Request New Limited Term Position

The process for hiring hourly wage Limited Term employees begins by creating a Limited Term position on the Limited Term Staffing Summary page of the SMT, providing funding information, then entering a Fill row. If the employee will be a new hire or a rehire (has a break in service of one day or more), submit a Recommendation to Fill form to the HR Department.
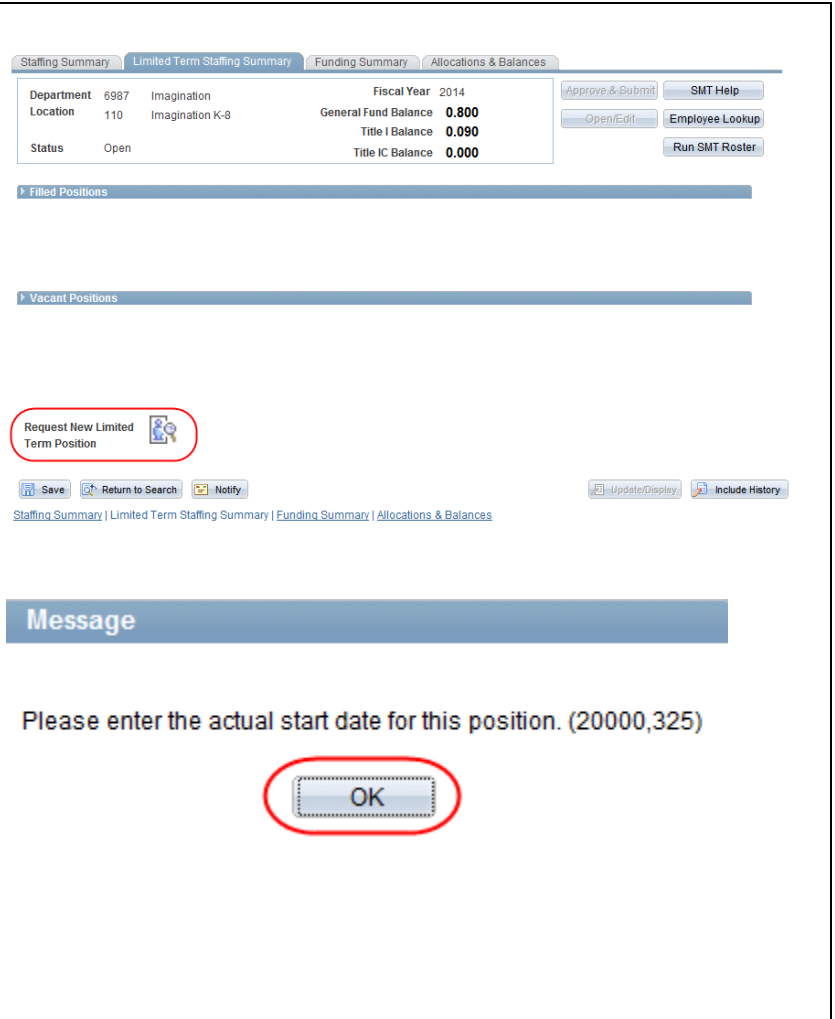
For stipend-funded Limited Term positions, please complete the new Recommendation to Fill form and submit it to the HR Department.

Step 1: **Click on Request New Limited Term Position** at the bottom of the Limited Term Staffing Summary page.	
Step 2: Review the message and **Click OK.** **NOTE**: Clicking Cancel at any point in this process will still create a new position. If you do not want to create the position, you will need to click on the ▲ for the position on the LT Staffing Summary page, then click on the ⊟ , click OK on the Delete Confirmation message, then click on OK. The position will no longer show on the LT Staffing Summary page.	 **Message** Please enter the actual start date for this position. (20000,325) OK

Step 3: **Enter the ACTUAL start date** of the new position (the Effective Date).

NOTE: Limited Term positions do not use FTE or set Work Days, so neither is entered on the View/Change page.

Step 4: Scroll to the right and **click on the Position Details link.**

NOTE: Until the New Position Request is approved, the Position Number will begin with "NEW".

Step 5: Review the message and **Click OK.**

Message

Start filling in the details of this new position by selecting a Position Group. (20000,285)

You will be prompted to fill in additional data as required.

OK

Step 6: **Select the Position Group** (Licensed Limited Term or Non-Licensed Limited Term) for the New Position. Then select the **Position Type** from the drop-down list, and enter grades and Subjects if appropriate. Enter Percent of Time if multiple subjects or position types are selected. As always, you may customize the title if you wish.

NOTE: If you select one of the "**Temporary Employee**" position types, you will be taken to the **Note field** to enter information about the work to be performed so that HR can assign an appropriate position title.

Step 7: **Click on Generate System Title or Click on Enter Custom Title.**

NOTE: Generate System Title will use a system format for the title. The new Position Title will show in the blue box. If this does not accurately describe the assignment you may Enter Custom Title (the blue box will become an editable field). If no selection is made, the title will populate as system-generated when the page is saved.

Step 8: **Select the Funding Source** for the position.

NOTE: There are new, required fields for Limited Term positions.

Step 9: **Select the Budget Type** (varies depending on Funding Source selected), and **Project/Grant** if appropriate.

Step 10: **Enter the Total Estimated Hours** needed for the position and tab out of the field. At this point a **Total Amount** will be calculated for you. Please run a Budget to Actual Report to be sure you have the funds available to support this position.

Step 11: Review the message and **Click OK**.

NOTE: For most positions, a standard **Hourly Rate** will populate automatically. You may propose a different rate, but this will require review and approval by HR. The district **Fringe Rate** will be populated.

Step 12: **Enter a Proposed Hourly Rate**, if different than the Standard Hourly Rate.

Step 13: **Press Apply** to Save the information.

Step 14. **Open the Chartfield information grid** to view and confirm the chartfields. You may change a value, Apply to save, then OK to return to the View/Change page.

NOTE: See table below for guidance on selecting funding.

Step 15: **Click OK.**

Step 16: **Click OK** to return to the Limited Term Staffing Summary page.

NOTE: Since Limited Term positions do not use FTE, this field will always display as a blank.

NOTE: Additional rows should be added as needed in the View/Change page to End employment, Modify the position (change the hours, funding), etc. These actions should be entered in the same manner as for regular FTE positions.

To move an employee from a Limited Term position to a regular position (or vice versa) on the same SMT, use the Transfer Within action. Then Fill the vacant position with that employee.

The action is complete!	You have now requested a new limited term position.

Tips on selecting funding information for Limited Term positions

Department Type	Funding Source	Budget Type	Proj/Grt
Schools	General Fund	Consolidated	N/A
Schools	General Fund	Additional choices for High Schools	N/A
Schools	Foundation	Foundation	S0083 autopopulates
Schools	Other	A/R School	ACCTR
Schools	Other	A/R Other *	ACCTR
Schools	Other	Project/Grant	Grant number
Schools	Title I	Instruction, Family Involvement, Summer, Professional Development	autopopulates
Central Ed	General Fund	Departmental	N/A
Central Ed	Title I Central	Professional Development, Instruction	autopopulates
Central Ed	Other	Project/Grant	Grant number
Other Non-Schools	General Fund	Departmental	N/A
Other Non-Schools	Other	Project/Grant	Grant number
Other Non-Schools	Other	A/R Other *	ACCTR

* Please use the Notepad on the SMT to provide billing information needed for A/R transactions.