

Create and Amend Position Numbers

Introduction

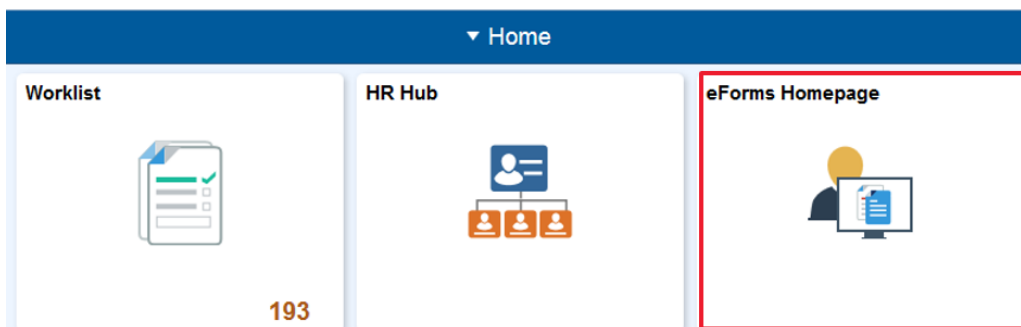
A mandatory part of any recruitment work is to ensure a position has a position number and that the position details are accurate. If you need to create a new position number, or to amend the details of an existing position, use the Position Creation and Amendment eForm. This is an online form, accessed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

For more information visit <https://www.adelaide.edu.au/hr/recruitment/pos-mgmt/>

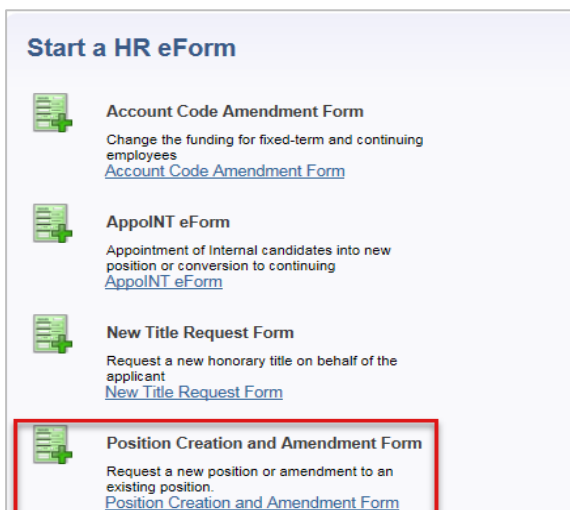
Procedure

Login and access the form

1. In an Internet browser <https://hcm.adelaide.edu.au/>
2. **Sign in** using your usual University employee ID and password.
3. Select **HR eForms Homepage**




4. Select Create an HR eForm, then click the Position Creation and Amendment Form link.



Creating a New Position Number

1. **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.


*Position Effective From 


2. Type the **Position Title** and **Position Long Title** in the following text fields. The Position Long Title will reflect on the employment contract.


*Position Title


*Position Long Title

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

*Classification  Higher Education Officer Lvl 5

*Employment Type 

*Department  Adelaide Graduate Centre

*Supervisor  Project Officer


*Weekly Hours

4. Click **Submit** at the bottom of the form. The form will workflow to the relevant approvers.

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.

*Do you require a new position? Yes No

Which position would you like to amend? 

- **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:

Description:

Department:

Empl ID:

First Name:

Last Name:


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			

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

*Change Effective From 

- 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	<input type="text" value="Internal Marketing Consultant"/>
*Position Long Title	<input type="text" value="Internal Marketing Consultant"/>
Employment Type	<input type="text" value="Fixed Term Contract"/> 
*Department	<input type="text" value="6210"/>  Marketing and Communications
*Classification	<input type="text" value="3070"/>  Higher Education Officer Lvl 7
*Supervisor	<input type="text" value="00016758"/> 
*Weekly Hours	<input type="text" value="36.75"/>
FTE	1.000000

Note: The Weekly hours determine the FTE.

- After making necessary changes to the position details and reviewing these carefully, click **Submit** at the bottom of the form.

What's next?

Hiring Coordinator will receive a notification once the position is processed in system.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au