Quick Reference Guide for Creating a New EHRA Staff Position Descriptions

Steps:

1. Login to NinerTalent, ensure you are logged in as an Initiator.
2. Ensure you are in the “Position Management” module (orange bar across the top).
3. Click the “Position Descriptions” tab and select “EHRA Non-Faculty”.
4. Click the orange “Create New Position Description” button on the top right hand side.
5. Enter the working title and verify Work Unit is correct. Then click “Start Position Request”.
6. For a new position, you have to enter the basic details and then route to the Budget office for a position number to be assigned.
7. Budget assigns the new position number and routes the action back to the Initiator.
8. The Initiator will now see all the position tabs and will enter all position information. Once the information is entered, the Initiator will route to an additional Initiator, or to the Approver for review.
9. The Approver will review, verify and make necessary edits to position and approves funding information. Once complete the position will be routed either back to the Initiator for edits or to Human Resources for review.
10. Human Resources reviews the position and sets a salary range. If additional Information is needed Human Resources will route back to the Initiator or Approver. Once the position is approved, Human Resources routes the position to Budget.
11. Budget activates the position in Banner and is the final approver in NinerTalent.

Helpful Hints:

- When the position is initially created, the only tab the Initiator will see is the Proposed Position tab. The information entered here will allow the Budget Office to assign a position number.
- The position details are entered AFTER the position number has been assigned.
- The final approver should always be the Divisional Approver.
- The budgeted salary for the position is not the same as the HR approved salary range. When a new position has been approved, please review the HR approved range.

Workflow:

- Initiator: Enters proposed position information
- Budget Approval: Assigns new position number
- Initiator: Enters position details
- Approver: Reviews position details
- Human Resources: Reviews, sets salary range, etc.
- Budget Approval: Activate position in Banner.