

Good afternoon, DePaul Manager

Me My Team My Client Groups Tools Reports Others

QUICK ACTIONS

- Terminate Employment
- Team Time Cards
- Document Records
- Change Manager
- Transfer

Show More

APPS

HCM Department Manager - Request New Position

			Goals and Performance	View Transferred Performance
Learning	New Person	Workforce Compensation	Team Goals Center	+



Things to Finish

NOTE: This process is only available to the HCM Department Manager in your area. If you are not the HCM Dept. Manager, please seek them out to request a position on your team.
HCM Department Managers, click 'My Team' to begin.

Search

DePaul Manager

- Me
- My Team**
- My Client Groups
- Tools
- Reports
- Others

QUICK ACTIONS

- Terminate Employment
- Team Time Cards
- Document Records
- Change Manager
- Transfer

APPS

My Team	Journeys	Hiring	Goals and Performance	View Transferred Performance
Learning	New Person	Workforce Compensation	Team Goals Center	+

Show More

Things to Finish



Good afternoon, DePaul Manager

Me My Team My Client Groups Tools Reports Others

QUICK ACTIONS

- Terminate Employment
- Team Time Cards
- Document Records
- Change Manager

APPS

My Team	Journeys	Hiring	Goals and Performance	View Transferred Performance
Learning	New Person	Workforce Compensation	Team Goals Center	+

2/33

Click **'Show More.'**

Back

Show More

Things to Finish



Team Goals Center

Time

Add Current Time Card

Add Other Time Card

Team Schedule

Absences

Absence Balance

Add Absence

Existing Absences

Learning

3/33 ×

Click **'Request a New Position.'**

Back

Record External Learning for My Team


Request Noncatalog Learning for My Team

Request a New Position

Request a Position Change

Things to Finish

Assigned to Me





4/33

Be sure to check both of these boxes.
Additional info is how you'll access Costing Information fields where you can update cost center, grant information, etc.
Comments and attachments should be added to most, if not all, requests of this type.

Back Next

Request a New Position

Info to include

Additional info Add or update additional information for a position. <input type="checkbox"/>	Comments and attachments Add comments and attachments to justify your request to the approver. <input type="checkbox"/>
--	--

1 | 3



Cancel Continue Submit

Info to include

When and why

Position details

Info to include

Additional info

Add or update additional information for a position.



Comments and attachments

Add comments and attachments to justify your request to the approver.



1 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

5/33 ×

Click **'Continue.'**

Back


Cancel


Continue


Submit

Request a New Position

When and why

When does the new position start?
6/16/2026 

What's the reason for this request?
New Position 

6/33 
Enter today's date as the **new position start date**.

2 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Cancel

Continue

Submit

Request a New Position

When and why

When does the new position start?
6/16/2026



What's the reason for this request?
New Position

7/33

Always select 'New Position' as the
reason for the request.

Back

2 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments


Cancel


Continue

Submit

Request a New Position

When and why

When does the new position start?
6/16/2026 

What's the reason for this request?
New Position 

2 | 5




Info to include

When and why

Position details

Additional info

Comments and attachments

8/33 

Click **'Continue.'**

Back

Cancel

Continue

Submit

Request a New Position

Position details

Parent Position ▼

9/33 ×
Parent position is who this position will report to.
You can enter the position number or title to pull up this information.

Status
Active ▼

Name Required

Department ▼ Required

Location ▼

Full Time or Part Time
Full time ▼

Standard Working Hours
35

Parent Position Code

Business Unit ▼ Required

Code
5002413

Job ▼ Required

Assignment Category ▼

Regular or Temporary
Regular ▼

Frequency
Weekly ▼

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Request a New Position

Position details

Parent Position: Lecturer

Parent Position Code: 01011279

Status: Active

Business Unit: DePaul University

Name: [Empty field]

Code: 5002413

Department: Management Information Systems

Job: [Empty field]

Location: [Empty field]

Assignment Category: [Empty field]

Full Time or Part Time: Full time

Regular or Temporary: Regular

10/33 In the Name field, enter the title of the position. Back Next

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Cancel

Continue

Submit

Request a New Position

Position details

Parent Position Lecturer	Parent Position Code 01011279
Status Active	Business Unit DePaul University
Name Lecturer	Code 5002413
Department Management	Job Required
Location	Assignment Category
Full Time or Part Time Full time	Regular or Temporary Regular
Standard Working Hours 35	Frequency Weekly

11/33

If you know the job code, enter it in the **Job** field.

If this is a new position, enter 'New' in the field and it will populate.

