## Position Management Decision Matrix Does the existing No No No Is this a newly created Proceed to Page Up or AppoINT position need to be Is this a temporary with existing position number replacement position<sup>1</sup>? Hiring Coordinator Yes Yes Yes Proceed to PageUp or AppoINT Request to amend an existing Request to create a new with existing position and position override applicable fields<sup>2</sup> Proceed to Page Up or AppoINT with approved new (or amended) position number

<sup>2</sup>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
- Classification (Professional only)
- Salary Step
- Super

<sup>&</sup>lt;sup>1</sup>Temporary Replacement position – this only applies where a vacancy exists due to: Secondment, Maternity Leave, Leave Without Pay and Job Share