DePaul University

🏠 ⭐ 🚩 📢 HM ⌄

Good morning, HCM Department Manager!

Me · My Team · Procurement · Tools · Others

QUICK ACTIONS

APPS

HCM Department Manager - Position Change - Costing Change

👥 Change Manager

🧑‍🤝‍🧑 My Team

🚶 Onboarding

🔍 Hiring

📇 Transfer

📇 Employee Summary

📈 Performance Overview

📈 Performance

▶ Learning

⬆ Promote

📇 Employment Info

📇 Change Assignment

DePaul University

NOTE: This process is only available to the Budget Manager of your department. If you are not this department's budget manager, please seek out that person to request a position on your team.

Budget Managers, click **'My Team'**

G..., HCM Department Manager!

Me   My Team   Procurement   Tools   Others

BlueSky Help

QUICK ACTIONS

Change Manager

Transfer

Employee Summary

Promote

Employment Info

Change Assignment

APPS

My Team

Onboarding

Hiring

Performance Overview

Performance

Learning

Promote

Employment Info

Change Assignment

Document Records

Direct Reports

Show More

Performance Overview

Performance

Learning

Workforce Compensation

Termination

+

BlueSky Help

Things to Finish

Assigned to Me

0

Created by Me

0

You have no open notifications.

Absences

📅 Add Absence   📊 Existing Absences   🧮 Absence Balance

Learning

📄 Request Noncatalog Learning for My Team   📄 Record External Learning for My Team

Workforce Structures

📊 Request a New Position   📊 Request a Position Change

BlueSky Help

Things to Finish

Assigned to Me

0

DEPAUL UNIVERSITY

← Request a Position Change

4/40   ×

Search for one of your employees
and press Enter.

Search...   🔍   Show Filters

Try searching to get results

Search by position name or code, parent
position name or code, job, department,
incumbent name or number.

BlueSky Help

DEPAUL UNIVERSITY

‹ Request a Position Change

Positions

5/40 ✕

Select the employee you would like to request a position change for by clicking the Blue Text.

Show Filters | Effective As-of Date On or after 10/22/2020 | Status Active ✕

Sort By Name - A to Z ▾

Exempt Staff
3000019

| **Parent Position** | **Incumbents** |
| Line Manager | Staff, Exempt |

Line Manager
3000018

| **Parent Position** | **Incumbents** |
| Budget Manager | Manager, Line |

NonExempt Staff
3000020

| **Parent Position** | **Incumbents** |
| Line Manager | Staff, Nonexempt |

BlueSky Help

DEPAUL UNIVERSITY

Request a New Position

Submit   Cancel

① Whe...

6/40   ✕

Add start date of new position.

*When does the new position start?

| 10/15/2020 | 📅 |

What's the reason for this request?

[▾]

Continue

② Position Details

③ Budget Details

④ Additional Info

⑤ Comments and Attachments

BlueSky Help

DE PAUL UNIVERSITY

Request a New Position

Submit   Cancel

1 When and Why

Select the reason for this position change from the drop down below.

*When does the new position start?

10/15/2020

What's the reason for this request?

Continue

2 Position Details

3 Budget Details

4 Additional Info

5 Comments and Attachments

BlueSky Help

DEPAUL UNIVERSITY

Request a New Position

Submit Cancel

1 When and Why

*When does the new position start?

10/16/2020

8/40 ✕

Click **'Continue'**

this request?

Continue

2 Position Details

3 Budget Details

4 Additional Info

5 Comments and Attachments

BlueSky Help

Request a Position Change
Line Manager (3000018)

① When and Why   ✎ Edit

② Position Details

9/40   ✕

Set the status to either Active or
Inactive.

Status
Active

Parent Position
Budget Manager

***Name**
Line Manager

***Department**
Human Resources - Operating

***Job**
Manager, Benefits

Location
Loop Campus

Grade
Staff Salary Grade S12

Assignment Category
Full-time regular

Full Time or Part Time
Full time

Standard Working Hours
35   Weekly

Working Hours
35   Weekly

Regular or Temporary
Regular

Union

Overlap Allowed
○ No ● Yes

Financial Background Check Required
No

Seasonal Flag
No

***Search Waiver**
○ No
● Yes

***Recruit for Position**
○ No
● Yes

Continue

BlueSky Help

Request a New Position

① When and Why   ✎ Edit

② Position Details

10/40   ✕

Parent Position is the Line Manager. Select who this position will report to.

