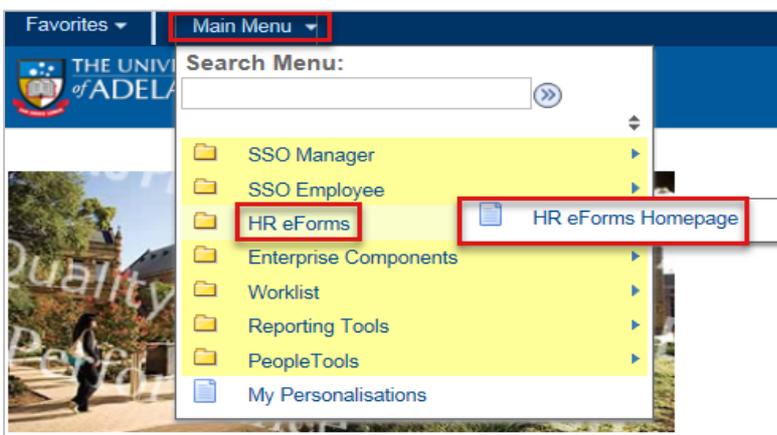# Create and Amend Positions Numbers

## Introduction

A mandatory part of any recruitment work is to ensure a position has a position number and that the position details are accurate. If you need to create a new position number, or to amend the details of an existing position, use the Position Creation and Amendment Form. This is an online form, accessed through HCM .You'll use the form to enter the details of a position you want created or amended, then submit it to HR to be actioned
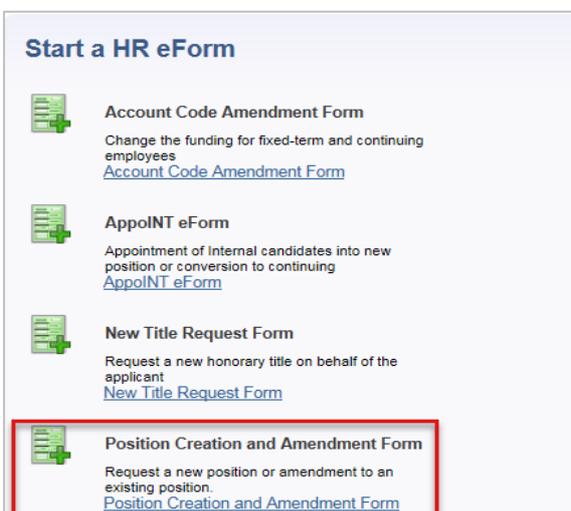
## Procedure

### Login and access the form

1.  In an Internet browser, open the **HCM worklist**: https://hcm.adelaide.edu.au/

2.  **Sign in** using your usual University employee ID and password.

3.  Select **Main Menu >HR eForms>HR eForms Homepage**



4.  Select **Create an HR eForm**, then click the **Position Creation and Amendment Form** link.
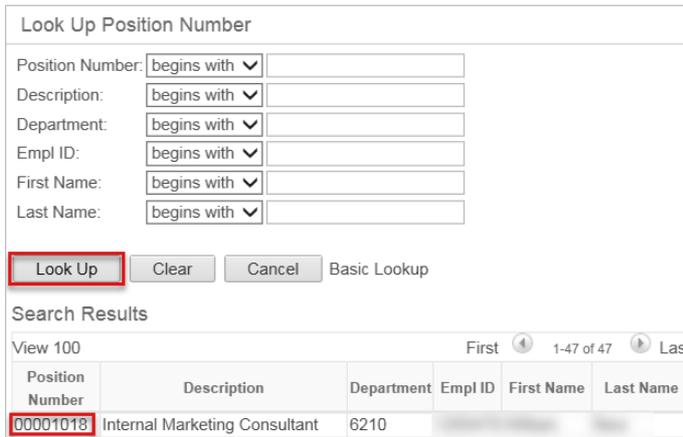
## Amending/Updating an Existing Position.

1.  Locate the position number:

    ➢ **If you know the position number**: Enter the **Position number** and click the **Lookup icon (magnifying glass)**. This will allow you to view the details of that position.

