

## Fill a Vacant MaPs or AUPE Research Manager/Supervisor Position (Fixed Term)

### Purpose

Use this job aid to post for and hire for a vacant (or soon to be vacant) MaPS or AUPE position funded from a research project (Fixed Term).\*

**\*NOTE:** Although the majority of Fixed Term jobs are not positioned in PeopleSoft, position numbers are assigned to Fixed Term jobs when the role has direct reports.

If a position already exists for the job you are hiring, follow this job aid to ensure you hire into the existing position number rather than creating a new position. If you are hiring a net-new position or a non-positioned Fixed Term job, follow the [Recruit for a New MaPS or AUPE Research Employee \(Fixed Term\)](#) job aid.

\*This job aid should be used when NO changes to the existing position attributes (including Department, Job Code/classification, Full/Part-time, Reports to Manager) are required.

If you are filling a vacant position for which changes to the position attributes **ARE** required, follow the [Fill a Vacant MaPS or AUPE Research Manager/Supervisor Position \(Changes to Position Information Required\)](#) job aid.

The purpose of the Job Opening Request form is to collect the information required to post the job, and obtain the necessary approvals in preparation for selecting an appropriate candidate.

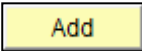

<b>Note:</b>	If you need help selecting the right appointment type, view the <a href="#">Research Staff – Employment Type Summary</a> , which provides detailed information about appointment types that are funded from research project accounts, including information on recruitment requirements, benefits, etc.
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### Prerequisites

Before you proceed with this transaction, ensure the following has occurred:

- Upfront conversations with project budget owners and, if applicable, Research Accounting, to verify the budget exists for the role. Also ensure you obtain the project account string.
- Any necessary updates to the job profile for this position have been made.
- If significant updates were made to the job profile, or if the profile has not been reviewed by HR in the last 12 months, it should be reviewed by HR to confirm the classification as required.


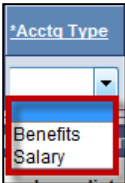
**Once the prerequisite steps are complete, you are ready to initiate a Job Opening Request Form following the steps below:**

	Step	Action
Access PeopleSoft	1.	<p>Begin, by logging into the <b>myUofC</b> portal:</p> <ul style="list-style-type: none"> <li>From the mega-menu, click the <b>My work</b> tab.</li> <li>Click the <b>Job opening request</b> link from under the <b>People management</b> heading.</li> </ul>
Initiate a Job Opening Request	2.	<ul style="list-style-type: none"> <li>For this example, we will be initiating a new transaction. Click the <b>Add</b> button.                              </li> <li>Click the <b>Request Type</b> dropdown list. The Request Type chosen drives which fields on the form open up for entry.                              </li> <li>In this example we are hiring for a vacant Fixed Term position with no changes required to the position attributes, so you will select <b>Positioned Job – No Change</b>.</li> </ul>
Enter Position Information	3.	<ul style="list-style-type: none"> <li>Enter the <b>Position Number</b> of the vacant role you are looking to fill.                             <p><b>NOTE!</b> You will only have access to position numbers within the Departments you have security access to and/or those within your reporting structure.</p> <p><b>NOTE!</b> If you do not know the <b>Position Number</b>, you can use the <b>Look Up</b> button and search for it using the fields provided (e.g. Business Unit (UCALT), Dept ID, and Reports to Position Number etc.).</p> </li> <li>Note that by entering the <b>Position Number</b>, all other fields in the <b>Position Information</b> section auto-populate.</li> </ul>