You can enter the position number or position title to pull up this information.

Parent Position

Budget Manager ⌄

*Business Unit

DePaul University ⌄

*Name

[   ]

*Department

Human Resources - Operating ⌄

*Job

[   ] ⌄

Location

[   ] ⌄

Grade

[   ] ⌄

*Assignment Category

[   ] ⌄

Full Time or Part Time

Full time ⌄

Standard Working Hours

[35] | Weekly ⌄

*Working Hours

[35] | Weekly ⌄

Regular or Temporary

Regular ⌄

Union

[   ] ⌄

Overlap Allowed

⦿ No   ○ Yes

Financial Background Check Required

No ⌄

Seasonal Flag

No ⌄

*Search Waiver

⦿ No
○ Yes

*Recruit for Position

○ No
⦿ Yes

Continue

BlueSky Help

Request a New Position

Submit   Cancel

① When and Why   ✏ Edit

② Position Details

Parent Position
Budget Manager ▾

Standard Working Hours
35   Weekly ▾

Business Unit
DePaul University ▾

Working Hours
35   Weekly ▾

Name
Other Manager

Regular or Temporary
Regular ▾

11/40   ✕

Name is the Title of the Position. Enter the title of position here.

Department
Human Resources - Operating ▾

Union
▾

Job
▾

Overlap Allowed
● No ○ Yes

Location
▾

Financial Background Check Required
No ▾

Grade
▾

Seasonal Flag
No ▾

Assignment Category
▾

Search Waiver
● No
○ Yes

Full Time or Part Time
Full time ▾

Recruit for Position
○ No
● Yes

BlueSky Help

DEPAUL UNIVERSITY

Request a Position Change
Line Manager (3000018)

Submit   **Cancel**

① When and Why   ✎ Edit

② Position Details

Status
Active

Parent Position
Budget Manager

*Name
Line Manager

*Department
Human Resources - Operating

> **12/40**   ✕
> Select the department for the position being requested.

*Job
Manager, Benefits

Location
Loop Campus

Grade
Staff Salary Grade S12

Assignment Category
Full-time regular

Full Time or Part Time
Full time

Standard Working Hours
35   Weekly

Working Hours
35   Weekly

Regular or Temporary
Regular

Union

Overlap Allowed
○ No   ● Yes

Financial Background Check Required
No

Seasonal Flag
No

*Search Waiver
○ No
● Yes

*Recruit for Position
○ No
● Yes

BlueSky Help

Request a New Position

① When and Why

✏ Edit

② Position Details

Parent Position
Budget Manager

*Business Unit
DePaul University

*Name

*Department
Human Resources - Operating

*Job

> **13/40** ✕
>
> If you know the Job Code, enter it here.
>
> If it is a new position, enter New and it will populate.

Location

Grade

*Assignment Category

Full Time or Part Time
Full time

Standard Working Hours
35   Weekly

*Working Hours
35   Weekly

Regular or Temporary
Regular

Union

Overlap Allowed
● No   ○ Yes

Financial Background Check Required
No

Seasonal Flag
No

*Search Waiver
● No
○ Yes

*Recruit for Position
○ No
● Yes

Continue

BlueSky Help

Request a New Position

① When and Why

✎ Edit

② Position Details

Parent Position
Budget Manager

Standard Working Hours
35   Weekly

***Business Unit**
DePaul University

***Working Hours**
35   Weekly

***Name**

Regular or Temporary
Regular

***Department**
Human Resources - Operating

Union

***Job**

Overlap Allowed
◉ No   ○ Yes

Location

14/40

Select Location   ✕

Financial Background Check Required
No

Grade

Seasonal Flag
No

***Assignment Category**

***Search Waiver**
◉ No
○ Yes

Full Time or Part Time
Full time

***Recruit for Position**
○ No
◉ Yes

BlueSky Help

Continue

Request a New Position

① When and Why   ✏ Edit

② Position Details

Parent Position
Budget Manager

*Business Unit
DePaul University

*Name
[   ]

*Department
Human Resources - Operating

*Job
[   ]

Location
[   ]

Grade
[   ]

15/40   ✕
Grade will populate based on Job
Code selected.
Click **'Next'** to continue.

