Step 1 - Identifying Pooled Positions

Search | UT San Antonio | for 03200000 | Unit Code | Search

Advanced Options

Found 7 results

Search by your unit code(s).
Sort by incumbent and look for those identified with Pooled.
Click on the word 'pooled' and you will be presented with a list of incumbents, their FTE and their **specific** 'reports to' supervisor.

UT San Antonio	1011CR	Student	Campus Recreation Assistant (0077)	Pooled		
UT San Antonio	1011CS	Student	Campus Recreation Assistant (0077)	Pooled	Campus Recreation Center &_0_ (0320000)	Munroe, Laura J (1002NE)
UT San Antonio	1011CT	Student	Campus Recreation Assistant (0077)	Pooled	Campus Recreation Center &_0_ (0320000)	Munroe, Laura J (1002NE)
UT San Antonio	1011CV	Student	Campus Recreation Assistant (0077)	Pooled	Campus Recreation Center &_0_ (0320000)	Munroe, Laura J (1002NE)
UT San Antonio	1011EB	Student	Campus Recreation Assistant (0077)	Pooled	Campus Recreation Center &_0_ (0320000)	Munroe, Laura J (1002NE)

Step 2 – Identifying the task at hand

Incumbent List for Campus Recreation Assistant (

Number in pool: 22
Max Number of Assignments Allowed: 25

25 incumbents would mean the creation of 24 additional and unique positions.
Each position would be created with the appropriate FTE for the specific employee assigned into the position. FTE for the position should equal to the FTE for the job record /assignment (see highlighted area)
The reports to on the position should be the person responsible for approving specific employee transactions, such as time

Reassign	Assign ID	Name (EID)	Work-Study	Begin Date	End Date	Hrs/Wk (%)	Hourly Rate	Reports to Name (EID)
	HL-100	Nelkin, Jim M (jmn2388)		06/01/2013	08/31/2013	12.000 (30.000)	9.00	Leigh A Darilek (leigh)
	HN-100	Sanchez Jr, Alfredo (as47854)		06/01/2013	08/31/2013	10.000 (25.000)	11.00	Leigh A Darilek (leigh)
	HB-100	Smith, Mackenzie L (mls4722)		06/01/2013	08/31/2013	4.000 (10.000)	9.10	Leigh A Darilek (leigh)
	HC-100	Alameda, William R (wra353)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
	HE-100	Murillo, Marissa Y (mym362)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
	HH-100	Delong, Zachary T (zd657)		06/01/2013	08/31/2013	12.000 (30.000)	11.15	Leigh A Darilek (leigh)
	HJ-100	Arroyo, Audrey N (ana2373)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
	HP-100	Kneale, Ginger M (gmk443)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
	HQ-100	Martinez, Melanie C (mcm4254)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
	HK-100	St John, Edward J Jr (ejs2575)		06/01/2013	08/31/2013	10.000 (25.000)	11.00	Leigh A Darilek (leigh)
	GX-100	Elizondo Lopez, Martha M (mme582)		06/01/2013	08/31/2013	10.000 (25.000)	11.05	Mark A Munguia (mm735189)
	GY-100	Kanchwala, Shamim A (sak2647)		06/01/2013	08/31/2013	6.000 (15.000)	11.00	Leigh A Darilek (leigh)
	GZ-100	Nunez, Monica P (mn7566)		06/01/2013	08/31/2013	4.000 (10.000)	11.00	Mark A Munguia (mm735189)
	HA-100	Solomon, Bryan J (bjs3364)		06/01/2013	08/31/2013	4.000 (10.000)	9.00	Mark A Munguia (mm735189)

Step 3 – Creating a new position

When creating your new position, use the same job code that was on your pooled position.

