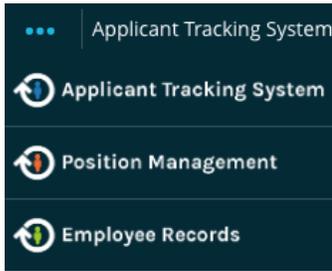
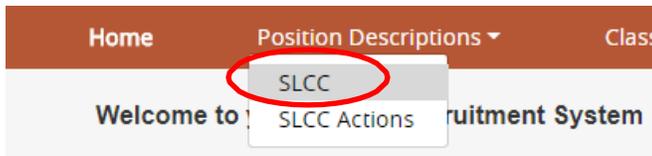
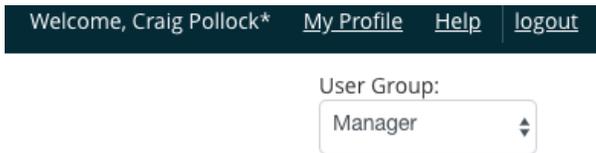


# Create a New Full Time Position in PARS (Brand New Position – No position number)

1. Click the 3 dots in the top left corner – choose “Position Management ” (orange screen)



2. In the top right corner under User Group – choose “Manager” or “Proxy/Dept Asst”



3. Go under Position Descriptions> SLCC



4. Create a New Position Description

New Position > “Create New Position Description”



New Position Description

Start Action

Cancel

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Working Title:

**Organizational Unit**

Location:

Division:

Department:

**5. New Position**

Start from scratch by entering a new title or use another position as a starting base by searching for a position

**6. Click Start Action button at the bottom of page to begin process.**

Enter in all updates to job description, click 'Save' every 10-15 minutes to save progress.

To save and return at a future time to the update/edit process, go to Action Summary page, hover mouse icon over Take Action On Action tab and choose 'Keep Working on this Action' – then click submit. This will save your progress.

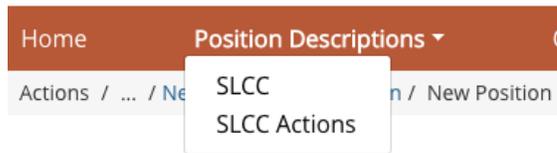
To send on for approval, hover mouse icon over Take Action On Action and choose Submit to 2<sup>nd</sup> Level Supervisor – then click submit. (\*If accessing as Proxy/Dept Asst. choose submit to Manager)

Take Action On Action ▾

- Keep working on this Action
- WORKFLOW ACTIONS
- Cancel Action (move to Canceled)
- Return to Dept Assistant/Proxy (move to Dept Assistant/Proxy)
- Submit to 2nd Level Supervisor (move to 2nd level Supervisor Review)

To return to the editing process: **Follow steps 1-2 above.**

**3. Hover mouse icon over Position Descriptions > SLCC Actions**



In SLCC Actions, there will be a list of any actions created by you, the most recent position worked on will most likely be at the bottom of the list. To access the position to continue editing, click the blue link on the left side, then click the 'Edit' link.

To check the status of the submission in PARS: **Follow steps 1-3 above.**

In SLCC Actions, under Action Workflow State, it will show the current approval status for this position.

Draft – in your queue

Hiring Manager Review – in your supervisor's queue to review and approve (required)

2<sup>nd</sup> Level Supervisor Review – in your second level supervisors' queue to review and approve (required)

3<sup>rd</sup> Level Supervisor Review – in your third level supervisors' queue to review approve (if applicable for your department/division)

Vice President Review – in the Vice President/Provost's queue to review and approve (required)

President Review – in the Presidents queue to review and approve (applicable for Administrative level positions)

Budget Review – in Budget's queue to review and approve (required)

IBP Requests – (\*only applicable for IBP Requests, a holding queue for this process)

Human Resource Final Review – HR's last step to review the job description, hiring managers will be contacted with questions if needed.

Approved – HR has approved this position and will be in contact through email to let managers know the position is approved, this is when HR can post a position for a vacancy or will inform managers of PAF's required for modify/reclassify requests to apply these changes in Banner and Payroll.