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1
Accessing the Position Management/Recruitment Portal
1.1 The CWL 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.msp.ubc.ca).
Once logged into the **Management System Portal**, select the **Administrator Self-Service** tab to access the portal page (alternatively, you can click on the **HRMS Live** hyperlink from the **Home** tab, or the **HRMS Reporting** hyperlink from the **Applications** tab, if you wish to bypass the portal navigation page below).

Select **Position Management** from the **Administrator 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 within the recruitment process.
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


2.2.1 Find an existing position or add a new position

- 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
Search results page indicating that no existing positions exist which match your selection criteria.

**Note:** If a position is retrieved, review the 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.
2.2.2 Enter Position Information

Required fields are preceded by an asterisk *

- **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 2.4.3 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.
- **Overall Position Approval Status**: Indicates the overall approval status of the position (e.g. faculty job ad).

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Approval</td>
<td>Pending both central and departmental approval</td>
</tr>
<tr>
<td>Draft</td>
<td>When user selects 'Save for Later'</td>
</tr>
<tr>
<td>OK for eRecruit and ePAF</td>
<td>All necessary approvals have been obtained; position can be used in ePAF and eRecruit</td>
</tr>
<tr>
<td>Pending Department Approval</td>
<td>Position is out for departmental approval</td>
</tr>
<tr>
<td>Pushback from Department</td>
<td>Departmental pushback</td>
</tr>
<tr>
<td>Pending Central Approval</td>
<td>Position is out for central approval</td>
</tr>
<tr>
<td>Pushback from Central</td>
<td>Central pushback</td>
</tr>
<tr>
<td>OK for ePAF only</td>
<td>Departmental approvals have been received and position can be used in ePAF. Department has not requested Central Approval (Staff Job Description or Faculty Job Ad either doesn't exist or if it does, approval hasn't been requested)</td>
</tr>
<tr>
<td>Saved without Approval</td>
<td>When users selects 'Save without Approvals'</td>
</tr>
</tbody>
</table>

- **Central Approval Status**: Indicates the approval status of the central approvers for the position.
- **Department Approval Status**: Indicates the approval status of the departmental approvers for the position.
- **Business Unit**: Indicates Vancouver/Okanagan campus.
- **Position Type**: Select appropriate values based on employment group and term of appointment.
- **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 (i.e., 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.
- **Central 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 (click on “More on criminal record check” hyperlink to determine if the position requires it).
- **Does the position require inclusion in the Occupational & Preventative Health program?**: Select Yes or No (click on “More on OPH Program” 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.

**Important**: Click on **Save for Later** at any time to save partially completed work.

**Note**: The **VP/Faculty** and **Department** fields will be restricted to the VP/Faculty/Department codes you have security access to.
2.2.3 Enter Job Description/Ad

- **Faculty Job Description/Ad**: Enter the Faculty Job Ad in this box.

**Important**: Click on **Save for Later** at any time to save partially completed work.

**Note**: Click on **Print Job Description/Ad** to print a formatted and printer-friendly version of your job description after you have saved your work.
2.2.4 Review Approvals

Enter the contact information (Name, Position, Phone, and Email) for the person who would be best to answer any questions with respect to the job ad entered.

Approvals will be routed according to the rules defined in the workflow rules repository for your department. Depending on which Submit button is clicked, the appropriate type of approval steps will be taken.

- **Submit for Dep’t & Central Approval** – Both departmental and central approval steps.
- **Submit for Optional Central Approval** – Only central approval steps.
- **Submit for Optional Dep’t Approval** – Only departmental steps.

When the position is submitted for approval, 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.

**Important:** Click on **Save for Later** at any time to save partially completed work.
2.2.5 Enter Budget details

- 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, 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.
- **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.
- **Benefit Percent:** Value defaults automatically based on the employer-paid benefit costs for the employment group selected for the position. The defaulted valued 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.
- **Funding Source:** Indicate if the funding for the position comes from existing or new funding.
- **Budget Comments:** Enter comments relating to the position budget (for your own use and/or any approvers that will look at this later).
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.

- **Begin Date**: This is the date the funding from the specified account(s) is in effect.
- **End Date**: This is the last date the funding from the specified account(s) is in effect. It is defaulted by the system as the day before the succeeding funding lines or to the position’s end date.
- **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 or 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, 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://finance.ubc.ca/payroll/references-and-tools/payroll-calculators to assist you in calculating annual benefit costs.

Important: Click on Save for Later at any time to save partially completed work.
2.2.6 Review Incumbents

- **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.

**Important:** Click on **Save for Later** at any time to save partially completed work.
2.2.7 Attach Documents

- Upload any documents you wish to support the position (i.e., departmental organizational charts, funding authorizations, etc.).
- Click on the add attachment icon \( + \text{Add Attachment} \) to upload a document.
- Click on the delete attachment icon \( - \text{Delete Attachment} \) to delete a document.
- Use the Description text box to clearly describe the attachment.

**Important:** Click on \( \text{Save for Later} \) at any time to save partially completed work.
2.2.8 Enter Joint Position details (if applicable)

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.

**Important:** Click on **Save for Later** at any time to save partially completed work.
2.2.9 Submit Position for approvals

Click on the appropriate button to submit your position for approval.

Approvals will be routed according to the rules defined in the workflow rules repository for your department. Depending on which button is clicked, the appropriate type of approval steps will be taken.