Create a New Position

Home | Position | Employee | Recruiting | Search | Document | Tools

Step 1: Position Basis

Position Category: Student

Position Subtype: No subtype selected

Job Code: 0077

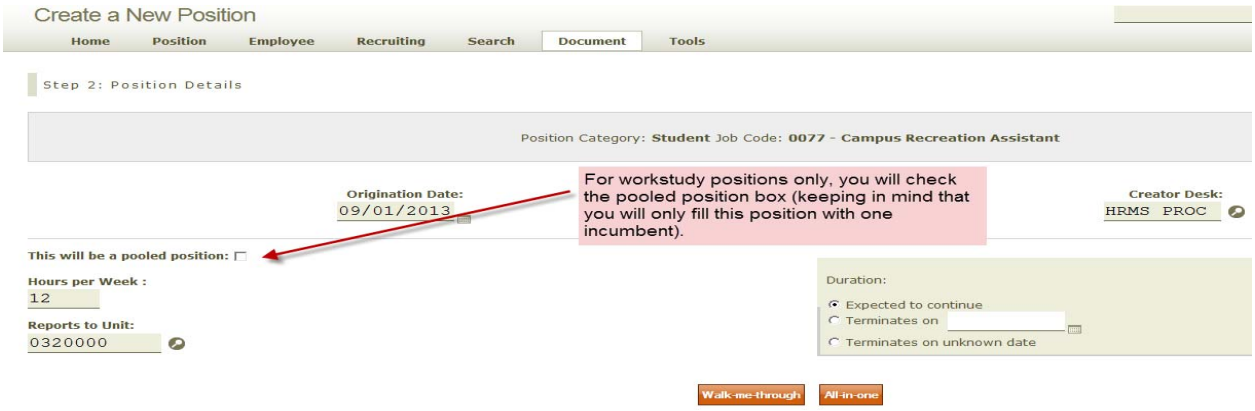
Create By Job Code

-OR-

Create based on a Position ID:

Create By Position ID

Enter your origination date as well as other pertinent information. For workstudy (Student Assistant) positions only, check the pooled position box; however, you will only be assigning one incumbent to the newly created position.



Enter the remaining pertinent data. The 'reports to' should be the person responsible for approving work time hours. In this example, the reports to on the original position was Laura Munroe, however the specific 'reports to' on the assignment page was Leigh A Darilek. Assuming Leigh Darilek will be responsible for tracking and approving work hours and processing other specific employee transactions, Leigh should be listed on the position first page as the as the 'reports to'. See highlight on following screenshot.

THE UNIVERSITY OF TEXAS
UT DIRECT UTSA
Human Resource Management System | My Home | My Bookmarks | My Job | Edit Tabs
SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF

UTSA
inbox | routing
NAVIGATION MENU
UT DIRECT QUAL

UT Direct > Administrative Applications > Human Resource Management System
print | help | bookmark

Create A New

Position ID | Search

Home | Position | Employee | Recruiting | Search | Document | Tools

General
Salary and Funding
Purpose and Functions
Document Review

Tools
HRMS Help
My HRMS Roles
Allocation Calculator
Annual Rate Calculator
Biographical Record

Reports
Reports

Other Resources
Human Resources
Account Balances
Job Code System

Create A New

Document ID: 2301999940
Document Status: CREATED
Creator: Cheryl L Nunn (210)458-8016
Created: 08/06/2013
Summary: New position request CAMRECASST (0077)
Position ID: 1031ST
(0 Notes)

This **Create A New** document is being created by Cheryl L Nunn.
(Change Desk/View)

View job description

General

Reset | Save & Verify | Save & Continue

VALIDATION RESULTS

Section saved successfully with no errors.

General Information

Position Type: **Student**

Job Code Information

Proposed

Job Code / Title: **0077 / Campus Recreation Assistant**

Admin Officer:

FLSA Status: **Non-exempt**

EEO-6 Code: **4**

Hours per week: **12.000 (30.000%)**

Benefits Eligible: **No**

Position Information

☐ Position of Special Trust

Origination Date: **09/01/2013**

Duration: **Expected to continue**

Pooled: **No**

Recruiting through HRMS not allowed

Location

Administrative Location 1

Building Code: RWC

Floor:

Room: 1.204

Phone: 2104586363

Mail Code: 00680

Fax:

Pager:

Administrative Location 2

Building Code 2:

Floor 2:

Room 2:

Phone 2:

Work Location:
Main Campus (1604), San Antonio, Texas

Schedule

Work hours

○ Standard
from to

◉ Flexible
between: 08 00 AM and 05 00 PM

○ Shift
○ Variable

Workdays
Sunday thru Saturday

Recurring Cycle
All semesters

Reporting Structure

Department: **0320000 — Campus Recreation Center &_0_**

Reports to Position ID:
1003TR Assistant Director, Communications

Reports to Incumbent: Leigh A Darilek
Phone Number: (210) 458-6728

Secondary Reports to Position ID:

