

Good morning, 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 Position Change**

			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. If you are not the HCM Dept. Manager, please seek them out to request a position change on your team.

Line managers do not have access to request a position change.

HCM Department Managers, click 'My Team' to begin.

Search

# ePaul 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



Terminate Employment

Team Time Cards

Document Records

Change Manager

2/41

Click **'Show More.'**

Back

Show More

My Team

Journeys

Hiring

Goals and Performance

View Transferred Performance

Learning

New Person

Workforce Compensation

Team Goals Center

+




### Things to Finish

Assigned to Me

0

Created by Me

0



You have no open notifications.

Show More

Team Goals Center

Time

Add Current Time Card

Add Other Time Card

Team Schedule

Absences

Absence Balance

Add Absence

Existing Absences

Learning

Assign Learning to My Team

Request Noncatalog Learning for My Team

Workforce Structures

Request a New Position

Request a Position Change

Things to Finish

Assigned to Me

3/41 x

Click **'Request a Position Change.'**

**Back**



# < Positions

4/41

You must enter the position code for the employee you would like to request a position change for.

This can be found under My Team > My Team by clicking on the employee's name.

Next

- Parent Position Code
- Parent Position Name
- Hiring Status
- Type
- Filters



**Search for positions to see matching results here.**

# Positions

- Effective Date
- Status
- Incumbent
- Parent Position Code
- Parent Position Name
- Hiring Status
- Type
- Filters



5/41

Select the position of the person you would like to request a position change for.

You will see the person's name in the 'Incumbents' column.

Back

Sort By Relevance

Download, Grid



Parent Position Code	Status	Incumbents	Parent Position Name	Job Name	Department Name
01008508	Active	DePaul Full Time Staff	Associate Director, Academic Advising	Academic Advisor	Office of Academic Advising

### Request a Position Change

## Info to include

Lecturer, 01011279

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

6/41

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](#)

Cancel

1 | 3

Info to include

When and why

Position details



Request a Position Change

# Info to include

Academic Advisor, 01008508

### 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



7/41 ×

Click '**Continue.**'

Back

Cancel


Continue

Submit

Request a Position Change

# When and why

Academic Advisor, 01008508


When does the position change start? 

Required

8/41 ×

Select the **effective start date of the position change.**

Back Next

What's the reason for this request? 

Cancel

Continue

Submit

2 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Request a Position Change

When and why  
Academic Advisor, 01008508

When does the position change start?  
6/22/2026

What's the reason for this request?

9/41 Select the reason for this request. Back Next

Cancel Continue Submit

2 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

### Request a Position Change

## When and why

Academic Advisor, 01008508

When does the position change start?  
6/22/2026

What's the reason for this request?  
Re-organization

10/41  
Click 'Continue.'

Cancel **Continue** Submit

2 | 5



- Info to include
- When and why**
- Position details
- Additional info
- Comments and attachments

11/41  
**Parent position** is who this position will report to.  
You can enter the position number or title to pull up this information.  
Back Next

Parent Position	Parent Position Code
Status Active	Business Unit DePaul University
Name Lecturer	Code 01011279
Department Management Information Systems	Job Adjunct
Location Loop Campus	Assignment Category Part-time regular
Full Time or Part Time	Regular or Temporary

Cancel Continue Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Request a Position Change

Position details

Academic Advisor, 01008508

Parent Position Code 01006690	Parent Position Code 01006690
Status Active	Business Unit DePaul University
Name Academic Advisor	Code 01008508
Department Office of Academic Advising	Job Academic Advisor

12/41

Set the **status** to either 'Active' or 'Inactive.'

Back Next

Cancel Continue Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Request a Position Change

# Position details

Lecturer, 01011279

Parent Position Program Manager	Parent Position Code 01010681
<div data-bbox="469 590 1069 816">13/41 In the <b>Name</b> field, enter the title of the position. Back Next</div>	Business Unit DePaul University
Name Lecturer	Code 01011279
Department Management Information Systems	Job Adjunct
Location Loop Campus	Assignment Category Part-time regular
Full Time or Part Time Part time	Regular or Temporary Regular
Standard Working Hours	Frequency

Cancel Continue Submit

3 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

# Position details

Academic Advisor, 01008508

Parent Position Associate Director, Academic Advising	Parent Position Code 01006690
Status Active	Business Unit DePaul University
Name Acad	Code 01008508
Department Office of Academic Advising	Job Academic Advisor
Location Loop Campus	Assignment Category Full-time regular
Full Time or Part Time Full time	Regular or Temporary Regular
Standard Working Hours	Frequency

14/41 ×

Select the **department** for the position being requested.

