TO ESTABLISH A NEW POSITION IN THE BUDGET:

Log into the Performance Management System and click on item #2, Position Description.
Click on “I'd like to start a new PD”.

Staff Performance Management

Position Description

By default you are shown the PDs you currently have pending submission. Use the buttons in the action column to manipulate an item as you see fit. If you would like to start a new PD, click on the “I'd like to start a new PD” button.
Review Employee Information page.

1. For Transaction Type select new Position in Budget from the pull down menu.
2. Enter the position class of the proposed title. Click Import data. The remainder of this portion of the PD will remain blank until a position number is assigned, and an employee is hired into the position.
3. Check the box if the section is complete. You can come back and edit later if you have to. Click Next.
Review the Functions for Organizational Productivity page.

1. Enter Functions for Organizational Productivity.
2. Enter frequency, and % of time, essential/marginal, and standards.
3. Once you have entered the functions, Check the box if the section is complete. You can come back and edit later if you have to. Click Next.
Review Competencies For Organizational Excellence and determine if you want to elaborate on them.

1. Once you have reviewed the competencies, check the box if the section is complete at the bottom of the page. You can come back and edit later if you have to. Click Next.

Review qualifications and determine if you want to elaborate on them.
1. Once you have reviewed the qualifications, check the box if the section is complete at the bottom of the page. You can come back and edit later if you have to. Click Next.

Review Physical Demands and Work Environment.
Fill it in according to the needs of the position.

Once you have completed the Physical Demands and Work Environment, check the box if the section is complete at the bottom of the page. You can come back and edit later if you have to. Click Next.

Review the Position Summary.
1. You have the option to edit item #1, the chief purpose or objective of the position. Fill it in according to the needs of the position.

2. Review and fill in items #2 and #3 according to the needs of the position.

3. Once you have completed the Position Summary, check the box if the section is complete at the bottom of the page. You can come back and edit later if you have to. Click Next.
Attach an organization chart to the PD showing the current structure and new structure resulting from establishing this new position. **The PD cannot be processed without an organization chart.** Once you have attached an organization chart this page will show that the section is complete. You can come back and edit later if you have to. Click Next.
Once you have reached this point, you are ready to print a copy of the PD to submit for review to Human Resources. Click on Preview/Print a Copy. Once you have the copy, prepare a Request for Approval and Review- New Position/Recategorization. It is located at http://www.ttuhsc.edu/hr/forms/Classifications.pdf. Print a copy of this form, join with the PD and send via email to hsccomp@ttuhsc.edu.
Once the PD is reviewed, you will receive notification via email of the new position (H#) number. Enter that position number in the appropriate box of the first page of the PD. You are now ready to post and hire for the new position.

When you have selected an employee for the position, enter the eRaider ID, or Tech ID and import data. Click on Complete PD.
You are now ready to submit the completed PD into the Performance Management System. Click on Submit. If you are not the new employee’s supervisor, you will receive an error message to contact HR.