Back Next

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Cancel

Continue

Submit

Request a New Position

Position details

Parent Position
Lecturer

Parent Position Code
01011279

Status
Active

Business Unit
DePaul University

Name
Lecturer

Code
5002413

Department
Management

Job
New Position

Location

Assignment Category

Full Time or Part Time
Full time

Regular or Temporary
Regular

Standard Working Hours
35

Frequency
Weekly

12/33 ×
Select location.
Back

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Request a New Position

Position details

Parent Position
Lecturer

Parent Position Code
01011279

Status
Active

Business Unit
DePaul University

Name
Lecturer

Code
5002413

Department
Management Information Systems

Job
New Position

Location
1 E. Jackson

13/33 ×
Select **assignment category**.
Back

Assignment Category

Full Time or Part Time
Full time

Regular or Temporary
Regular

Standard Working Hours
35

Frequency
Weekly

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Status
Active

Business Unit
DePaul University

Name
Lecturer

Code
5002413

Department
Management Information Systems

Job
New Position

Location
1 E. ...

Assignment Category
Full-time regular

Full Time or Part Time
Full time

Regular or Temporary
Regular

Standard Working Hours
35

Frequency
Weekly

Working Hours
35

Frequency
Weekly

Type
Single incumbent

Union

Overlap Allowed

No Yes

Cancel

Continue

Submit

3 | 5

14/33 ×
Select **full time or part time.**
Back Next



Info to include

When and why

Position details

Additional info

Comments and attachments

Status
Active

Business Unit
DePaul University

Name
Lecturer

Code
5002413

Department
Management Information Systems

Job
New Position

Location
1 E. Jackson Blvd

Assignment Category
Full-time regular

Full Time or Part
Full time

15/33 ×
Select **regular or temporary.**
Back Next

Regular or Temporary
Regular

Standard Working Hours
35

Frequency
Weekly

Working Hours
35

Frequency
Weekly

Type
Single incumbent

Union

Overlap Allowed

No Yes

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Status
Active

Business Unit
DePaul University

Name
Lecturer

Code
5002413

Department
Management Information Systems

Job
New Position

Location
1 E. Jackson Blvd

Assignment Category
Full-time regular

Full Time
Full time

Regular or Temporary
Regular

Standard Working Hours
35

Frequency
Weekly

Working Hours
35

Frequency
Weekly

Type
Single incumbent

Union

Overlap Allowed

No Yes

Cancel

Continue

Submit

3 | 5

16/33

The **standard number of working hours** is 35 hours.

Back Next



Info to include

When and why

Position details

Additional info

Comments and attachments

Full Time or Part Time
Full time

Regular or Temporary
Regular

Standard Working Hours
35

Frequency
Weekly

Working Hours
35

Frequency
Weekly

Type
Single

Union

Overlap A
 No

Financial Background Check Required
No

Seasonal Flag
No

Search Waiver
If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation
 No
 Yes

Recruit for Position
 No
 Yes

Budgeted Position
 No Yes

Head Count
1

17/33

In the **Working Hours** field:

- For a full-time position, enter 35 hours.
- For a part-time position, enter 17.5 hours.

Back Next

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Cancel Continue Submit

Full Time or Part Time
Full time

Regular or Temporary
Regular

Standard Working Hours
35

Frequency
Weekly

Working Hours
35

Frequency
Weekly

Type
Single incumbent

Union

18/33

Select if this is a **union** position.
If this does not apply to this position, leave this field blank and proceed to the next step.

Back Next

Overlap Allowed

No Yes

Financial Background Check Required
No

Seasonal Flag
No

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

No
 Yes

Recruit for Position

No
 Yes

Budgeted Position

No Yes

Head Count
1

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

working hours
35

Frequency
Weekly

Type
Single incumbent

Union

Overlap Allowed

No Yes

19/33 ✕

For the **Overlap Allowed** section, you must select the 'No' option.

Back

Required

Seasonal Flag
No

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

No
 Yes

Recruit for Position

No
 Yes

Budgeted Position

No Yes

Head Count
1

FTE
1

Budget Amount

Currency

Cost Center

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Type
Single incumbent

Union

20/33

Select whether a **financial background check is required.**

Back Next

Overlap A

No

Financial Background Check Required
No

Seasonal Flag
No

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

No

Yes

Recruit for Position

No

Yes

Budgeted Position

No

Yes

FTE
1

Head Count
1

Currency

Budget Amount

Cost Center

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Cancel

Continue

Submit

Type
Single incumbent

Union

Overlap Allowed

No Yes

Financial Background Check Required
No

Seasonal Flag
No

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

No
 Yes

Recruit for

No
 Yes

21/33

Select whether this position is **seasonal**.