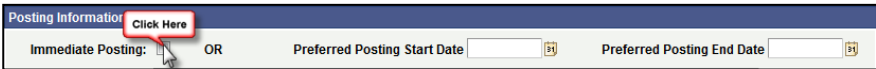
Step	Action
<p><b>Enter Job Information</b></p>	<p>4.</p> <ul style="list-style-type: none"> <li> <p><b>Employee Classification (Empl Class)</b> is required for all project-funded employee types. Click the <b>Look Up</b> button and select the appropriate <b>Empl Class</b>.</p> <div data-bbox="544 457 950 512" style="border: 1px solid black; padding: 2px;">                     Employee Classification <input type="text"/> <input type="button" value="🔍"/> </div> <p><b>NOTE!</b> For more detail regarding Empl Class options, see the <a href="#">Empl Class Quick Reference Sheet</a></p> </li> <li> <p>Enter the <b>Length of Term</b> which is a required field for all Fixed Term jobs. If known, enter the <b>Expected Job End Date</b>.</p> <div data-bbox="544 699 1300 816" style="border: 1px solid black; padding: 2px;">                     Length of Term (if <input type="text"/>) applicable) <input type="text"/>                      Expected Job End Date (if applicable) <input type="text"/> <input type="button" value="📅"/> </div> <p><b>NOTE!</b> The initial term for Fixed Term jobs cannot exceed five (5) years.</p> </li> <li> <p>Enter the <b>Project End Date</b>, which is a required field for all project-funded jobs.</p> <div data-bbox="544 972 1089 1018" style="border: 1px solid black; padding: 2px;">                     Project End Date (if applicable) <input type="text"/> <input type="button" value="📅"/> </div> <p><b>NOTE!</b> The <b>Expected Job End Date</b> of the job cannot surpass the end date of the project.</p> </li> <li> <p>Enter the <b>Maximum Offer Amount</b> is the maximum annualized budgeted salary amount for the role. Include this if the max salary you have budgeted for is below the top of the salary band for the job (indicated in the <b>Position Information</b> section).</p> <div data-bbox="553 1278 1224 1335" style="border: 1px solid black; padding: 2px;">                     Maximum Offer Amount (Annual) <input type="text"/> \$0.00                 </div> </li> <li> <p>Enter the employee ID number (UCID) of the <b>Employee Being Replaced</b> and indicate the <b>Replacement Reason</b> from the list of options provided.</p> <div data-bbox="570 1457 1060 1493" style="border: 1px solid black; padding: 2px;">                     Employee Being Replaced <input type="text"/> <input type="button" value="🔍"/> </div> <div data-bbox="565 1514 894 1545" style="border: 1px solid black; padding: 2px;">                     Replacement Reason <input type="text"/> <input type="button" value="🔍"/> </div> </li> <li> <p>If there is a <b>Strong Internal Candidate</b>, check this box and fill in the <b>Empl ID</b> of the candidate.</p> <div data-bbox="544 1663 1232 1711" style="border: 1px solid black; padding: 2px;">                     Strong Internal Candidate: <input type="checkbox"/> Empl ID <input type="text"/> <input type="button" value="🔍"/> </div> <p><b>NOTE!</b> Jobs with strong internal candidates will be posted for 7 days on the Internal Careers site only.</p> </li> </ul>