Back Next

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- Info to include
- When and why
- Position details
- Additional info
- Comments and attachments



# Position details

Academic Advisor, 01008508

Parent Position Associate Director, Academic Advising	Parent Position Code 01006690
Status Active	Business Unit DePaul University
Name Academic Advisor	Code 01008508
Department Office of Aca	Job Academic Advisor
Location Loop Campus	Assignment Category Full-time regular
Full Time or Part Time Full time	Regular or Temporary Regular
Standard Working Hours	Frequency

15/41

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

For a new position, enter 'New' in the field and it will populate.

Back Next

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Info to include

When and why

Position details

Additional info

Comments and attachments



Parent Position  
Associate Director, Academic Advising

Parent Position Code  
01006690

Status  
Active

Business Unit  
DePaul University

Name  
Academic Advisor

Code  
01008508

Department  
Office

Job  
Academic Advisor

Location  
Loop Campus

Assignment Category  
Full-time regular

Full Time or Part Time  
Full time

Regular or Temporary  
Regular

Standard Working Hours

Frequency

Working Hours  
35

Frequency  
Weekly

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments

16/41 ×  
Select location.  
Back Next



Parent Position  
Associate Director, Academic Advising

Parent Position Code  
01006690

Status  
Active

Business Unit  
DePaul University

Name  
Academic Advisor

Code  
01008508

Department  
Office of Academic Advising

Job  
Academic Advisor

Location  
Loop Campus

17/41  
Select **assignment category**.  
Back Next

Assignment Category  
Full-time regular

Full Time or Part Time  
Full time

Regular or Temporary  
Regular

Standard Working Hours

Frequency

Working Hours  
35

Frequency  
Weekly

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Location  
Loop Campus

Assignment Category  
Full-time regular

Full Time or Part Time  
Full time

Regular or Temporary  
Regular

Standard  
[Empty]

Frequency  
[Empty]

Working Hours  
35

Frequency  
Weekly

Union  
[Empty]

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

Recruit for Position  
 No

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



18/41 [Close] Select full time or part time. [Back] [Next]

Location  
Loop Campus

Assignment Category  
Full-time regular

Full Time or Part Time  
Full time

19/41

Select **regular or temporary.**

Back Next

Regular or Temporary  
Regular

Standard Working Hours

Frequency

Working Hours  
35

Frequency  
Weekly

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

Recruit for Position  
 No

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Department  
Office of Academic Advising

Job  
Academic Advisor

Location  
Loop Campus

Assignment Category  
Full-time regular

Full T  
Full

20/41 ×  
The **standard number of working hours** is 35 hours.  
Back Next

Regular or Temporary  
Regular

Standard Working Hours

Frequency

Working Hours  
35

Frequency  
Weekly

Union

Overlap Allowed

No  Yes

Cancel

Continue

Submit

3 | 5

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

Working Hours  
35

Frequency  
Weekly

21/41 ×  
Select 'Weekly' for **frequency**.  
Back

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

Recruit for Position  
 No

Cancel Continue Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Department  
Office of Academic Advising

Job  
Academic Advisor

Location  
Loop Campus

Assignment Category  
Full-time regular

Full T  
Full

Regular or Temporary  
Regular

Stand  
35

Frequency

Working Hours  
35

Frequency  
Weekly

Union

Overlap Allowed

Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



22/41

In the **Working Hours** field:

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

Back Next

Full Time or Part Time  
Full time

Regular or Temporary  
Regular

Standard Working Hours  
35

Freq  
Weekly

23/41 ×  
Again, select 'Weekly' for frequency.  
Back Next

Working Hours  
35

Frequency  
Weekly

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 Position  
 No  
 Yes

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Department  
Office of Academic Advising

Job  
Academic Advisor

Location  
Loop Campus

Assignment Category  
Full-time regular

Full Time or Part Time  
Full time

Regular or Temporary  
Regular

Standard Working Hours  
35

Frequency

Work  
35

Frequency  
Weekly

24/41 ×  
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**

Union

Overlap Allowed

No  Yes

Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Standard working hours  
35

Frequency

Working Hours  
35

Frequency  
Weekly

25/41 ✕

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

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

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Overlap Allowed

No  Yes

Financial Background Check Required  
No

Seasonal Flag  
No

26/41 ×

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

Back Next

the search waiver section and

No  
 Yes

Recruit for Position

No  
 Yes

Budgeted Position

No  Yes

FTE  
1

Head Count  
1

Budget Amount

Cancel

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Overlap Allowed

No  Yes

Financial Backgr  
No

27/41 ×

Select whether this position is **seasonal**.

