New Position ID Requests

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

1. After logging into PeopleSoft, click the eForms tile on the Employee Self-Service home page.
2. From the “eForms Portal Pagelet” select the Create New Request link.
3. The Initiate New eForms Request page is displayed. From the “Actions” drop down menu, select the New Position ID Requests option.
4. The New Position Requests eForm is displayed. Use the Justification text box to explain or “justify” the reason for the eForm action requested.
5. Enter the Position Eff Date, this field will always default to current date.
6. Enter the Department ID, use the magnifying glass for additional search options.
7. Enter the Job Code, use the magnifying glass for additional search options. Once you select the job code the rest of the fields will auto-populate.
8. Update Stnd HRS/Wk, as needed. This field will auto-update the FTE field.
9. Enter the Reports to Pos (position number), use the magnifying glass for additional search options.
10. Enter the Location Code, use the magnifying glass for additional search options.
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Under the **Additional Information** section:

11. Enter the **Proposed Rate**.

12. Once all the required fields have been completed, click the **Save** button at the bottom of the form. 
   
   **Notice:** At the top of the form, the **Request ID** number has been assigned and the status of the form is now “**Saved**.”

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

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

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