

VIMS Office of Human Resources Creating a New Position

A request to create a new position at VIMS begins with an internal review of the request by the Office of Human Resources and the VIMS CFO, followed by a review by W&M's Administrative Budget Group (ABG). W&M HR will not create a new position (assign a **new** position number) until the ABG has approved the request. New hourly and temporary positions do not require approval by the ABG. This quick guide is designed to help VIMS managers navigate the steps involved in creating a new position. If you have any questions that are not addressed below, please submit them via email (VIMS-HR@vims.edu). The VIMS HR Senior Client Partner will address questions within 24-48 hours or schedule an appointment if necessary.

Initial Steps for Managers or Supervisors:

Prior to creating a new position, the manager or supervisor (hereafter manager) must complete the VIMS ABG form, obtain the signature of the Department Chair or Unit Head, and then submit the form electronically to the VIMS Office of Human Resources (VIMS-HR@vims.edu). The VIMS ABG form is available on the VIMS Human Resources website (www.vims.edu/intranet/human_resources/index.php). After the VIMS CFO has reviewed the request, VIMS HR will transmit the form to the Office of the Provost for review and will return the form to the manager following the ABG review.

When approval has been received to create the new position, the manager may create a draft of the Position Description (PD) in People Admin:

To create the Position Description in People Admin, login using your W&M login credentials at <https://jobs.wm.edu/hr> (do not login as a guest) and access the Position Management area.

Tips: The position management area of People Admin is accessed through the menu on the upper left of the screen (look for ...). The ribbon header for "Positions" is **orange** instead of **blue** for "Hire". Click on "Position Descriptions" and then select the category of the position that needs to be updated or reclassified (ignore the "action" options).

Select "Create New Position Description" on the upper right of the screen, under the orange banner.

To create a new Position Description, enter a working title, select "Default Division" as the Division and select the appropriate Department from the menu. Select "Start Action" on the upper right of the screen, under the orange banner.

Tip: If appropriate, you may clone (copy) an existing Position Description as a starting point. Before cloning the position description, review it to be sure it is accurate. Click on the Position Title or select view from the "Actions" drop down menu to review an existing Position Description.

Use the "Editing Action" menu on the upper left of the screen to access and complete each part of the Position Description. People Admin saves each screen when you click the "next" button. When you have entered and reviewed all information to ensure that it is correct, save the action in People Admin. The "Save" option is in blue on the upper right of the screen under the orange banner. Do not send the action to Level 1. At this point you are saving it as a DRAFT for review by VIMS HR.

Tip: You may skip the "Classification Details" screen if you do not know the role title, or you may select/propose a role title. The final role title is based on a Classification/Compensation review by HR.

Upload the approved ABG form as an attachment and notify VIMS HR that the action is ready for HR review by sending an email to: VIMS-hr@vims.edu.

The Position Review and Approval Steps:

It is important for the manager to recognize that numerous approvals are required to create a new position. People Admin automates the routing process. VIMS HR will review the position description and then work with you to make any necessary adjustments to ensure that the PD is consistent with university guidelines. The Senior Client Partner will complete a classification and compensation review. For compliance purposes, VIMS HR maintains an audit report of the analysis and adds a note in People Admin that the review has been completed. The requested action is then sent to the Department Head (Level 1) on behalf of the manager (Hiring Official). If the Department Head approves the action, People Admin routes it to the VIMS CFO (Level 2). Following review and approval by the VIMS CFO and W&M HR (Classification/Compensation) the action must be approved by the W&M Chief HR Officer (CHRO) for operational employees or the Provost for professional employees. Grant-funded positions (index begins with 7) are then routed to VIMS' Office of Sponsored Programs and Office of Finance (Budget) for approval, while VIMS funded positions (index begins with 1) are sent directly to VIMS' Office of Finance (Budget).

Final Steps and Notifications:

Following the final budget approvals, the action is sent back to W&M HR (Compensation Final Review) and a new position number is assigned. W&M HR finalizes the action and notifies VIMS HR. The Manager will then receive notification from VIMS HR that the position is created along with a series of questions to be addressed as the first step to getting the position posted.

Note: You should allow at least 3 -4 weeks from when the ABG form is approved to the time a position number is assigned, and the posting process begins. How quickly your action will be processed depends on a number of variables, such as nature of the position (routine versus highly specialized), VIMS HR volume and time of year. Late spring, summer and the end of the calendar year are especially busy times for HR Actions. Please plan accordingly.