

## Request New Limited Term Position

The process for hiring hourly wage Limited Term employees begins by creating a Limited Term position on the Limited Term Staffing Summary page of the SMT, providing funding information, then entering a Fill row. If the employee will be a new hire or a rehire (has a break in service of one day or more), submit a Recommendation to Fill form to the HR Department.

For stipend-funded Limited Term positions, please complete the new Recommendation to Fill form and submit it to the HR Department.

Step 1: **Click on Request New Limited Term Position** at the bottom of the Limited Term Staffing Summary page.

Step 2: Review the message and **Click OK.**

**NOTE:** Clicking Cancel at any point in this process will still create a new

Step 3: **Enter the ACTUAL start date** of the new position (the Effective Date).

**NOTE:** Limited Term positions do not use FTE or set Work Days, so neither is entered on the View/Change page.

Step 4: Scroll to the right and **click on the Position Details link**.

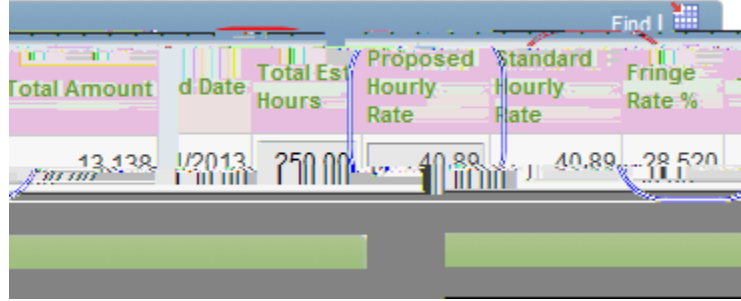
**NOTE:** Until the New Position Request is approved, the Position



**NOTE:** For most positions, a standard **Hourly Rate** will populate automatically. You may propose a different rate, but this will require review and approval by HR. The district **Fringe Rate** will be populated.

Step 12: **Enter a Proposed Hourly Rate**, if different than the Standard Hourly Rate.

Step 13: **Press Apply** to Save the information.



Funding Source	Budget Type	Project/Grant	Grant End Date	Total Est Hours	Proposed Hourly Rate	Standard Hourly Rate	Fringe Rate %	Total Amount
Other projects/grants	Project/Grant	G1258	12/31/2013	250.00	40.89	40.89	28.520	13,138

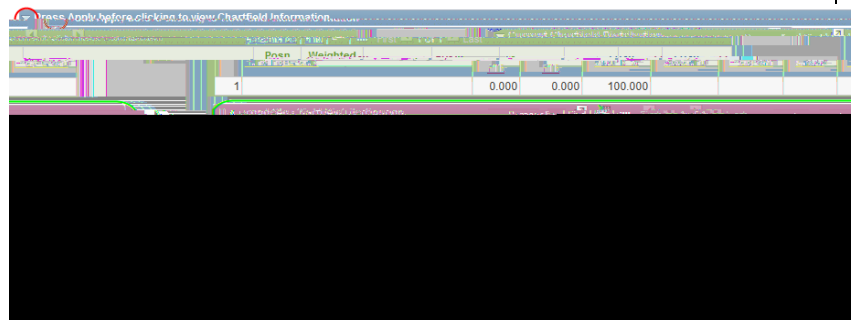
Press Apply before clicking to view Chartfield Information



Step 14. **Open the Chartfield information grid** to view and confirm the chartfields. You may change a value, Apply to save, then OK to return to the View/Change page.

**NOTE:** See table below for guidance on selecting funding.

Step 15: **Click OK.**



Step 16: **Click OK** to return to the Limited Term Staffing Summary page.



**NOTE:** Since Limited Term positions do not use FTE, this field will always display as a blank.

**NOTE: Additional rows** should be added as needed in the View/Change page to End employment, Modify the position (change the hours, funding), etc. These actions should be entered in the same manner as for regular FTE positions.

To move an employee from a Limited Term position to a regular position (or vice versa) on the same SMT, use the Transfer Within action. Then Fill the vacant position with that employee.

**The action is complete!**

You have now requested a new limited term position.

### Tips on selecting funding information for Limited Term positions

Department Type			
Schools	General Fund	Consolidated	