Reset | Save & Verify | Save & Continue

Return to top of page

Return to top of page

Logoff
Contact HRMS Support
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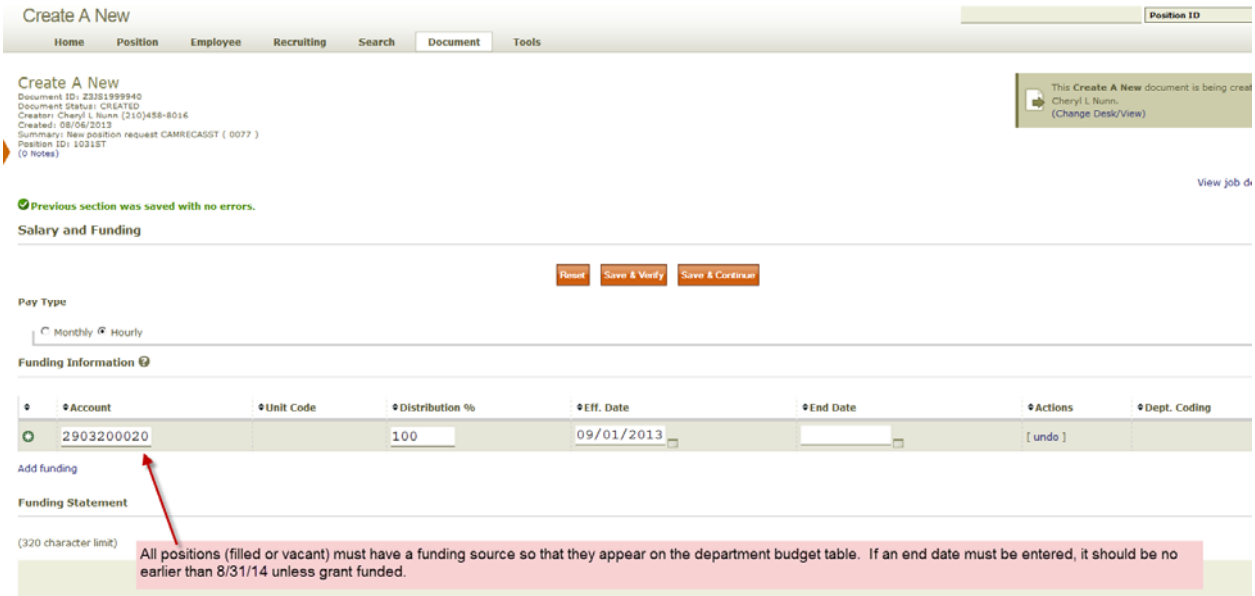
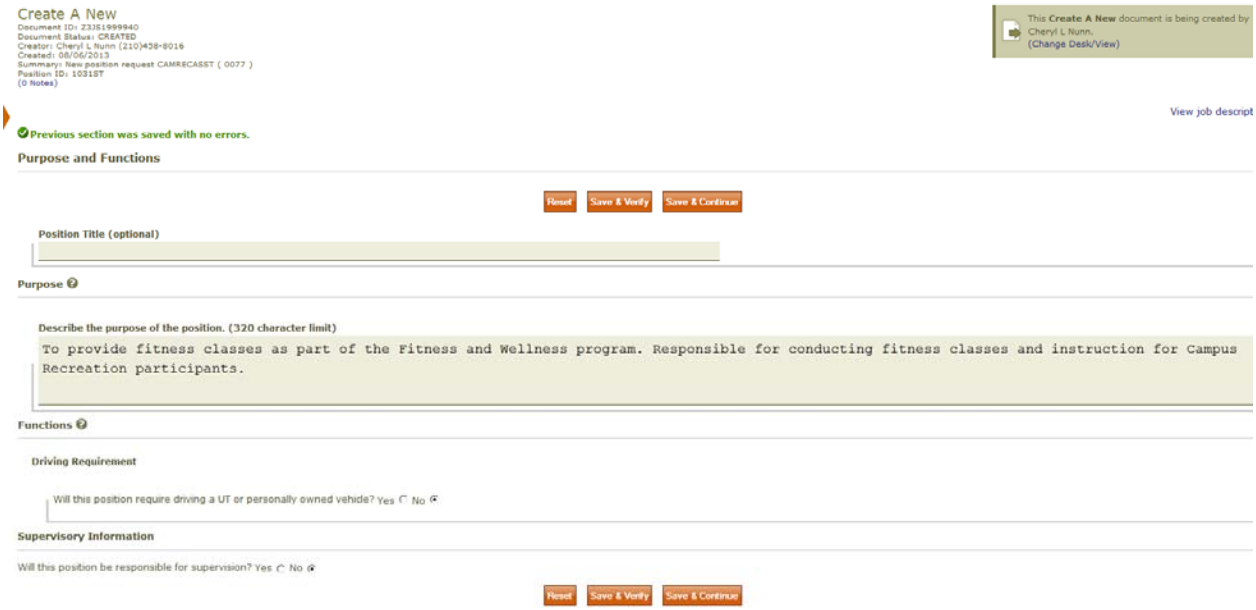
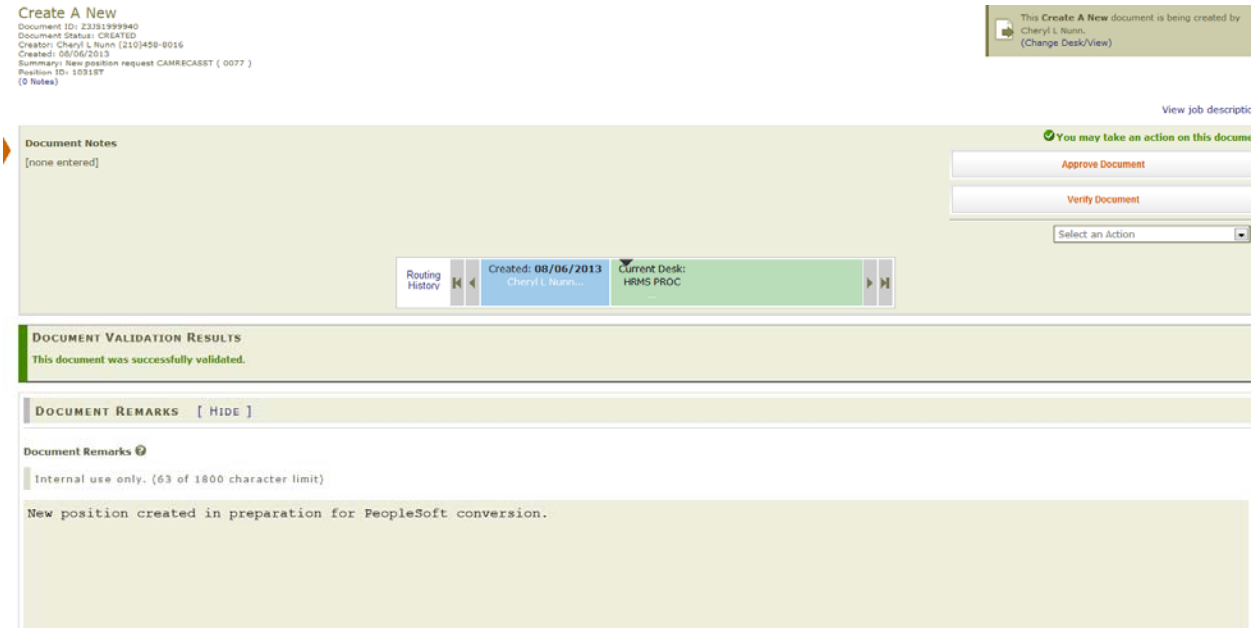
All positions (filled or vacant) must have a funding source so that they appear on the department budget table. If an end date must be entered, it should be no earlier than 5/31/14. Keep in mind that there will be no expenditure unless the position has a working incumbent.