    Position Number    [00001018  🔍]

    ➢ **If you don't know the position number**: Leave the Position Number field blank and click the **magnifying glass.** This will open additional search fields**.** Click the **Look Up button.** All positions pertaining to your area will be displayed below. From the list of positions, click the **Position Number link** for the position you want to amend.

    Look Up Position Number

    | | | |
    |---|---|---|
    | Position Number: | begins with ▼ | |
    | Description: | begins with ▼ | |
    | Department: | begins with ▼ | |
    | Empl ID: | begins with ▼ | |
    | First Name: | begins with ▼ | |
    | Last Name: | begins with ▼ | |

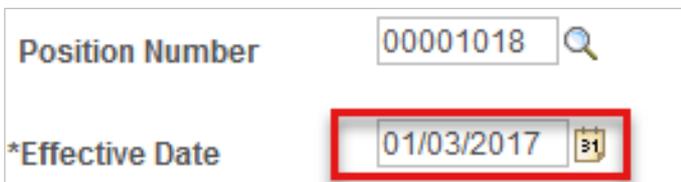    [Look Up]  [Clear]  [Cancel]  Basic Lookup

    Search Results

    View 100                                First ◀ 1-47 of 47 ▶ Last

    | Position Number | Description | Department | Empl ID | First Name | Last Name |
    |---|---|---|---|---|---|
    | 00001018 | Internal Marketing Consultant | 6210 | | | |

2.  Now type in the **Effective Start Date** using the format dd/mm/yyyy.

    Position Number        00001018  🔍

    *Effective Date        [01/03/2017  📅]

3.  The data fields will auto-populate based on the Position Number. These are editable fields that can be amended to reflect the new position changes. Click the **Lookup icon** or the **drop down arrow** to see the available options.
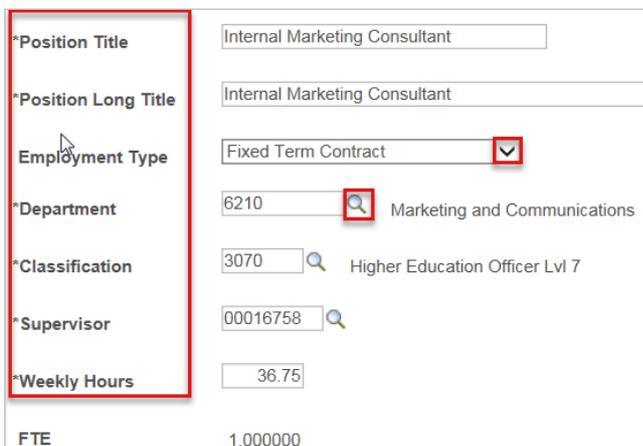
    | | |
    |---|---|
    | *Position Title | Internal Marketing Consultant |
    | *Position Long Title | Internal Marketing Consultant |
    | Employment Type | Fixed Term Contract ▼ |
    | *Department | 6210 🔍 Marketing and Communications |
    | *Classification | 3070 🔍 Higher Education Officer Lvl 7 |
    | *Supervisor | 00016758 🔍 |
    | *Weekly Hours | 36.75 |
    | FTE | 1.000000 |

    Note: The Weekly hours determine the FTE.

4. After making necessary changes to the position details and reviewing these carefully, click **Send Request Email** at the bottom of the form. This will generate an email notifying Human Resources of your request for position amendments.

## Creating a New Position Number

1. Leave the **Position Number** field blank.

2. **Type in or** use the calendar to **select** the **Effective Start Date** that indicates when the new changes will apply to the role. If typing, use the format dd/mm/yyyy.



3. Type the **Position Title** and **Position Long Title** in the following text fields.



4. The following **Position data fields** are editable; **click the Lookup icons** or **dropdown arrows** to view the available options.



5. After making necessary changes to the position details and reviewing these carefully, click **Send Request Email** at the bottom of the form. This will generate an email notifying Human Resources of your request for position creation.

## What's next?

Human Resources will send a notification to the respective Hiring Coordinator once the position is amended or created

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 3111 or hrservicecentre@adelaide.edu.au