*Assignment Category
[   ]

Full Time or Part Time
Full time

Standard Working Hours
35   Weekly

*Working Hours
35   Weekly

Regular or Temporary
Regular

Union
[   ]

Overlap Allowed
● No   ○ Yes

Financial Background Check Required
No

Seasonal Flag
No

*Search Waiver
● No
○ Yes

*Recruit for Position
○ No
● Yes

Continue

BlueSky Help

Request a New Position

① When and Why

✎ Edit

② Position Details

Parent Position
Budget Manager

Standard Working Hours
35   Weekly

***Business Unit**
DePaul University

***Working Hours**
35   Weekly

***Name**

Regular or Temporary
Regular

***Department**
Human Resources - Operating

Union

***Job**

Overlap Allowed
◉ No   ○ Yes

Location

Financial Background Check Required
No

Grade

Seasonal Flag
No

***Assignment Category**

***Search Waiver**
◉ No
○ Yes

16/40 ✕

Select Assignment Category

Full Time or Part Time
Full time

***Recruit for Position**
○ No
◉ Yes

Continue

BlueSky Help

Request a New Position

① When and Why

✏ Edit

② Position Details

Parent Position

Budget Manager ▾

*Business Unit

DePaul University ▾

*Name

*Department

Human Resources - Operating ▾

*Job

▾

Location

▾

Grade

▾

*Assignment Category

▾

Full Time or Part Time

Full time ▾

Standard Working Hours

35   Weekly ▾

*Working Hours

35   Weekly ▾

Regular or Temporary

Regular ▾

Union

▾

Overlap Allowed

◉ No ○ Yes

Financial Background Check Required

No ▾

Seasonal Flag

No ▾

*Search Waiver

◉ No
○ Yes

*Recruit for Position

○ No
◉ Yes

Continue

17/40   ✕

Select Full or Part Time

BlueSky Help

Request a New Position

① When and Why

✎ Edit

② Position Details

18/40   ✕

35 Hours is the standard number of hours.

Click **'Next'** to continue

Parent Position

Budget Manager   ⌄

Standard Working Hours

| 35 | Weekly ⌄ |

*Business Unit

DePaul University   ⌄

*Working Hours

| 35 | Weekly ⌄ |

*Name

[   ]

Regular or Temporary

Regular   ⌄

*Department

Human Resources - Operating   ⌄

Union

[⌄]

*Job

[⌄]

Overlap Allowed

⦿ No   ◯ Yes

Location

[⌄]

Financial Background Check Required

No   ⌄

Grade

[⌄]

Seasonal Flag

No   ⌄

*Assignment Category

[⌄]

*Search Waiver

⦿ No
◯ Yes

Full Time or Part Time

Full time   ⌄

*Recruit for Position

◯ No
⦿ Yes

BlueSky Help

Continue

Request a New Position

① When and Why

✎ Edit

② Position Details

Parent Position
Budget Manager

Standard W...

19/40 ✕
Full time positions will be 35 hours.
Part time positions will be 17.5 hours.

*Business Unit
DePaul University

*Working Hours
35   Weekly

*Name

Regular or Temporary
Regular

*Department
Human Resources - Operating

Union

*Job

Overlap Allowed
◉ No ○ Yes

Location

Financial Background Check Required
No

Grade

Seasonal Flag
No

*Assignment Category

*Search Waiver
◉ No
○ Yes

Full Time or Part Time
Full time

*Recruit for Position
○ No
◉ Yes

Continue

BlueSky Help

DEPAUL UNIVERSITY

Request a New Position

Submit   Cancel

① When and Why   ✎ Edit

② Position Details

Parent Position
Budget Manager

Standard Working Hours
35   Weekly

***Business Unit**
DePaul University

***Working Hours**
35   Weekly

***Name**

Regular or Temporary
Regular

> 20/40   ✕
> Select Regular or Temporary.

