

Creating positions from the Position page? Ensure you are following these steps ^[1]

August 7, 2017 by [Employee Services](#) ^[2]


Creating new positions from the Position Information page? Remember, this is a multi-step process and all steps must be completed to create a position successfully.

Please reference the [Creating a Position with Funding](#) ^[3] and [Funding Entry](#) ^[4] guides for comprehensive directions.

The items below outline some common areas where users have missed steps that affected their ability to complete positions. We wanted to highlight these for users to aid in successful completion of these processes.

Step 1: Completely fill out the needed information on every tab of the **Add/Update Position Info** page (**Description, Specific Information, Budget and Incumbents, CU Position Data**). You will be automatically directed to the **Funding Entry** page after clicking the **Save** button on the bottom of the screen.

[Favorites](#) > [Main Menu](#) > [Organizational Development](#) > [Position Management](#) > [Maintain Positions/Budgets](#) > [A](#)


University of Colorado
 Boulder | Colorado Springs | Denver | Anschutz Medical Campus

User: ABEY000135 on Database: HCMTST

Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Position Number
 Description
 Position Status
 Business Unit
 Department
 Job Code
 Reports To Position Number

Include History
 Correct History
 Case Sensitive

[5]

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

Position Information

Position Number 00000000

Headcount Status **Current Head Cou**

***Effective Date**

Reason New Position

Position Status Proposed **Status Date**

[6]

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

Position Number 00000000
 Headcount Status Current Head Count 0 out of 0

Position Information Find | View All First 1 of 1 Last
 Effective Date 08/16/2017 Status Active

Campus Box HRGL Request #

Submit

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

[7]

After **Save** is clicked, the system displays *Saving* in the top right corner of the page and then displays the **CU Funding Entry** page with the position number and effective date populated from your saved position.

[CU Funding Earnings](#) | [CU Funding Entry Deductions](#) | [CU Funding Entry Taxes](#)

HRGL Request #: Funding Entry Status: Searched/Draft Originator:
 Created Datetime: 07/07/2017 3:31PM Submitted Date Time: Completed Date/Time:

Funding Entry

Position Number Communication Director
 Effective Date

Effective Sequence 0

[8]

Step 2: Enter the funding information for the position you created. Be sure to complete your work on this page by selecting the **Save/Submit** button at the bottom of the page. HCM will save the funding entry and return you to the **Position Information** page where a corresponding HRGL Request number will populate in the **CU Position Data** tab:

Description | Specific Information | Budget and Incumbents | **CU Position Data**

Position Number 00735234
 Headcount Status Open Current Head Count 0 out of 1

Position Information Find | View All First 1 of 1 Last

Effective Date 07/31/2017 Status Active

Campus Box HRGL Request # SIED000017-20170731-001

Submit

[9]

Step 3: Click the **Submit** button the position for approval.

Position Approval

POSITION_NBR=00735402, DATE_OPTION=2017

Campus = Systems (USYS)

Pending

Multiple Approvers
University Staff

[10]

Step 4: Check your funding. Once the position is approved, the HRGL Request number status will change from Approved to Completed. Confirm the funding posted to the position on the **CU Position Funding History** page by following this path:

Main Menu > CU PETs and Funding > CU Position Funding History.

[Positions](#) [11], [Creating Positions](#) [12], [Funding Entry](#) [13], [Wave 3](#) [14], [Wave three](#) [15]

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Source URL: <https://www.cu.edu/blog/hcm-community/creating-positions-position-page-ensure-you-are-following-these-steps>

Links

[1] <https://www.cu.edu/blog/hcm-community/creating-positions-position-page-ensure-you-are-following-these-steps>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/docs/sbs-creating-position-funding>

- [4] <https://www.cu.edu/docs/sbs-funding-entry>
- [5] <https://www.cu.edu/sites/default/files/Add%20Update%20Position%20Info%20Page.png>
- [6] <https://www.cu.edu/sites/default/files/Description%20Tab.png>
- [7] <https://www.cu.edu/sites/default/files/CU%20Position%20Data%20Tab.png>
- [8] <https://www.cu.edu/sites/default/files/CU%20Funding%20Earnings.png>
- [9] <https://www.cu.edu/sites/default/files/CU%20Position%20Data%20Tab%202.png>
- [10] https://www.cu.edu/sites/default/files/Position%20Approval_0.png
- [11] <https://www.cu.edu/blog/hcm-community/tag/positions>
- [12] <https://www.cu.edu/blog/hcm-community/tag/creating-positions>
- [13] <https://www.cu.edu/blog/hcm-community/tag/funding-entry>
- [14] <https://www.cu.edu/blog/hcm-community/tag/wave-3>
- [15] <https://www.cu.edu/blog/hcm-community/tag/wave-three>