Position Management Decision Matrix

1. **Is this a newly created role?**
   - No: Proceed to PageUp or Appoint with existing position number
   - Yes: Complete Position Creation and Amendment Form. If Professional also provide PD

2. **Does the existing position need to be permanently updated?**
   - No: Complete Position Creation and Amendment Form. If Professional also provide PD
   - Yes: Proceed to PageUp or Appoint with existing position and override applicable fields²

3. **Is this a temporary replacement position?**
   - No: Proceed to PageUp or Appoint with existing position number
   - Yes: Override position details in ‘Job Data’ at Compliance stage to accommodate specifics for replacement

4. **Temporary Replacement position – this only applies where a vacancy exists due to: Secondment, Maternity Leave, Leave Without Pay and Job Share**

5. **Override applicable fields – this is only available to positions that are being temporarily replaced and the fields that you can override are:**
   - Weekly Hours
   - Function Code
   - Payroll State
   - Salary Step (not classification)
   - Super

[Diagram of flowchart showing decision-making process]