***Department**
Human Resources - Operating

Union

***Job**

Overlap Allowed
● No ○ Yes

Location

Financial Background Check Required
No

Grade

Seasonal Flag
No

***Assignment Category**

***Search Waiver**
● No
○ Yes

Full Time or Part Time
Full time

***Recruit for Position**
○ No
● Yes

BlueSky Help

Submit   Cancel

Budget Manager

35   Weekly

*Business Unit

DePaul University

*Working Hours

35   Weekly

*Name

Regular or Temporary

Regular

*Department

Human Resources - Operating

Union

21/40   ✕

Select if this is a Union position.

If not, leave blank and click **'Next'** to continue.

*Job

Overlap Allowed

● No   ○ Yes

Location

Financial Background Check Required

No

Grade

Seasonal Flag

No

*Assignment Category

*Search Waiver

● No
○ Yes

Full Time or Part Time

Full time

*Recruit for Position

○ No
● Yes

Continue

③ Budget Details

④ Additional Info

BlueSky Help

DEPAUL UNIVERSITY

Request a New Position

Submit   Cancel

① **When and Why**   ✎ Edit

② **Position Details**

Parent Position
Budget Manager ▾

*Business Unit
DePaul University ▾

*Name
[   ]

*Department
Human Resources - Operating ▾

*Job
[   ]

Location
[▾]

Grade
[▾]

*Assignment Category
[▾]

Full Time or Part Time
Full time ▾

Standard Working Hours
[35] Weekly ▾

*Working Hours
[35] Weekly ▾

Regular or Temporary
Regular ▾

Union
[▾]

Overlap Allowed
● No   ○ Yes

22/40   ✕
For this section, 'Overlap Allowed' must be set to 'No'. Please click the 'No' checkbox

Financial Background Check Required
No ▾

Seasonal Flag
No ▾

*Search Waiver
● No
○ Yes

*Recruit for Position
○ No
● Yes

Continue

BlueSky Help

Request a New Position

① When and Why   ✏ Edit

② Position Details

Parent Position

Budget Manager ▼

*Business Unit

DePaul University ▼

*Name

*Department

Human Resources - Operating ▼

*Job

▼

Location

Grade

▼

*Assignment Category

▼

Full Time or Part Time

Full time ▼

Standard Working Hours

35 | Weekly ▼

*Working Hours

35 | Weekly ▼

Regular or Temporary

Regular ▼

Union

▼

Overlap Allowed

● No   ○ Yes

Financial Background Check Required

No ▼

Seasonal Flag

No ▼

*Search Waiver

● No
○ Yes

*Recruit for Position

○ No
● Yes

23/40   ✕
Select if a financial background
check is required.

Continue

BlueSky Help

Request a New Position

① When and Why ✎ Edit

② Position Details

Parent Position
Budget Manager

*Business Unit
DePaul University

*Name

*Department
Human Resources - Operating

*Job

Location

Grade

*Assignment Category

Full Time or Part Time
Full time

Standard Working Hours
35 Weekly

*Working Hours
35 Weekly

Regular or Temporary
Regular

Union

Overlap Allowed
◉ No ○ Yes

Financial Background Check Required
No

Seasonal Flag
No

24/40 ✕
Select if this position is seasonal.

*Search Waiver
◉ No
○ Yes

*Recruit for Position
○ No
◉ Yes

Continue

BlueSky Help

Submit   Cancel

Parent Position

Budget Manager

*Business Unit

DePaul University

*Name

*Department

Human Resources - Operating

*Job

Location

Grade

Standard Working Hours

35   Weekly

*Working Hours

35   Weekly

Regular or Temporary

Regular

Union

Overlap Allowed

◉ No   ○ Yes

Financial Background Check Required

No

Seasonal Flag

No

25/40 ✕

If you are requesting a Search Waiver, Click here to route for HR approval.

