Step 7: Enter position budget information.

Job DescriptionApproval Status/HistoryeRecruit ApproversBudgetIncumbentsAttach DocumentsJoint Position

Position Management

Position Number: NEWCreated By:Created On: 2010/09/09

Position Information1 of 1

Approval Status: Approved, OK to PostEff Date: 2010/09/09Sequence: 0

Department:

Employment Group: Management&Professional (AAPS)Job Family: Administration

Job Code: 180203Administration, Level BGrade: 6

Level: BBusiness Title: Executive Assistant

Job Standard Code: M&P02BClassification Title: Administration, Level B

Salary Range as of date 2010/09/09Refresh

Salary Range

	Minimum	Midpoint	Maximum
Hourly	28.01	33.63	40.36
Monthly	4258.25	5111.92	6134.25
Annual	51099.00	61343.00	73611.00

Funding Info

Funding Type: Budget FundedFunding Source: Existing Funds

A general description of the source of funding for this position - appears on the posting/ad.

Salary Commitments: Hire Data

For a filled position, this field instructs the budget interface to use either the hire data in HRMS or the position budget information (as described below) when calculating salary commitments.

For a vacant position, the budget interface will always use the position budget information below to calculate salary commitments.

Budget Comments (Max 254 Characters)

Benefits Percent 18This value is used to calculate benefit commitments required by the Budget system. It is used for both filled and vacant positions. You may override the default % value.

Funding DetailsFindFirst1 of 1Last

*Begin Date 2010/09/01End Date

Account and Budget DetailsCustomizeFindView AllFirst1 of 1Last

*SpeedChart	*Account	Description	Amount Type	*Salary Amount	Benefit Amount	Total
1 XXXX	541000		Annual	50000.000000	9000.000000	59000.000000
Total Amount				50000.000	9000.000	59000.000

- See [Create a New Position](#) chapter on how to enter budget information.

2.5 Copy a Position

Step 8: Upload documents.

The screenshot shows the 'Attach Documents' tab in the Position Management system. The top navigation bar includes tabs for Job Description, Approval Status/History, eRecruit Approvals, Budget, Incumbents, Attach Documents (selected), and Joint Position. Below the navigation bar, the Position Number is blank, Created By is M Mouse, and Created On is 2010/09/08. The Position Information section displays details for Approval Status, Eff Date (2010/07/04), Sequence (0), Department (Human Resources), Employment Group (Management&Professional (AAPS)), Job Family (Human Resources), Job Code (183001), Level (A), Business Title (H.R. Assistant), Job Standard Code (M&P30A), and Classification Title (Human Resources, Level A). The Position Attachments table lists two documents: 'Dept_Org_Structure.doc' and 'Position_Funding_Approval.doc', both uploaded by M Mouse on 2010/09/09 at 1:37PM. The table has columns for File Name, Description, Last Updated, and Uploaded By. Below the table are buttons for '+ Add Attachment' and '- Delete Attachment'.

File Name	Description	Last Updated	Uploaded By
Dept_Org_Structure.doc	Dept Organizational Tree	2010/09/09 1:37PM	M Mouse
Position_Funding_Approval.doc	Funding Approval	2010/09/09 1:37PM	M Mouse

- See [Create a New Position](#) chapter for instructions on uploading documents.

Step 9: If applicable, enter joint appointment information.

The screenshot shows the 'Joint Position' tab in the Position Management system. The top navigation bar includes tabs for Job Description, Approval Status/History, eRecruit Approvals, Budget, Incumbents, Attach Documents, and Joint Position (selected). Below the navigation bar, the Position Number is blank, Created By is M Mouse, and Created On is 2010/09/08. The Position Information section displays details for Approval Status, Eff Date (2010/07/04), Sequence (0), Department (Human Resources), Employment Group (Management&Professional (AAPS)), Job Family (Human Resources), Job Code (183001), Level (A), Business Title (H.R. Assistant), Job Standard Code (M&P30A), and Classification Title (Human Resources, Level A). The Joint Position Info. (provide data for all departments) table lists two appointments: '1 Vancouver' and '2 Vancouver', both with a FTE of 0.500000. The table has columns for Campus, VPE Faculty, Department, Location Code, Home Department Indicator, and FTE. Below the table are buttons for '+ Add Attachment' and '- Delete Attachment'.

Campus	VPE Faculty	Department	Location Code	Home Department Indicator	FTE
1 Vancouver	PRDF	EMPL	GSA	<input checked="" type="checkbox"/>	0.500000
2 Vancouver	VPBU	FIND	GSA	<input type="checkbox"/>	0.500000

- See [Create a New Position](#) chapter for instructions on completing **Joint Position** page.

2.5 Copy a Position

Step 10: Save and Submit Position.

- Click on Save and Submit button **Save and Submit** to save and submit your position for approval. If position is being submitted for approval, the **Position Approval Status** changes to **Pending Approval**.

The screenshot displays the 'Position Management' interface. At the top, there are tabs for 'Position Information', 'Job Standard/Benchmark', 'Qualifications', 'Job Description', 'Approval Status/History', 'eRecruit Approvers', and 'Budget'. The 'Position Information' tab is active. Below the tabs, the 'Position Management' section shows the following details:

- Position Number:** 00003743
- Created By:** M Mouse
- Created On:** 2010/07/04

Below this, the 'Position Information' section includes a search bar with 'Find | View All' and pagination controls showing 'First 1 of 1 Last'. The main data entry area shows:

- * Event:** 1. Add New Position
- * Event Start Date:** 2010/07/04
- * Sequence:** 0
- Data Entry Date:** 2010/07/04
- Last Updated By:**
- Will you be posting this position?** ☒

The 'Status' section at the bottom shows:

- Position Status:** Active
- Position Approval Status:** Pending Approval
- Business Unit:** UBC01 UBC - Vancouver

A red arrow points from the 'Save and Submit' button in the instructions to the 'Position Approval Status' field in the screenshot.