- **Submit for Dep’t & Central Approval** – Both departmental and central approval steps.
- **Submit for Optional Central Approval** – Only central approval steps.
- **Submit for Optional Dep’t Approval** – Only departmental steps.

You will be presented with a list of approvers which have been determined by the rules entered into the Workflow Rules Repository for your department.

If the list is correct, confirm this by selecting **Yes** and click on.

If the list is not correct, select **No** and click on. Contact your department workflow admin to review and modify the rules that has been setup for your department. After the problem has been fixed, re-submit the position for approval and review the list again.
Once you have successfully submitted your position for approval, you will be presented with a confirmation panel. Click OK.

You will also be presented with a graphical flowchart of the steps in your approval workflow. Each step will indicate who the approver(s) are and what the current status is. If there are multiple approvers, clicking on Multiple Approvers will list all the approvers for that step (see below).
You may also insert additional approvers and reviewers between steps by clicking on +. A panel will appear to allow you to select the user as well as their role in the approval process (see below).

If position is being submitted for approval, the Position Approval Status changes to Pending Approval. 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.
2.3 Position Approval Process

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 Faculty-FA (BOG). If the same approver occurs in different steps of the approval process, an approval action is still required for each step.

2.3.1 Email notification

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:

Approval Request Email:

![Approval Request Email](image)

Approver’s Worklist Page:
2.3.2 Approval Status and History

The Approval Status/History page is where the approval is recorded and submitted.

Approver selects 'Approve' or 'Pushback'.

If 'Pushback' is selected, Approver should provide reason and changes required in comments box.

If 'Approve' is selected, 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 Approvals page after clicking on Approve.

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

Name: 
Position: 
Phone: 
Email: 

2.3 Position Approval Process
2.4 Edit Position Information


2.4.1 Find an existing position

- Click on the magnifying glass icon for a list of valid values.
- Enter fields in order that they appear.
2.4.2 Select the position to update

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

**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 (e.g. BOG), require that you insert a new effective-dated row. Existing data, with the exception of the **Event Start Date**, 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.
2.4.3 Positions and effective dates

Click the plus icon to insert a new effective-dated row:

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 message](image)

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.
2.4.4 Events and the Event Start Date

Enter Event and Event Start Date and make required changes to position:

- **Event**:  
  - **2. Update Position**: When making changes to information which doesn’t involve a reclassification or position budget changes.
  - **3. Reclassify Position**: To record job reclassifications. However, for retroactive reclassifications, it is advised to create a new position.
  - **5. Update Position Budget**: To record position budget changes.

- **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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Event Start Date</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New Position</td>
<td>July 1, 2010</td>
<td>0</td>
</tr>
<tr>
<td>Update Position</td>
<td>July 1, 2010</td>
<td>1</td>
</tr>
</tbody>
</table>

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 ((i.e., M&P positions).

Click on the appropriate Submit button to submit your position for approval.
2.5 Copy a Position


2.5.1 Find an existing position

- Click on the magnifying glass icon for a list of valid values.
- Enter fields in order that they appear.

- 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: [ ]
- Job Family: [ ]
- Job Code: [ ]
- Job Title Key Word Search: [ ]
- Incumbent Name: [ ]

OR

My Positions [ ]

[Add/Search] [Clear]

- Click on the magnifying glass icon for a list of valid values.
- Enter fields in order that they appear.
2.5.2 Select the position to copy

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

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
Note that fields may need to be entered or altered. 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.

See: Section 0 Enter Position Information above on page 12 for more information.
2.5.4 Review or modify Job Description/Ad

See: Section 2.2.3 Enter Job Description/Ad above on page 15 for more information.
See: Section 2.2.4 Review Approvals above on page 16 for more information.
See: Section 2.2.5 Enter Budget details above on page 17 for more information.
2.5.7 Review Incumbents

See: Section 2.2.6 Review Incumbents above on page 19 for more information.

2.5.8 Attach Documents

See: Section 2.2.6 Review Incumbents above on page 19 for more information.
2.5.9 Enter Joint Position details (if applicable)

See: Section 2.2.7 Attach Documents above on page 20 for more information.

2.5.10 Submit Position for approvals

Click on the appropriate Submit button to submit your position for approval.

Approvals will be routed according to the rules defined in the workflow rules repository for your department. Depending on which Submit button is clicked, the appropriate type of approval steps will be taken.

See: Section 2.2.9 Submit Position for approvals above on page 22 for more information.
2.6 Delete a Position

Navigation: Position Management>Delete Positions

2.6.1 Create a Run Control ID

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.
2.6.2 Use an existing Run Control ID

Click on Find an Existing Value tab. In the Run Control ID field, enter the value you created earlier or leave the Run Control ID blank and click on the Search button to get a list of your Run Control IDs.
2.6.3 Select a Position to delete

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

The following positions may be deleted from the database:

- Positions which have **not** been used to create a Job Opening in eRecruit and/or
- Positions which are **not** attached to an active employee’s job record and/or
- 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.
2.6.4 Run the delete process

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

![Process Scheduler Request](image1)

A **Process Instance** number should now appear, indicating that you’ve successfully launched the deletion process.

![Delete Position](image2)

The process takes approximately one minute for each position deletion.
2.6.5 Confirm the delete process

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’.

![Screen shot of Position Management interface](image-url)