Enter the remaining required data.



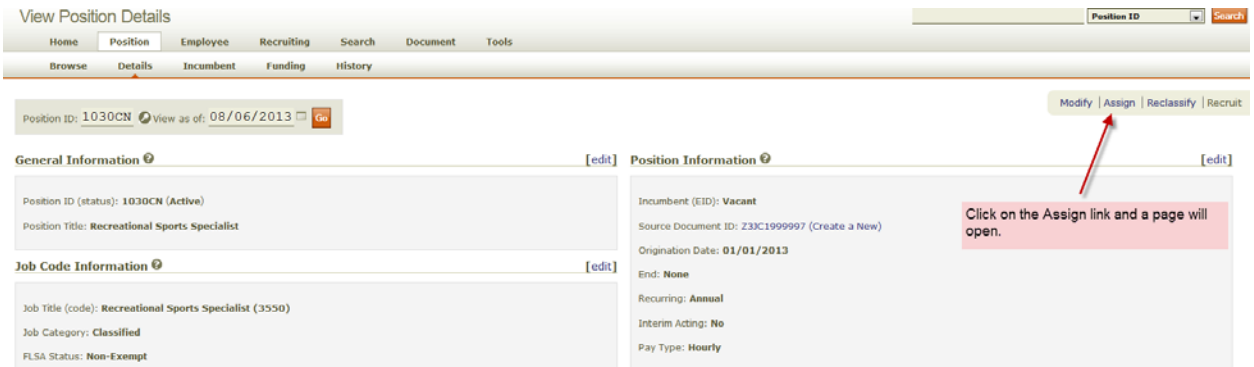
Add your document remarks, approve the document and it will route for further approval.
For purposes of this cleanup task, it may be helpful to keep track of the new position id and the intended incumbents name.



