Creating a New Position – *(Applies to both Administrative and Research Positions)*

When a department identifies the need for a new position, a position must be created prior to any employment or personnel action. The process for creating a new position is via Epik and the steps are as follows:

1. Create a justification memo explain the need for the new position and have department head or unit head sign.
2. Create an organizational chart showing this new position, indicated who the position will report to.
3. Access to Position Request Process must be granted prior to submitting request. To obtain this permission training must be completed with Information Technology.
4. Once access is granted, log into Epik. Follow the tree in this format: Personnel, Position, Process, Request, Entry.
5. At the Entry screen will select “Create a request for a new position”
6. Next enter the title code of the position desired and click “Create Request”
7. On the “Position Request Entry” the blank information will need to be filled in beginning with the “Member ADLOC” section. Make sure the ADLOC is correct. Next select the funding information in the “Member Funding Account Number” section. The source of funds can be either TEES, TAMU or both. In the “Description” field enter the project and account number the position will be paid from.
8. In the “Justification for Request” box enter the reason for the request; ie: creating new Business Associate I position to assist with office duties.
9. The “Name” section will remain blank. The “Workplace Location” field should be: College Station, TX
10. The “Request Type” section is automatically populated, so no action is needed here.
11. In the “Current Title and Proposed Title” section the title code entered will appear in the “Proposed Title Code” field along with the beginning rate for the title selected. The beginning rate is what will be approved for the position. If another rate is desired by the hiring supervisor for this new position then a “hire above range” request will need to be submitted if the rate is greater than 10% above the beginning rate. If the desired rate is less than 10% then a salary approval is not required by TPS.
12. For the security sensitive position questions the answer will be “Yes”. TEES considers all positions to be security sensitive. For the USA Patriot Act question the answer is “No”.
13. The next section lists the equipment used by this position. This section can be very brief, for example: lab equipment, phone, computer, etc. The number of hours an individual in this position would using this equipment during a week will need to be indicated.
14. The “Qualifications” section will automatically populate from the generic position description of the title selected. If any Preferred Qualifications are desired for this position, they can be listed under the “Preferred” section.
15. In the Summary section the information will need to be reviewed for accuracy. This section is very important to review and is the section that will download to the Online Employment Site for posting.
16. The duties section will need to list all of the duties and responsibilities for this position. A percentage will need to be assigned to each duty, totaling 100.
17. A standard line of “Performs other related duties as necessary” should be included on all position descriptions as a secondary duty.
18. The “Fair Labor Standards Act Exemption Information” section is questions that need to be answered to determine if the position is considered exempt or non-exempt from overtime.
19. The Immediate Supervisor section needs to indicate the person this position will report to.
20. Once the information is complete on the request the attachments will need to be added by clicking on the “Attachment” button. Here is where the justification memo and org chart will need to be attached.
21. Finally, select the “Summit” button to complete the request submission to TPS.
22. As a reminder, a Hiring Certificate will need to be issued once all approvals are in place.

For any questions regarding this process please contact TEES Personnel Services.