**Position Management** – [Position Management QRG](http://ctclinkreferencecenter.ctclink.us/m/79718/l/1344911-9-2-position-management-fluid-new-clone-updates)

Nav>Workforce Administrator page>Position Management Tile>Manage Position Tile

**For editing a current position, Add + a row, make the change needed and Submit.**

**Add a New Position** (see documentation Position Management – Reclassify a Position for changing a current position to a different position)

**Add New Position:** click +Add , put Effective Date (be sure it is the start date or before start date), Continue

**Position Data:** Add Job Code (search if necessary) – the rest of job information will autofill **(BE SURE JOB CODE INFO IS CORRECT because it pulls the info from it) – Change if necessary**

Just fill in the \* required fields – nothing else (Classified must have Salary Admin Plan and Grade). Next.

**Step 1 of 5: Position Data**



**Step 2: Specific Information**

Leave FTE at 0.00 or change to 1.00 (I like 1.00 so it autofill’s in Job Data).

Next



**Step 3: Attachments**

Nothing to add

Next



**Step 4: Budget Incumbents**

Nothing to add

Next



**Step 5: Review and Submit**

Review and hit Submit



**Position Confirmation**

WVC has no approvers except Reagan or Tim

Click on Multiple Approvers to see who can approve

 

**Write down the new Position Number**

Check notifications (flag) for an alert or action to approve (if you are the approver).



That’s it! 😊