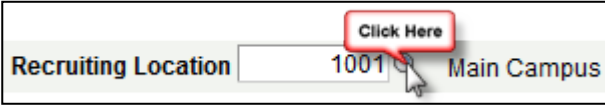
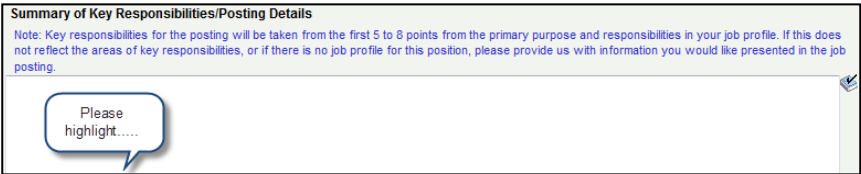
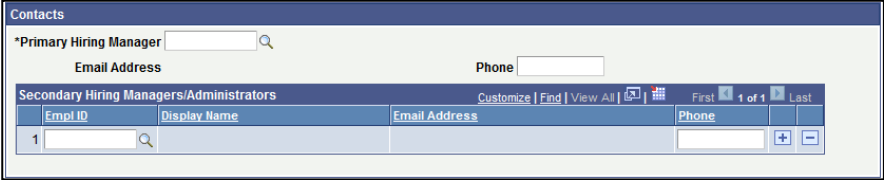
Step	Action																											
Enter Job Information	<ul style="list-style-type: none"> <li>Enter in the schedule for this job in the <b>Schedule</b> section. Enter the <b>Hours/Day</b> and the associated <b>Start Time</b> under the appropriate days. As you enter hours, the <b>Total Hours/Week</b> field auto-calculates.</li> </ul> <div data-bbox="542 457 1421 590" style="border: 1px solid black; padding: 5px;"> <p><b>Schedule</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th></th> </tr> </thead> <tbody> <tr> <td>Hours/ day:</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Total Hours/week</td> </tr> <tr> <td>Start Time (i.e. 4PM)</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p><b>NOTE!</b> The <b>Hours/day</b> and <b>Total Hours/week</b> should not exceed the standard hours for that job family.</p> <p><b>NOTE!</b> For Recurring Part-time jobs, the <b>Schedule</b> section is not required.</p>		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Hours/ day:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total Hours/week	Start Time (i.e. 4PM)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Enter Salary / Benefit Chartfield Information	<p>5.</p> <ul style="list-style-type: none"> <li>Under the <b>Salary/Benefits ChartField Information</b> section, enter the accounting string from which the position will be paid.</li> <li>Click the <b>Edit ChartFields</b> link.</li> </ul> <div data-bbox="542 947 873 1115" style="border: 1px solid black; padding: 5px;"> <p><b>Salary/Benefit Chartfield Inform</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Acctg Type</th> <th>Edit ChartFields</th> <th>Distrib %</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td><a href="#">Edit ChartFields</a></td> <td>100.000</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>Enter the following fields:             <ul style="list-style-type: none"> <li><b>Fund</b> - always required</li> <li><b>DeptID</b> - always required</li> <li><b>Acct</b> - always required and will be 54995 for salaried Fixed Term jobs (the exception is Recurring Part-time (hourly) jobs, for which the actual account number should be used).</li> <li><b>Program / Internal</b> - only if applicable</li> <li><b>Project and Activity ID</b> - always required for jobs funded out of a project</li> </ul> </li> </ul> <div data-bbox="542 1478 1421 1562" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Fund</th> <th>DeptID</th> <th>Acct</th> <th>Program</th> <th>Internal</th> <th>Project</th> <th>Activity ID</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p><b>NOTE!</b> Do NOT enter a <b>Combination Code (Combo Code)</b>. Enter the <b>ChartFields</b> and the system will populate the correct <b>Combo Code</b> based on your entries.</p> <ul style="list-style-type: none"> <li>Once the chartfield has been entered and verified, click the <b>OK</b> button.</li> </ul>	*Acctg Type	Edit ChartFields	Distrib %	Salary	<a href="#">Edit ChartFields</a>	100.000	Fund	DeptID	Acct	Program	Internal	Project	Activity ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
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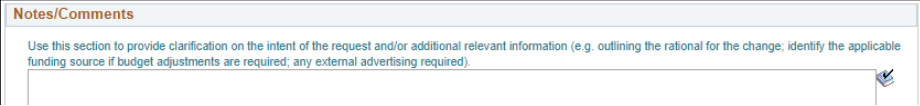
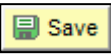
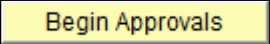

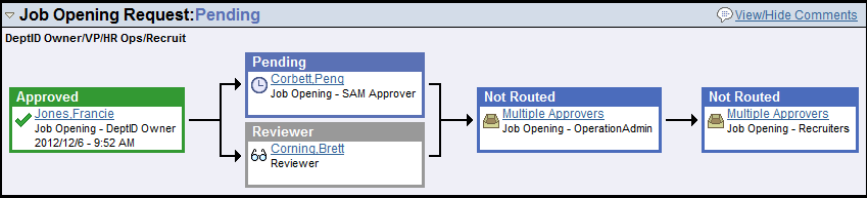
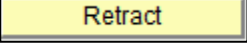
**Adding additional rows for split distribution**

Step	Action
6.	<ul style="list-style-type: none"> <li>Additional rows can be added by using the + sign for split distributions. You can split the salary by percentage across multiple <b>ChartFields</b> using the <b>Distrb%</b> field (the total must always add up to 100%) or between specific dates using the <b>From/To Date</b> fields when required.</li> </ul>  <ul style="list-style-type: none"> <li>In situations where benefits must be charged to a <b>different project</b> than the salary, use the Accounting Type (<b>Acctg Type</b>) dropdown menu to identify which account should be used for benefits and which should be used for salary.</li> </ul>  <p><b>NOTE!</b> Separate benefit accounting should only be entered when it is different from the salary. If no benefit line is entered, it is assumed benefits costs are to be charged to the salary account.</p>