Back Next

Budgeted Position

No Yes

Head Count
1

FTE
1

Budget Amount

Currency

Cost Center

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Type
Single incumbent

Union

Overlap A
 No

22/33

If you are requesting a search waiver, select the 'Yes' option under **Search Waiver** to route for HR approval.

You will also need to enter the candidate's details and rationale for the waiver in the Comments section below.

Back Next

Financial
No

Seasonal Flag
No

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

No
 Yes

Recruit for Position

No
 Yes

Budgeted Position

No Yes

Head Count
1

FTE
1

Budget Amount

Currency

Cost Center

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Type
Single incumbent

Union

Overlap Allowed

No Yes

Financial Background Check Required
No

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

No
 Yes

Budgeted Position

No Yes

FTE
1

Budget Amount

Currency

Cost Center

23/33 ×

Select whether you would like to **recruit for this position.**

Back Next

Recruit for Position

No
 Yes

Head Count
1

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Cancel

Continue

Submit

Financial Background Check Required
No

Seasonal Flag
No

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

Recruit for Position

- No
- Yes

24/33 ✕
Select if the **position is budgeted**.
Back Next

Budgeted Position
 No Yes

Head Count
1

FTE
1

Budget Amount
50,000

Currency
US Dollar

Cost Center

Grades

Valid grades

+ Add

Staff Salary Grade S99

S99
Common Set



Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

- No
- Yes

Budgeted Position

- No
- Yes

FTE
1

Currency
US Dollar

Grades

Valid grades

+ Add

Staff Salary Grade S99

S99
Common Set



Recruit for Position

- No
- Yes

25/33 x
The **Head Count** field value should always be 1.
Back Next

Head Count
1

Budget Amount
50,000

Cost Center
371109

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

No

Yes

Budgeted

No

×

For the **FTE** field:

- For a full-time position, enter 1.
- For a part-time position, enter 0.5.

BackNext

FTE
1

Currency
US Dollar

Grades

Valid grades

+ Add

Staff Salary Grade S99

S99

Common Set



Recruit for Position

No

Yes

Head Count
1

Budget Amount
50,000

Cost Center
371109

Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



No Yes

Financial Background Check Required
No

Seasonal Flag
No

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

No

Yes

Recruit for Position

No

Yes

Budgeted Position

No Yes

Head Count
1

FTE
1

27/33 ×

In the **Budget Amount** field, enter the maximum approved salary for the position.

Back Next

Budget Amount

Currency

Cost Center

Grades

Valid grades

+ Add

Cancel

Continue

Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

- No
- Yes

Budgeted Position

- No
- Yes

FTE
1

Currency
US Dollar

28/33 ×

Select the relevant **cost center** for your department from the dropdown.

Back Next

Grades

Valid grades

+ Add

Staff Salary Grade S99

S99
Common Set



Recruit for Position

- No
- Yes

Head Count
1

Budget Amount
50,000

Cost Center

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Cancel

Continue

Submit

Search Waiver

If selecting Yes, please specify the rationale for the search waiver and the name of the candidate in the comments section and attach any relevant documentation

- No
- Yes

Budgeted Position

- No
- Yes

FTE
1

Currency
US Dollar

Recruit for Position

- No
- Yes

Head Count
1

Budget Amount
50,000

Cost Center
371109

Grades

Valid grades

+ Add

Staff Salary Grade S99

S99
Common Set

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



29/33 ×

Click 'Continue.'

Back

Cancel

Continue

Submit

Additional info

Costing Information



Seq

Percentage

Fund

Cost Center

Activity

Project

Expenditure Org

Sponsor

Action

No data to display.

30/33



Enter the correct **costing information** for the new position.

Next

Cancel

Continue

Submit

4 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Additional info

Costing Information



Seq

Percentage

Fund

Cost Center

Activity

Project

Expenditure Org

Sponsor

Action

No data to display.

4 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

31/33 ×

Click '**Continue.**'

Back

Cancel

Continue

Submit

Comments and attachments

Comments

Save Comment

Drag and Drop
Select or drop files here.

URL Add URL

32/33 ×
Add any comments or attachments.
NOTE: You must click '**Save Comment**' to save your comment.

Cancel

Submit

5 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Request a New Position

Comments and attachments

Comments

Save Comment

Drag and Drop
Select or drop files here.

URL

33/33
Click **'Submit'** once you are satisfied with your changes.
Alternatively, you may click **'Cancel'** to discard your changes.
Next

Cancel Submit

5 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Request a New Position

Comments and attachments

Comments

Save Comment

Drag and Drop
Select or drop files here.

URL

Add URL

Cancel

Submit

Congratulations! You have requested a new position.

5 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments

