

Step 1 - Identifying Pooled Positions

Search for

Advanced Options

Found

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.

Unit	Code	Category	Position	Status	Center	Supervisor
UT San Antonio	1011CR	Student	Campus Recreation Assistant (0077)	Pooled	Campus Recreation Center &_0_ (0320000)	Munroe, Laura J (1002NE)
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 (0077)

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 (FID)	Work-Study	Begin Date	End Date	Hrs/Wk (%)	Hourly Rate	Reports to Name (FID)
<input type="checkbox"/>	HL-100	Nelkin, Jim M (jmn2388)		06/01/2013	08/31/2013	12.000 (30.000)	9.00	Leigh A Darilek (leigh)
<input type="checkbox"/>	HN-100	Sanchez Jr, Alfredo (as47854)		06/01/2013	08/31/2013	10.000 (25.000)	11.00	Leigh A Darilek (leigh)
<input type="checkbox"/>	HB-100	Smith, Mackenzie L (mks4722)		06/01/2013	08/31/2013	4.000 (10.000)	9.10	Leigh A Darilek (leigh)
<input type="checkbox"/>	HC-100	Alameda, Wilkam R (wra353)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
<input type="checkbox"/>	HE-100	Munillo, Marissa Y (mym362)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
<input type="checkbox"/>	HH-100	Delong, Zachary T (zds657)		06/01/2013	08/31/2013	12.000 (30.000)	11.15	Leigh A Darilek (leigh)
<input type="checkbox"/>	HI-100	Arroyo, Audrey N (ana2373)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
<input type="checkbox"/>	HP-100	Kneale, Ginger M (gmk443)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
<input type="checkbox"/>	HQ-100	Martinez, Melanie C (mcm4254)		06/01/2013	08/31/2013	10.000 (25.000)	9.00	Leigh A Darilek (leigh)
<input type="checkbox"/>	HK-100	St John, Edward J Jr (ejs2575)		06/01/2013	08/31/2013	10.000 (25.000)	11.00	Leigh A Darilek (leigh)
<input type="checkbox"/>	GX-100	Ekzondo Lopez, Martha M (mme582)		06/01/2013	08/31/2013	10.000 (25.000)	11.05	Mark A Munguia (mm735189)
<input type="checkbox"/>	GY-100	Kanchwala, Shamim A (sak2647)		06/01/2013	08/31/2013	6.000 (15.000)	11.00	Leigh A Darilek (leigh)
<input type="checkbox"/>	GZ-100	Nunez, Monica P (mn7566)		06/01/2013	08/31/2013	4.000 (10.000)	11.00	Mark A Munguia (mm735189)
<input type="checkbox"/>	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: -OR- Create based on a Position ID:

Position Subtype:

Job Code:

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.

Create a New Position

Home Position Employee Recruiting Search Document Tools

Step 2: Position Details

Position Category: Student Job Code: 0077 - Campus Recreation Assistant

Origination Date: 09/01/2013

For workstudy positions only, you will check the pooled position box (keeping in mind that you will only fill this position with one incumbent).

Creator Desk: HRMS PROC

This will be a pooled position:

Hours per Week : 12

Reports to Unit: 0320000

Duration:
 Expected to continue
 Terminates on
 Terminates on unknown date

Walk-me-through All-in-one

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.

UTSA
 submit/refresh
 NAVIGATION MENU
 "UT DIRECT QUAL"
 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
 Home Position Employee Recruiting Search Document Tools
 Position ID Search

Create A New
 Document ID: 2301999940
 Document Status: CREATED
 Creator: Cheryl L. Sims (2103458-8014)
 Created: 08/06/2013
 Summary: New position request CAMRECAST (0077)
 Position ID: 103187
 (0 Notes)

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

General
 View job description
 Final 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 &_
 Reports to Position ID:
 1003TR Assistant Director, Communications
 Reports to Incumbent: Leigh A. Daniek
 Phone Number: (210) 458-6728
 Secondary Reports to Position ID:

Final Save & Verify Save & Continue

Return to top of page

Return to top of page

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.

Create A New Position ID

Home Position Employee Recruiting Search Document Tools

Create A New
 Document ID: 23251999940
 Document Status: CREATED
 Creator: Cheryl L Nunn (210)458-8016
 Created: 08/06/2013
 Summary: New position request CAMRECAST (0077)
 Position ID: 10315T
 (0 Notes)

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

View job d

Previous section was saved with no errors.

Salary and Funding

Reset Save & Verify Save & Continue

Pay Type
 Monthly Hourly

Funding Information

Account	Unit Code	Distribution %	Eff. Date	End Date	Actions	Dept. Coding
2903200020		100	09/01/2013		[undo]	

Add funding

Funding Statement
 (320 character limit)
 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 8/31/14 unless grant funded.

Enter the remaining required data.

Create A New Position ID

Home Position Employee Recruiting Search Document Tools

Create A New
 Document ID: 23251999940
 Document Status: CREATED
 Creator: Cheryl L Nunn (210)458-8016
 Created: 08/06/2013
 Summary: New position request CAMRECAST (0077)
 Position ID: 10315T
 (0 Notes)

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

View job descript

Previous section was saved with no errors.

Purpose and Functions

Reset Save & Verify Save & Continue

Position Title (optional)

Purpose
 Describe the purpose of the position. (320 character limit)
 To provide fitness classes as part of the Fitness and Wellness program. Responsible for conducting fitness classes and instruction for Campus Recreation participants.

Functions

Driving Requirement
 Will this position require driving a UT or personally owned vehicle? Yes No

Supervisory Information
 Will this position be responsible for supervision? Yes No

Reset Save & Verify Save & Continue

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.

Create A New
 Document ID: Z331999940
 Document Status: CREATED
 Creator: Cheryl L. Nunn (210)450-8016
 Created: 08/06/2013
 Summary: New position request CAMBECASST (0077)
 Position ID: 103157
 (0 Notes)

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

View job description

Document Notes
 [none entered]

Routing History | Created: 08/06/2013 Cheryl L. Nunn... | Current Desk: HRMS PROC

DOCUMENT VALIDATION RESULTS
 This document was successfully validated.

DOCUMENT REMARKS [HIDE]

Document Remarks
 Internal use only. (63 of 1800 character limit)

New position created in preparation for PeopleSoft conversion.

Actions: Approve Document, Verify Document, Select an Action

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.

View Position Details

Position ID: 1030CN View as of: 08/06/2013

Modify | Assign | Reclassify | Recruit

General Information [edit]

Position ID (status): 1030CN (Active)
 Position Title: Recreational Sports Specialist

Job Code Information [edit]

Job Title (code): Recreational Sports Specialist (3550)
 Job Category: Classified
 FLSA Status: Non-Exempt

Position Information [edit]

Incumbent (EID): Vacant
 Source Document ID: Z33C1999997 (Create a New)
 Origination Date: 01/01/2013
 End: None
 Recurring: Annual
 Interim Acting: No
 Pay Type: Hourly

Click on the Assign link and a page will open.

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

Assign an Incumbent: Start

Home Position Employee Recruiting Search Document Tools

Creator Desk:

Incumbent EID:

Job Title: **OFC ASST I (9021)**
Position ID: **1021BP**
Incumbent (EID): **Vacant**

[Walk-me-through](#) [All-in-one](#)

Modify Document: Incumbent

Home Position Employee Recruiting Search Document Tools

Modify

Document ID: 233CA996910
Document Status: CREATED
Creator: Cheryl L Nunn (210)458-8016
Created: 08/06/2013
Summary: Modify 1030CN RC SPTS SP
Position ID: 1030CN
Document Effective Date: 08/06/2013
(0 Notes)

[View Position Details for Position ID 1030CN](#)
[View Estimated Allocations for Position ID 1030CN](#)

Incumbent

General

This is a new assignment.

[View Incumbent History](#)

Incumbent (EID):

Assignment Start Date:

Assignment End Date:

Hours Per Week: (0.000%)

Concurrent Assignments: **None**

Compensation

Pay Range Information for Job Code : \$ 9.06 - \$ 14.04

Pay Type: **Hourly**

Hourly Rate:

Complete all pertinent data.

Assignment start date

Assignment end date

Hours per week *this should be equal to the hours per week on the position

Hourly rate

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.