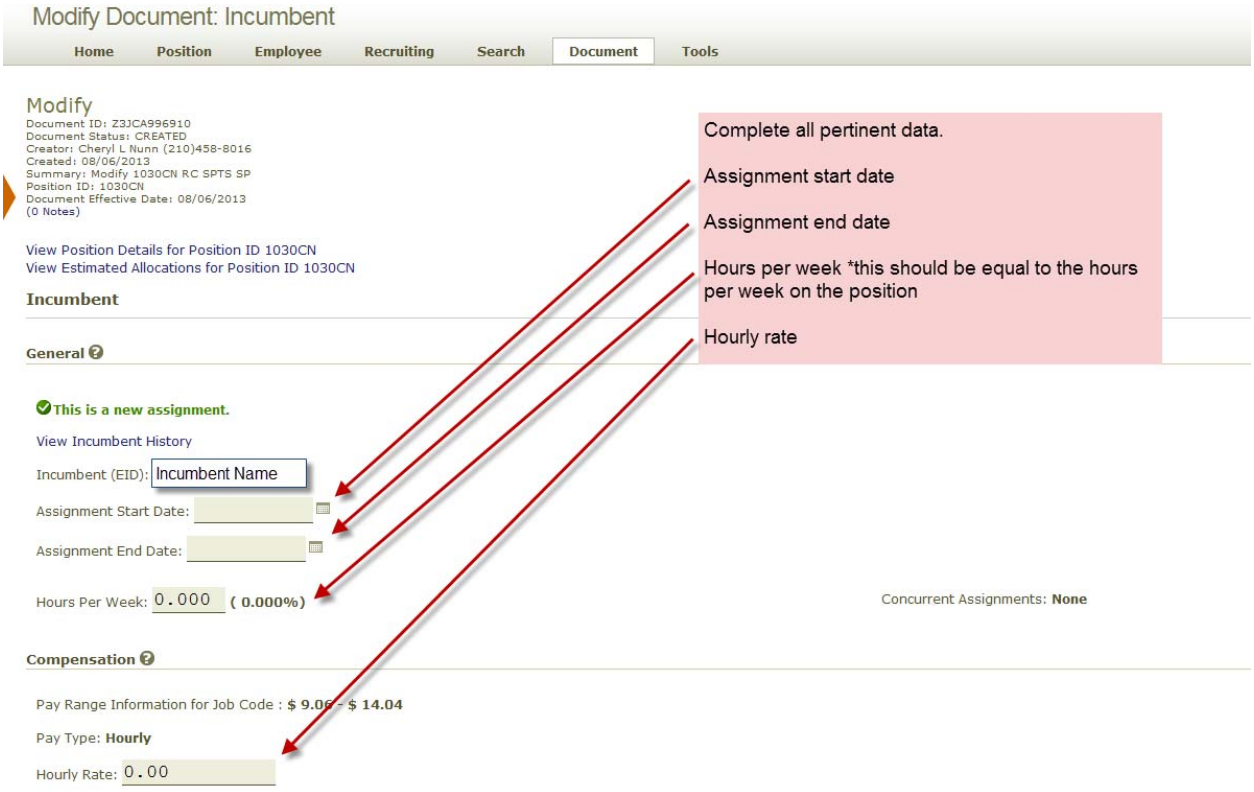
Step 4 – Creating the Assignment

The most important things to remember are:

- Each position can have only one incumbent, a one-to-one person to position ratio.
- The FTE of the position should be equal to the FTE of the assignment into that position.
- The 'reports to' needs to be the person that will be responsible for the approval of time, leave and other employee specific transactions.
- Every position needs to have a funding source regardless of whether the position is filled or vacant.
- Every position needs to have a building code, room number, phone number and mail code.



For Workstudy assignments the link is labeled Assign Work-Study. The appropriate assignment pages will open.



Continue to enter all pertinent data while advancing through the assignment document. Add your document remarks, approve the document and it will route for further approval.

If you have any questions regarding this change in process or how to accomplish this task, please call Henry Barrera at 458-8222.