Creating a New Position Description in the Position Management Module

To access the position management module go to www.ueijobs.com

Select “Supervisors”.

After you log in, you may need to change to the Position Management Module. If you have multiple user types, your user type should be “Hiring Director” or “Unit Manager”, not “Student Part-time Manager”. Click the refresh button after selecting a different role.
Hover over the “Position Descriptions” tab, and select “Staff Benefited” from the drop down list.

Select the orange “Create New Position Description” button.

A window will appear, select the New Position Description link.
Fill in the requested job title. The Location, Division, and Department will be completed based on your profile, confirm they are correct and select the Start Position Request button.

If there is a position description in your department that is similar, you may choose to “Clone an Existing Position Description”. This will allow you to use the details of the other position as a template and update anything that is different in the new position. To use this option, select the position from the list of positions available to you, fill in a new job title, verify the Location, Division, and Department are correct, and select the Start Position Request button.

If you are responsible for more than one department, this will be a drop down box.
Position Justification
Specify the reason for this request, and justification (if applicable), then select one of the orange “Next” buttons to continue.

Note: This information will be saved with the position description, and will be viewable by the requesting Unit Manager and/or Hiring Director and Human Resources.
Position Details
Complete all of the fields in the “position details” section. Fields with an * are required (they may also show outlined in red). A Position Description Field Definition document is available on our website at: http://www.enterprises.csus.edu/human-resources/managing-your-employees/benefited.

To add job duties, click on the “Add Job Duties Entry” button after Reporting Relationship.

NOTE: There are fields on this screen you have view only access to that are completed by Human Resources, including Pay Grade, Pay Range, Job Code, FLSA, Benefits, etc.
After clicking the “Add Job Duties Entry” button, a job duties section will appear. Enter each job duty separately, listing the most important/most frequently performed first; if known we request that you indicate if this is an essential job duty and the estimated percent of time spent performing the function.

Click the “Add Job Duties Entry” button to open another job duty window. Select the “Remove Entry?” button at the end of the section to remove that entry (e.g. unneeded blank section). Then complete the remaining fields on the screen.
To finish this section complete the name of the direct supervisor, their phone number, and email address. Additionally, depending on your organizational structure, you may be able to designate which Unit Manager is responsible for this position.

Select “Next” to continue.

Position Documents
Please attach a completed Job Duties Questionnaire and a Physical Requirements Questionnaire. Select “Upload New” from the Actions link. These documents are available on the UEI Human Resources website at http://www.enterprises.csus.edu/human-resources/managing-your-employees/benefited/.

If this position will change the structure of your organization, we also request that you provide an updated organizational chart. Select one of the orange “Next” buttons, or use the blue links on the left side of the screen to continue to another section.
**Position Budget Information**
This section records the UEI account number to assign to this position. Select the “Add Position Budget Information Entry” button to expand the section.

Complete the Time Online Account number (a.k.a. JL code) and Object Code. If this position will be advertised, please indicate the UEI Account number Human Resources should use for advertising expenses.

Use the “Add Position Budget Information Entry” button to open an additional section for multiple account numbers.
Supplemental Questions
Supplemental questions are used by Human Resources (HR) to assist with screening applicants. HR will create the questions based upon the minimum and preferred qualifications for the position. This section gives you the option of submitting questions to HR if there is a specific minimum or preferred qualification you would like to emphasize. HR reviews and approves all questions prior to finalizing any recruitment.

Applicant Documents
Select from the list of documents that you want applicants to submit and designate Optional or Required. Typically, a Resume and Cover Letter are required for most Benefited positions. You can rearrange the order by changing the corresponding number. If there is a document you want applicants to submit that is not listed, please contact Human Resources to discuss the options. Select “Next” to continue.
Supervisor
Select the supervisor from the list of employees in your department. Select “Next” to continue.

Note: This screen will allow you to see the position details for each Job Title. To see the position details click on the blue job title or select the “Action” link (right side of the screen) and select “View”. To return to the “Supervisor” screen use the “back arrow” on your browser.
Summary

The summary page is your opportunity to review the details of the Position Description and make any necessary edits before continuing. You will see either a blue check mark or an orange exclamation point indicating each section is completed correctly or that there are required fields that need to be completed.

To go directly to any section in the position description, select the “Edit” link in that section, or to open the position description starting at the first section, you can select the Edit link at the top of the page.
After reviewing the Position Description summary, hover over the orange “Take Action on Position Request” button. A drop down list of workflow actions will appear that will move the position request through the approval process. Depending on your role, you may see:

- *Keep working on this Position Request*
- *Cancelled* – this will cancel the position request.
- *Hiring Director* – if you are a Unit Manager, this option will forward the Position Request, to the Hiring Director for your department.
- *Human Resources* or *Send for final Review – HR Management* – Depending on your role, you will either see “Human Resources” or you may see “Send for Final Review – HR Management”. Both actions will send the position request to Human Resources for evaluation. A Unit Manager will have the option to send the request straight to Human Resources, however this should be discussed with the Hiring Director.

After selecting a workflow action, a window will appear. You have the option to add a comment for the next person in the workflow process. You can also select to add the position request to your “Watch List”. The “Watch List” provides quick access on your home page to items you consider a priority.
After you submit the position request, the “Current Status” and “Owner” in the position description summary will be updated to reflect the next position in the approval process. In this example below, the position is now waiting for the approval of the Hiring Director.

Once the position has been forwarded to UEI Human Resources, we will review your position request and will contact you to finalize your request. If you have questions about your position request, please contact UEI Human Resources at (916) 278-7003.