Back Next

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

Budget Amount

Cancel Continue Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Overlap Allowed

28/41

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

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

Seasonal Flag  
No

Recruit for Position

No

Yes

Head Count  
1

Budget Amount

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 person who will be conducting the search. Attach any relevant documents.

No

Yes

29/41

Select whether you would like to recruit for this position.

Back Next

Recruit for Position

No

Yes

Budgeted Position

No

Yes

FTE  
1

Head Count  
1

Budget Amount

Currency

Cost Center  
400110

Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



No

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

30/41 ×

Select if the **position is budgeted**.

Back Next

Budgeted Position

No  Yes

FTE

1

Currency

### Grades

#### Valid grades

+ Add

Staff Salary Grade S05

### Recruit for Position

No

Yes

Head Count

1

Budget Amount

Cost Center

400110

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



No

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

31/41

The **Head Count** field value should always be 1.

Back Next

Head Count  
1

FTE  
1

Budget Amount

Currency

Cost Center  
400110

Grades

Valid grades

+ Add

Staff Salary Grade S05

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Yes

Budgeted Position

No  Yes

Head Count

1

FTE

1

Budget Amount

Cost Center

400110

32/41

For the **FTE** field:

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

Back

Next

Valid grades

+ Add

Staff Salary Grade S05

S05

Common Set



Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Yes

Budgeted Position

No  Yes

Head Count  
1

FTE  
1

33/41 ×

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

Back Next

Budget Amount

Currency

Cost Center  
400110

## Grades

Valid grades

+ Add

**Staff Salary Grade S05**

S05

Common Set



Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Yes

Budgeted Position

No  Yes

Head Count

1

Budget Amount

Cost Center

400110

34/41

Select 'USD (US Dollar)' from the **Currency** field dropdown.

Back

Next

Currency

## Grades

Valid grades

+ Add

**Staff Salary Grade S05**

S05

Common Set



Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Yes

Budgeted Position

No  Yes

Head Count

1

FTE

1

Budget Amount

Currency  
US Dollar

35/41

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

Back

Next

Cost Center

400110

## Grades

### Valid grades

+ Add

### Staff Salary Grade S05

S05

Common Set



Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Yes

Budgeted Position

No  Yes

Head Count

1

FTE

1

Budget Amount

Currency

US Dollar

Cost Center

400110

36/41

Grade will auto-populate based on the job code selected.

Back

Next

### Valid grades

+ Add

#### Staff Salary Grade S05

S05

Common Set



Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Yes

Budgeted Position

No  Yes

Head Count

1

FTE

1

Budget Amount

Currency  
US Dollar

Cost Center  
400110

## Grades

Valid grades

+ Add

**Staff Salary Grade S05**

S05

Common Set

37/41

Click 'Continue.'

Back

Cancel

Continue

Submit

3 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



Request a Position Change

Additional info  
Academic Advisor, 01008508

38/41

Ensure that the costing information is up to date.

Back Next

Costing Information

Seq	Percentage	Fund	Cost Center	Activity	Project	Expenditui Org	Action
1	100	100	400110	25			

Cancel Continue Submit

4 | 5



Info to include

When and why

Position details

Additional info

Comments and attachments

Request a Position Change

# Additional info

Academic Advisor, 01008508

## Costing Information



Seq	Percentage	Fund	Cost Center	Activity	Project	Expenditui Org	Action
1	100	100	400110	25			

4 | 5

Info to include

When and why

Position details

Additional info

Comments and attachments



39/41 ×

Click 'Continue.'

Back

Cancel

Continue

Submit

# Comments and attachments

Academic Advisor, 01008508

Comments

Save Comment

**Drag and Drop**  
Select or drop files here.

URL

40/41 ×

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

[Next](#)

5 | 5

**Info to include**

---

**When and why**

---

**Position details**

---

**Additional info**

---

**Comments and attachments**

---



# Comments and attachments

Academic Advisor, 01008508

Comments

Save Comment

**Drag and Drop**  
Select or drop files here.

URL

41/41 ×

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 Position Change

## Comments and attachments

Academic Advisor, 01008508

Comments

Save Comment

### Drag and Drop

Select or drop files here.

URL

Add URL

Cancel

Submit

Congratulations! You have requested a position change. This will now have to be approved by HR Compensation. Await a bell notification saying so.

5 | 5

to include

n and why

Position details

Additional info

Comments and attachments

