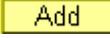
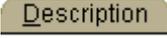
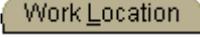
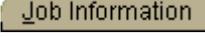
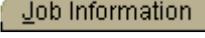
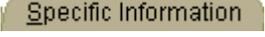




## Creating a New Position

STEP	ACTION
1	Navigate to <a href="#">Home &gt; Develop Workforce &gt; Manage Positions (USF) &gt; Use &gt; Position Data</a>
2	<a href="#">Add a New Value</a> Click this link at the bottom of the page.
3	Do <b>not</b> enter a Position Number. It will be assigned when you Save.  Click <b>Add</b> .
4	 <b>Result:</b> The Description page for the Position component appears. Enter the <b>Effective Date</b> (defaults to today's date).
5	 Navigate to the Work Location page. Enter the value 'HE' in the <b>Company</b> field. Verify that your OP/Div is in the <b>Business Unit</b> field.
6	 Navigate to the Job Information page. Enter the <b>Job Code</b> and <b>tab</b> . All job related fields for the position are populated from the Job Code Table.
7	 Navigate to the Description page. Enter <b>Reports To</b> .  <b>US Federal</b> Click this icon to expand the area. Enter <b>Position Occupied, Competitive Area, Competitive Level, Medical Officer, and Exempt Type</b> (NIH only).
8	 Navigate to the Work Location page. Enter <b>Department</b> and <b>Location Code</b> .  <b>US Federal</b> Click this icon to expand the area. Enter <b>Personnel Office ID, Sub-Agency, and Terminal ID</b> .
9	 Navigate to the Job Information page. Verify <b>Regular/Temporary, Full/Part Time, Standard Hours, and Work Period</b> .  <b>US Federal</b> Click this icon to expand the area. Verify <b>Bargaining Unit, Work Schedule, and Fund Source</b> .
10	 Navigate to the Specific Information page.  <b>US Federal</b> Click this icon to expand the area. Select <b>Sensitivity Code</b> . Check <b>Drug Test</b> if applicable.
11	 Click <b>Save</b> to add the new position. <b>Note</b> that a position number is assigned.