

## Request New Limited Term Summer Position

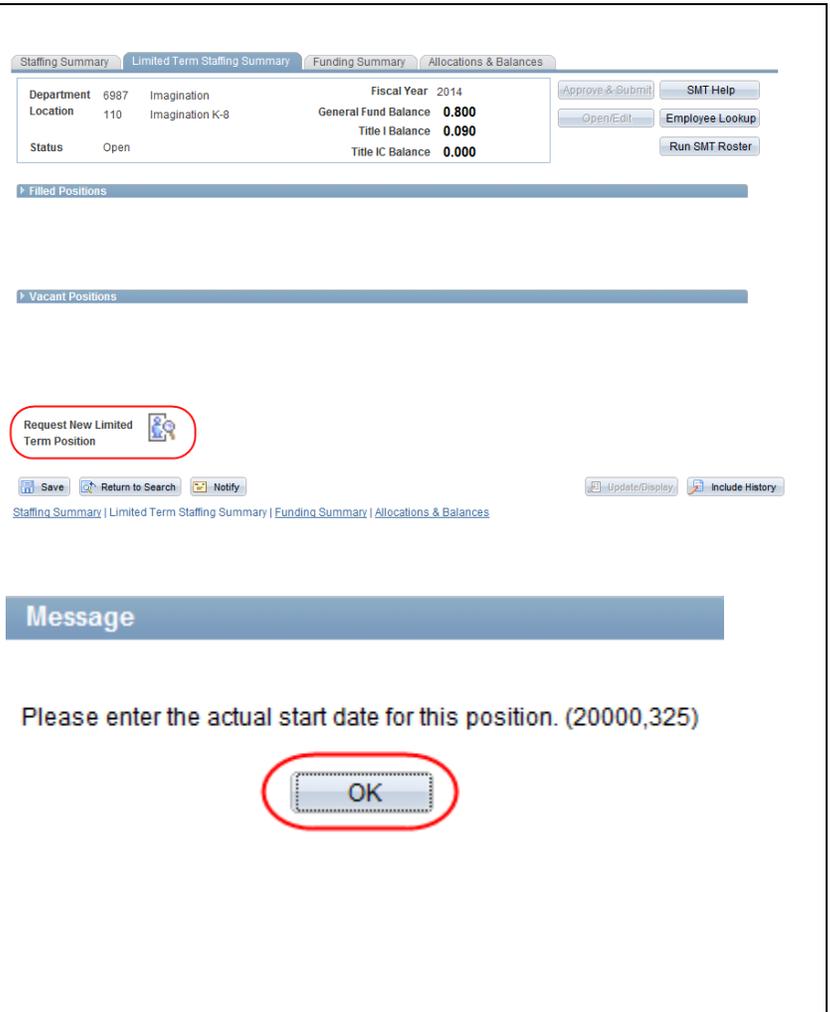
The process for hiring hourly wage Summer employees begins by creating a Limited Term position on the Limited Term Staffing Summary page of the SMT, providing funding information, then entering a Fill row.

SMT entry is required in addition to submitting to HR a Recommendation to Fill form for every summer employee.

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 position. If you do not want to create the position, you will need to click on the  for the position on the LT Staffing Summary page, then click on the , click OK on the Delete Confirmation message, then click on OK. The position will no longer show on the LT Staffing Summary page.



The screenshot shows the SMT Limited Term Staffing Summary page. At the bottom, the "Request New Limited Term Position" button is circled in red. Below the page, a message box displays the text "Please enter the actual start date for this position. (20000,325)" with an "OK" button also circled in red.

Staffing Summary	Limited Term Staffing Summary	Funding Summary	Allocations & Balances
Department	6987 Imagination	Fiscal Year	2014
Location	110 Imagination K-8	General Fund Balance	0.800
Status	Open	Title I Balance	0.090
		Title IC Balance	0.000

Buttons: Approve & Submit, SMT Help, Open/Edit, Employee Lookup, Run SMT Roster

Buttons: Save, Return to Search, Notify, Update/Display, Include History

Message: Please enter the actual start date for this position. (20000,325)

Button: OK



**Step 6: Select the Position Group** (Licensed Limited Term or Non-Licensed Limited Term) for the New Position. Then select the **Position Type** from the drop-down list, selecting from the **Summer** types. If appropriate, enter Grades and Subjects. Enter Percent of Time if multiple subjects or position types are selected. As always, you may customize the title if the System Generated Title is not appropriate.

**NOTE:** If you select the “**Summer-Temporary Employee**” position type, you will be taken to the **Note** field to enter information about the work to be performed so that HR can assign an appropriate position title.