**Enter Posting Information**

7.	<ul style="list-style-type: none"> <li>Click the <b>Immediate Posting</b> option when you want the job posted as soon as possible when received by HR. Alternatively, you can define start and end dates for posting. If not specified, HR will post the job immediately for the standard two weeks (unless a <b>Strong Internal Candidate</b> was identified, in which case it would be posted for one week).</li> </ul>  <ul style="list-style-type: none"> <li>Enter the title you would like displayed on the job posting into the <b>Job Posting Title</b> field.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <b>Job Posting Title</b> <input style="width: 90%; border: none;" type="text"/> </div> <ul style="list-style-type: none"> <li>The <b>Job Profile Identifier</b> field is used to enter the Job Profile number for the associated job profile. Enter the Job Profile number provided to you into the <b>Job Profile Identifier field</b>. If no Job Profile number exists, please copy and paste the job profile into the <b>Summary of Key Responsibilities / Posting Details</b> section below.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <b>Job Profile Identifier</b> <input style="width: 90%; border: none;" type="text"/> </div>
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Step	Action
<p><b>Enter Posting Information</b></p>	<ul style="list-style-type: none"> <li>The <b>Recruiting Location</b> field defaults based on the faculty/unit entered prior and indicates the physical location of the job. This can be changed, if required, by clicking the <b>Look Up</b> button.</li> </ul>  <ul style="list-style-type: none"> <li>If you would like specific information included in the job posting (e.g. a description of your department or research project), or you would like to highlight key information from the job profile that should be included, note it within the <b>Summary of Key Responsibilities/Posting Details</b> field.</li> </ul> 
<p><b>Enter Contacts, Notes / Comments</b></p>	<p>8.</p> <ul style="list-style-type: none"> <li>Under <b>Contacts</b>, enter those who should be associated with this job opening, meaning those individuals who require access to view the job opening and associated applicants in PeopleSoft.</li> </ul>  <ul style="list-style-type: none"> <li>The <b>Reports to Manager</b> should be entered as the <b>Primary Hiring Manager</b>. If you know the <b>Empl ID</b> of the <b>Reports to Manager</b>, simply enter this here. Otherwise, click the <b>Look Up</b> button and search by name.             <ul style="list-style-type: none"> <li>The email will auto-populate, but the phone number does not, so enter it in the <b>Phone Number</b> field.</li> <li>If required, <b>Secondary Hiring Manager(s)</b> can be specified as well. Additional rows can be added by using the + sign for multiple Secondary Hiring Managers.</li> </ul> </li> </ul> <p><b>NOTE!</b> Only those with the correct security role will display for selection or entry into this field.</p>

Step	Action
	<ul style="list-style-type: none"> <li>In the <b>Comments</b> field, add any additional notes or comments about the request – either for the approvers or those processing the request. As an example, you may explain the reason for the vacancy, enter special requests, or ask for external advertising (which should include the account string the expense will be charged to).</li> </ul> 
Click Save	<p>9.</p> <ul style="list-style-type: none"> <li>At any point, you can click the <b>Save</b> button to save the request and return later to complete and submit the form.</li> </ul> 
Click Begin Approvals	<p>10.</p> <ul style="list-style-type: none"> <li>Once you have completed all required fields and saving the form, click <b>Begin Approvals</b> to start the automated approval process.</li> </ul>  <ul style="list-style-type: none"> <li>Click the <b>Job Opening Approvals</b> link.</li> </ul>  <ul style="list-style-type: none"> <li>The <b>Job Opening Approval</b> workflow displays the status of the request as <b>Pending</b>. This page allows initiators to monitor the progress of their requests. The status remains <b>Pending</b> until all approvers have approved the request, at which point, the status changes to <b>Approved</b>.</li> <li>Required approvals are shown in blue in the approval workflow, and display as <b>Pending</b> or <b>Not Yet Routed</b> when the form is first submitted. Reviewers are shown in grey, and receive notification of the request, but are not required to approve the transaction.</li> </ul>  <p><b>NOTE!</b> If a correction to the information on the form is required after it has been submitted for approval, the Initiator can click <b>Retract</b> to stop the approval workflow and open up the form for editing.</p>  <p>Once the necessary changes are made, the Initiator should repeat steps 9 and 10 to start the approval process from the beginning.</p>
<b>End of Procedure.</b>	

## Results

Completion of this transaction results in the following:

- Job Opening Request is saved and submitted for approval
- Generation of a Job Opening **Request ID** (which can be used for tracking purposes)

## Next Steps

Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the UCalgary Careers website, and the recruitment process begins
- The initiator and Reports to Manager will be notified by HR once the job posting is created
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time, but they will be prompted to review the applicants once the posting closes. For information on how to view applicants in PeopleSoft, please refer to the [Managing Applicants in PeopleSoft](#) quick reference guide.