2.6 Delete a Position

Navigation: **Position Management>Delete Positions**

Step 1A (one-time step):

Click on the **Add a New Value** tab. In the **Run Control ID** field, enter any value you wish (in this example we entered **DELETE_POSITION**). Note that all Run Control ID's you create must be in one string (multiple words must be stringed together with an underscore).

Click on **Add** button.

This will permanently create this **Run Control ID** which will be tied to your PeopleSoft UserID. This step only needs to be done once.

The screenshot shows the 'UBC - Delete Position' screen. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there is a text input field labeled 'Run Control ID:' containing the text 'DELETE_POSITION'. Below this field is a yellow button labeled 'Add'. A red arrow points from the 'Run Control ID' field to the 'Add' button. At the bottom of the screen, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Step 1B (if Run Control ID already created):

Click on **Find an Existing Value** tab. In the **Run Control ID** field, enter the value you created in Step 1A above or leave the Run Control ID blank and click on the **Search** button to get a list of your Run Control IDs.

The screenshot shows the 'UBC - Delete Position' screen. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is selected. Below the tabs, there is a text input field labeled 'Search by: Run Control ID begins with' containing the text 'DELETE_POSITION'. Below this field is a checkbox labeled 'Case Sensitive' which is unchecked. Below the checkbox is a yellow button labeled 'Search'. A red arrow points from the 'Run Control ID begins with' field to the 'Search' button. Below the 'Search' button is a link labeled 'Advanced Search'. At the bottom of the screen, there are two links: 'Find an Existing Value' and 'Add a New Value'.

2.6 Delete a Position

Step 2: Enter Position Number(s) you wish to delete and then click on the **Run** button.

Delete Position

Run Control ID: DELETE_POSITION [Report Manager](#) [Process Monitor](#) **Run**

Click on '+' icon to add more position numbers

Position Number
1 00002695
2 00002694

Click on '-' icon to remove position numbers

The following positions may be deleted from the database:

1. Positions which have **not** been used to create a Job Opening in eRecruit and/or
2. Positions which are **not** attached to an active employee's job record and/or
3. Positions which have the following approval statuses: Approved, OK to Post, Approved, Approver, Self-Approved, Not Applicable.

You will receive an error message when you attempt to delete a position which does not meet the above criteria.

Step 3: In the **Server Name** field, click on the down arrow and select **PSUNX**. Click on the **OK** button.

Process Scheduler Request

User ID: KMHA Run Control ID: DELETE_POSITIONS

Server Name: **PSUNX** Run Date: 20/10/09/09 Run Time: 4:42:38PM **Reset to Current Date/Time**

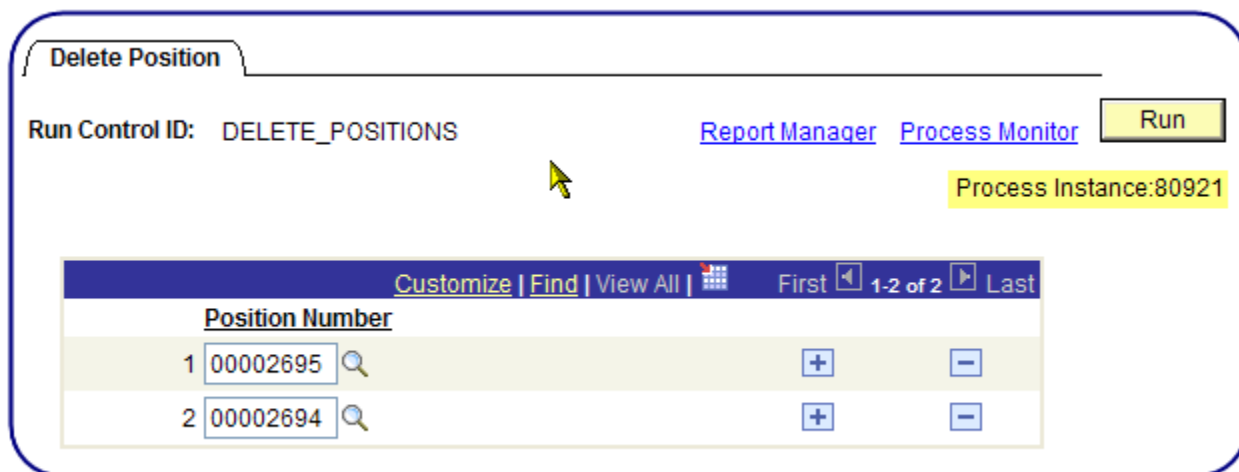
Recurrence: Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UBC_DEL_POS	UBC_DEL_POS	Application Engine	Web	TXT	Distribution

OK **Cancel**

2.6 Delete a Position










Step 4: A **Process Instance** number should now appear, indicating that you've successfully launched the deletion process.



Delete Position

Run Control ID: DELETE_POSITIONS [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 80921

	Customize Find View All 	First 	1-2 of 2 	Last
Position Number				
1	<input type="text" value="00002695"/> 			
2	<input type="text" value="00002694"/> 			

- The process takes approximately one minute for each position deletion.
- To verify if the position has been deleted, navigate to **Position Management>Add/Update Position Info.** and enter the Position Number you had requested be deleted. The system should return a message stating the Position Number is invalid or 'no matching values were found'.