If Yes, you will need to enter candidate's details and rationale for the waiver in the Comments section below.

*Assignment Category

Full Time or Part Time

Full time

*Search Waiver

◉ No
○ Yes

*Recruit for Position

○ No
◉ Yes

Continue

③   Budget Details

④   Additional Info

BlueSky Help

Submit

Cancel

Parent Position

Budget Manager

Standard Working Hours

35 | Weekly

*****Business Unit**

DePaul University

*****Working Hours**

35 | Weekly

*****Name**

Regular or Temporary

Regular

*****Department**

Human Resources - Operating

Union

*****Job**

Overlap Allowed

◉ No ○ Yes

Location

Financial Background Check Required

No

Grade

Seasonal Flag

No

*****Assignment Category**

*****Search Waiver**

◉ No

○ Yes

Full Time or Part Time

Full time

26/40 ×

Select if you would like to recruit
for this position.

*****Recruit for Position**

○ No

◉ Yes

Continue

③ Budget Details

④ Additional Info

BlueSky Help

*Assignment Category

Full Time or Part Time

Full time

Standard Working Hours

35 | Weekly

*Working Hours

35 | Weekly

Regular or Temporary

Regular

Union

Overlap Allowed

◉ No ○ Yes

Financial Background Check Required

No

Seasonal Flag

No

*Search Waiver

◉ No
○ Yes

*Recruit for Position

○ No
◉ Yes

Continue

③ Budget Details

BlueSky Help

DEPAUL UNIVERSITY

Request a New Position

Submit   Cancel

① When and Why   ✎ Edit

② Position Details   ✎ Edit

③ Budget Details

28/40

Maximum approved salary for the
position.

Budget Amount

20,000

*Currency

Is the position budgeted?

Yes

*Cost Center

Funded from existing positions?

No

Head Count

1

FTE

1

Continue

④ Additional Info

⑤ Comments and Attachments

BlueSky Help

DEPAUL UNIVERSITY

BM

Request a New Position

Submit   Cancel

1 When and Why   ✏ Edit

2 Position Details   ✏ Edit

3 Budget Details

Budget Amount   Funded from existing positions?

                                       No

Currency

                                       Head Count
29/40   1
Select USD (US Dollar)

Is the position budgeted?   FTE

Yes   1

*Cost Center

Continue

4 Additional Info

5 Comments and Attachments

BlueSky Help

DEPAUL UNIVERSITY

Request a New Position

Submit   Cancel

1. **When and Why**   ✎ Edit

2. **Position Details**   ✎ Edit

3. **Budget Details**

Budget Amount

Funded from existing positions?

No

Currency

Head Count

1

Is the position budgeted?

FTE

Yes

1

30/40 ✕

Select if the position is Budgeted.

*Cost Center

Continue

4. Additional Info

5. Comments and Attachments

BlueSky Help

DEPAUL UNIVERSITY

Request a New Position

Submit   Cancel

1 When and Why   ✎ Edit

2 Position Details   ✎ Edit

3 Budget Details

Budget Amount   **Funded from existing positions?**

[   ]   [No   ⌄]

Currency   **Head Count**

[⌄]   [1]

Is the position budgeted?   **FTE**

[Yes   ⌄]   [1]

*Cost Center

31/40   ✕
**Select the relevant cost center
for your department.**

If you know the cost center, you
can manually enter it here as well.

[⌄]

                    Continue

4 Additional Info

5 Comments and Attachments

BlueSky Help

Request a New Position

Submit   Cancel

① When and Why   ✎ Edit

② Position Details   ✎ Edit

③ Budget Details

Budget Amount

| 32/40 | ✕ |
| Select if funded from existing position. |

Funded from existing positions?

No

Currency

Head Count

1

Is the position budgeted?

Yes

FTE

1

*Cost Center

Continue

BlueSky Help

④ Additional Info

⑤ Comments and Attachments

DEPAUL UNIVERSITY

Request a New Position

Submit   Cancel

① When and Why   ✎ Edit

② Position Details   ✎ Edit

③ Budget Details

Budget Amount   Funded from existing positions?

