

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.

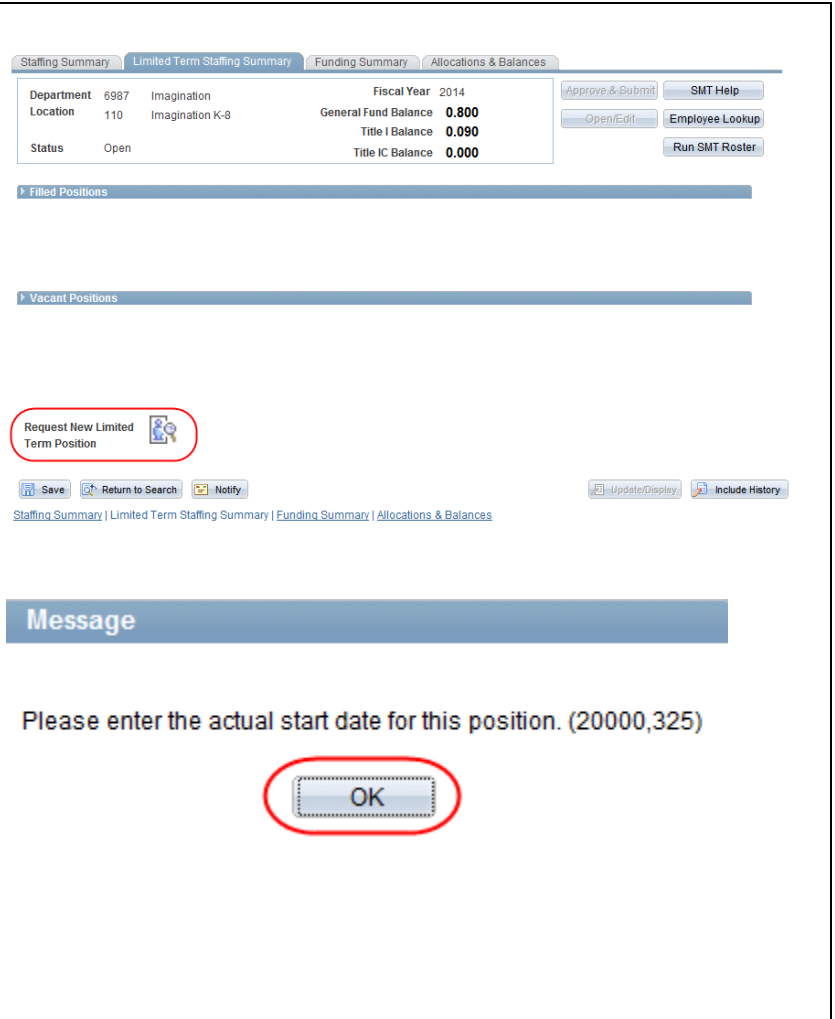
For stipend-funded Limited Term positions, please complete the new Recommendation to Fill form and submit it to the HR Department.

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.



The screenshot displays the 'Limited Term Staffing Summary' page. At the top, there are tabs for 'Staffing Summary', 'Limited Term Staffing Summary', 'Funding Summary', and 'Allocations & Balances'. Below the tabs, a table shows details for a position: Department 6987 Imagination, Location 110 Imagination K-8, Fiscal Year 2014, General Fund Balance 0.800, Title I Balance 0.090, and Status Open. To the right of the table are buttons for 'Approve & Submit', 'SMT Help', 'Open/Edit', 'Employee Lookup', and 'Run SMT Roster'. Below the table, there are sections for 'Filled Positions' and 'Vacant Positions'. At the bottom of the page, a button labeled 'Request New Limited Term Position' is circled in red. Below this button are 'Save', 'Return to Search', and 'Notify' buttons. At the bottom right, there are 'Update/Display' and 'Include History' buttons. A message box is displayed with the text 'Please enter the actual start date for this position. (20000,325)' and an 'OK' button circled in red.

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".

View/Change

Department: 6987 Imagination Notes: Fiscal Year: 2014 SMT HHP
 Location: 110 Imagination K-8 General Fund Balance: 0.800 Actions Glossary
 Employee: Title I Balance: 0.090
 Title K Balance: 0.000

*Effective Date	Seq	Action	Name	Empl ID	Req #	Position #	Assignment Title	Vacancy Status	Empl Status	Dept ID	Loc	Work Days	Posn FTE	Position Details
07/15/2013	1	Request New Position			0	NEW01145		Vacant		6987	110		0.000	Position Details

OK Cancel Apply

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.

