

## Request New Limited Term Position

The process for hiring hourly wage Limited Term employees begins by creating a Limited Term position on the Limited Term Staffing Summary page of the SMT, providing funding information, then entering a Fill row. If the employee will be a new hire or a rehire (has a break in service of one day or more), submit a Recommendation to Fill form to the HR Department.

For stipend-funded Limited Term positions, please complete the new Recommendation to Fill form and submit it to the HR Department.

Step 1: Click on Request New Limited Term Position at the bottom of the Limited Term Staffing Summary page.

Step 2: Review the message and Click OK.

NOTE: Clicking Cancel at any point in this process will still create a new

Step 3: Enter the ACTUAL start date of the new position (the Effective Date).

NOTE: Limited Term positions do not use FTE or set Work Days, so neither is entered on the View/Change page.

Step 4: Scroll to the right and click on the Position Details link.

NOTE: Until the New Position Request is approved, the Position



NOTE: For most positions, a standard Hourly Rate will populate automatically. You may propose a different rate, but this will require review and approval by HR. The district Fringe Rate will be populated.

Step 12: Enter a Proposed Hourly Rate, if different than the Standard Hourly Rate.

Step 13: Press Apply to Save the information.

Step 14. Open the Chartfield information grid to view and confirm the chartfields. You may change a value, Apply to save, then OK to return to the View/Change page.

NOTE: See table below for guidance on selecting funding.

Step 15: Click OK.

Step 16: Click OK to return to the Limited Term Staffing Summary page.

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| <p>NOTE: Since Limited Term positions do not use FTE, this field will always display as a blank.</p> <p>NOTE: Additional rows should be added as needed in the View/Change page to End employment, Modify the position (change the hours, funding), etc. These actions should be entered in the same manner as for regular FTE positions.</p> <p>To move an employee from a Limited Term position to a regular position (or vice versa) on the same SMT, use the Transfer Within action. Then Fill the vacant position with that employee.</p> |  |
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| The action is complete! | You have now requested a new limited term position. |
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#### Tips on selecting funding information for Limited Term positions

|                 |              |              |  |
|-----------------|--------------|--------------|--|
| Department Type |              |              |  |
| Schools         | General Fund | Consolidated |  |