                                   No   ⌄

Currency   Head Count

                                                                   1

33/40   ✕

Should always be 1.
Click **'Next'** to continue,

Is the position budgeted?   FTE

Yes   ⌄   1

*Cost Center

                             ⌄

                        Continue

④ Additional Info

⑤ Comments and Attachments

BlueSky Help

DePaul University

Request a New Position

Submit   Cancel

① When and Why   ✏ Edit

② Position Details   ✏ Edit

③ Budget Details

Budget Amount

Funded from existing positions?
No

Currency

Head Count
1

Is the position budgeted?
Yes

34/40   ✕

Part time position will be 0.5.

Full time position will be 1.0.

FTE
1

*Cost Center

Continue

④ Additional Info

⑤ Comments and Attachments

BlueSky Help

② Position Details

Edit

③ Budget Details

Budget Amount

Currency

Is the position budgeted?

Yes

*Cost Center

Funded from existing positions?

No

Head Count

1

FTE

1

35/40

Click **'Continue'**

Continue

④ Additional Info

⑤ Comments and Attachments

BlueSky Help

Request a Position Change

Line Manager (3000018)

Submit **Cancel**

① When and Why **✎ Edit**

② Position Details **✎ Edit**

③ Budget Details **✎ Edit**

This field shows if any assingments will be impacted by this request.

Click **'Continue'** when done reading.

④ Impacted Assignments

Your attribute changes don't impact any assignments.

Continue

⑤ Additional Info (only edit if the position costing needs to be modified)

⑥ Comments and Attachments

BlueSky Help

Request a Position Change

Line Manager (3000018)

Submit   Cancel

① When and Why   ✏ Edit

② Position Details   ✏ Edit

③ Budget Details   ✏ Edit

④ Impacted Assignments   ✏ Edit

⑤ Additional Info (only edit if the position costing needs to be modified)

37/40

Click **'Add'**

Costing Information   **+ Add**   ⌃

There's nothing here so far.

Continue

⑥ Comments and Attachments

BlueSky Help

Request a Position Change
Line Manager (3000018)

(4) Impacted Assignments

Edit

38/40 ✕

If this is a split funded position, or the costing needs to be modified, enter the percentage and cost center below.

Total percentage should equal 100%

...it if the position costing needs to be modified)

OK   Cancel

Seq		
	20,201,105,210,046	

Following fields are only to be used with positions costed to Projects
Comments are required if costing updates is requested

*Percentage

Project

Fund

Expenditure Org

Cost Center

Sponsor

Activity

Continue

(6) Comments and Attachments

BlueSky Help

Submit   Cancel

② Position Details   ✎ Edit

③ Budget Details   ✎ Edit

④ Impacted Assignments   ✎ Edit

⑤ Additional Info (only edit if the position ~~costing needs to be modified~~)   ✎ Edit

⑥ Comments and Attachments

39/40   ✕

Add any Comments or Attachments.

Click **'Next'** to continue.

Comments

Attachments

☁⬆ Drag files here or click to add attachment ⌄

BlueSky Help

Request a New Position

Submit

Cancel

40/40 ×

Oonce you are satisfied with your changes, you can click **'Submit'**. Alternatively you can click 'Cancel' to discard your changes.

(1) When and Why

(2) Position Details   ✏ Edit

(3) Budget Details   ✏ Edit

(4) Additional Info   ✏ Edit

BlueSky Help

(5) Comments and Attachments

Comments   Comments

Attachments

⬆ Drag files here or click to add attachment ⌄

Request a New Position

Submit

Cancel

① When and Why — ✎ Edit

② Position Details — ✎ Edit

③ Budget Detail — ✎ Edit

④ Additional Inf — ✎ Edit

⑤ Comments an

Congratulations! You have requested a position change. Now, this will have to be approved by HR Central. Await a bell notification saying so.

To view this walkthrough again, search 'Request a Position Change' in BlueSky Help.

Attachments

Drag files here or click to add attachment ⌄

BlueSky Help