The screenshot shows the 'Position Details' section with the following information:

- Department: 6887 Imagination
- Location: 110 Imagination K-8
- Employee: HEW01145
- Position: LT Tch-Hly-K8 Music
- Effective Dt: 07/01/2013
- Seq: 1
- Action: Request New Position
- Loc Type: KB
- Grp: Sch KB
- Low Gr: %
- High Gr: 08
- Fiscal Year: 2014
- General Fund Balance: 0.000
- Title I Balance: 0.090
- Title II Balance: 0.000
- Posn FTE: 0.000

The 'Proposed Position Information' table is as follows:

Position Group	Position Type	Lowest Grade	Highest Grade	General Subject	Specific Subject	IB	AP	Percent of Time
Licensed Limited Term	LT Teacher-Hourly	%	08	Music	General			100 %

At the bottom, there are two options for the assignment title: **Generate System Title** (selected) and **Enter Custom Title**. The system-generated title is 'LT Tch-Hly-K8 Music'.

**Step 7: Click on Generate System Title or Click on Enter Custom Title.**

**NOTE:** Generate System Title will use a system format for the title. The new Position Title will show in the blue box. If this does not accurately describe the assignment you may Enter Custom Title (the blue box will become an editable field). If no selection is made, the title will populate as system-generated when the page is saved.

This screenshot is identical to the one above, but with a red circle highlighting the 'Generate System Title' radio button and the 'Assignment Title' field containing 'LT Tch-Hly-K8 Music'.

Step 8: **Select the Funding Source** for the position.

**NOTE:** There are new, required fields for Limited Term positions.

Step 9: **Select the Budget Type** (varies depending on Funding Source selected), and **Project/Grant** if appropriate.

Step 10: **Enter the Total Estimated Hours** needed for the position and tab out of the field. At this point a **Total Amount** will be calculated for you. Please run a Budget to Actual Report to be sure you have the funds available to support this position.

Step 11: Review the message and **Click OK.**

Proposed Funding Distribution				
	Funding Source	Budget Type	Project/ Grant	Grant End Date
<input type="checkbox"/>	Other projects/grants	Project/Grant	G1258	12/31/2013

Grant End Date	Total Est Hours	Proposed Hourly Rate	Standard Hourly Rate	Fringe Rate %	Total Amount
12/31/2013	250	40.89	40.89	28.520	

#### Message

Fringe benefits have been included in your cost calculation. (20000,327)

Run a Budget to Actual report to verify that funds are available.

OK

**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.

End Date	Total Est Hours	Proposed Hourly Rate	Standard Hourly Rate	Fringe Rate %	Total Amount
12/31/2013	250.00	40.89	40.89	28.520	13,138

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

Budget Approval: Approved  
 DBT Effdt: 12/31/13  
 Grant Approval: N/A  
 HR Approval: Approved  
 SPED Approval: N/A  
 ESL Approval: N/A

OK Cancel **Apply**

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.**

Press Apply before clicking to view Chartfield Information

Funding Group	Posn FTE	Weighted FTE	Distrib %	Account	Program	Class	Fund	Proj/Grant
1	0.000	0.000	100.000					

Funding Group	Posn FTE	Weighted FTE	Distrib %	Account	Program	Class	Fund	Proj/Grant
1	0.000	0.000	100.000	512300	11111	13004	205	G1258

Total: 0.000 0.000 100.000

Budget Approval: Approved  
 DBT Effdt: 12/31/13  
 Grant Approval: N/A  
 HR Approval: Approved  
 SPED Approval: N/A  
 ESL Approval: N/A

**OK** Cancel Apply

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

ViewChange

Department: 0987 Imagination  
 Location: 110 Imagination K-8  
 Employee: \_\_\_\_\_

Notes:  Fiscal Year: 2014  
 General Fund Balance: 0.000  
 Title I Balance: 0.000  
 Title II Balance: 0.000

Personnel (1 of 1)

Effective Date	Seq	Action	Name	Emp #	Pos #	Position #	Assignment Title	Vacancy Status	Emp Status	Dept ID	Loc	Work Days	Posn FTE	Position Details
12/01/2013	1	Request New Position				09E01145	LT Teacher Music	Vacant		0987	110		0.000	Position Details

OK Cancel Apply

**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 summer position.

### Tips on selecting funding information for *Summer School* Limited Term positions

Department Type	Funding Source	Budget Type	Proj/Grt
Schools	General Fund	Consolidated	N/A
Schools	General Fund	Additional choices for High Schools	N/A
Schools	Foundation	Foundation	S0083 autopopulates
Schools	Other	A/R School	ACCTR
Schools	Other	A/R Other *	ACCTR
Schools	Other	Project/Grant	Grant number
Schools	Title I	Instruction, Fam Involv, Summer, Professional Development	autopopulates
Central Ed	General Fund	Departmental	N/A
Central Ed	Title I Central	Prof Development, Instruction	autopopulates
Central Ed	Other	Project/Grant	Grant number
Other Non-Schools	General Fund	Departmental	N/A
Other Non-Schools	Other	Project/Grant	Grant number
Other Non-Schools	Other	A/R Other *	ACCTR

\* Please use the Notepad on the SMT to provide billing information needed for A/R transactions.