Position Details

Department: 6987 Imagination Notes: Fiscal Year: 2014
 Location: 110 Imagination K-8 General Fund Balance: 0.800
 Employee: Title I Balance: 0.090
 Position: NEW01145 LT Tch/Hvy-K8 Music Title K Balance: 0.000
 Effective Dt: 07/15/2013 Seq: 1 Action: Request New Position Posn FTE: 0.000
 Loc Type: K8 Drg: Sch K8 Low Gr: *K High Gr: 08 Action Flag: Initial Add

Click to view Current Position and Funding Information

Position Group	Position Type	Lowest Grade	Highest Grade	General Subject	Specific Subject	IB	AP	Percent of Time
						<input type="checkbox"/>	<input type="checkbox"/>	100 %
Assignment Title							Total	100 %
Funding Source							ProjectGrant	Posn FTE

Proposed Position Information

Position Group	Position Type	Lowest Grade	Highest Grade	General Subject	Specific Subject	IB	AP	Percent of Time
Licensed/Limited Term	LT Teacher-Hourly	*K	08	Music	General	<input type="checkbox"/>	<input type="checkbox"/>	100 %

Generate System Title Enter Custom Title Assignment Title: LT Tch/Hvy-K8 Music Total: 100 %

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.

The screenshot shows the 'Position Details' form. At the top, there are fields for Department (0987), Location (110), Employee (110), Position (NEW01145), Effective Dt (07/01/2013), and Loc Type (KB). The 'Position' field is highlighted with a blue box and contains the text 'LT Tch-Hrly-K8 Music'. Below this, there are sections for 'Click to New Current Position and Funding Information' and 'Proposed Position Information'. In the 'Proposed Position Information' section, the 'Generate System Title' radio button is selected and circled in red. Other options include 'Enter Custom Title' and 'Assignment Title'. The 'Assignment Title' field also contains 'LT Tch-Hrly-K8 Music'.

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.**

The screenshot shows the 'Proposed Funding Distribution' table. The table has columns for Funding Source, Budget Type, Project/Grant, and Grant End Date. The row below the header shows 'Other projects/grants' in the Funding Source column, 'Project/Grant' in the Budget Type column, 'G1258' in the Project/Grant column, and '12/31/2013' in the Grant End Date column. The 'Other projects/grants' dropdown menu is circled in red.

Grant End Date	Total Est Hours	Proposed Hourly Rate	Standard Hourly Rate	Fringe Rate %	Total Amount
12/31/2013	250	40.89	40.89	28.520	

Message

Fringe benefits have been included in your cost calculation. (20000,327)

Run a Budget to Actual report to verify that funds are available.

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.

End Date	Total Est Hours	Proposed Hourly Rate	Standard Hourly Rate	Fringe Rate %	Total Amount
12/31/2013	250.00	40.89	40.89	28.520	13,138

Funding Source	Budget Type	Project/Grant	Grant End Date	Total Est Hours	Proposed Hourly Rate	Standard Hourly Rate	Fringe Rate %	Total Amount
Other projects/grants	Project/Grant	G1258	12/31/2013	250.00	40.89	40.89	28.520	13,138

Press Apply before clicking to view Chartfield Information

Budget Approval: Approved
 DBT Effdt: 12/31/13
 Grant Approval: N/A
 HR Approval: Approved
 SPED Approval: N/A
 ESL Approval: N/A

OK Cancel **Apply**

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.**

Press Apply before clicking to view Chartfield Information

Funding Group	Posn FTE	Weighted FTE	Distrib %	Account	Program	Class	Fund	Proj/Grant
1	0.000	0.000	100.000					

Funding Group	Posn FTE	Weighted FTE	Distrib %	Account	Program	Class	Fund	Proj/Grant
1	0.000	0.000	100.000	512300	11111	13004	205	G1258

Total: 0.000 0.000 100.000

Budget Approval: Approved
 DBT Effdt: 12/31/13
 Grant Approval: N/A
 HR Approval: Approved
 SPED Approval: N/A
 ESL Approval: N/A

OK Cancel Apply

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

ViewChange

Department: 0987 Imagination
 Location: 110 Imagination K-8
 Employee: _____

Notes: Fiscal Year: 2014
 General Fund Balance: 0.000
 Title I Balance: 0.000
 Title II Balance: 0.000

Personnel (1 of 1)

Effective Date	Seq	Action	Name	Emp #	Posn #	Assignment Title	Vacancy Status	Emp Status	Dept ID	Loc	Work Days	Posn FTE	Position Details
12/01/2013	1	Request New Position			0	LE101145	LT Teacher Music	Vacant	0987	110		0.000	Position Details

OK Cancel Apply

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.