

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 position. If you do not want to create



OK. The position will no longer show on the LT Staffing Summary page.

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

NOTE: *If the position begins on 6/16/15 or later, enter the position in the 2016 SMT only, using a start date as early as 6/16/15.*

If the position begins prior to 6/16/15 and will go beyond 6/15/15, you will need to Request a Limited Term Summer position in both the 2015 SMT and the 2016 SMT.

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

Position. Then select the **Position Type** from the drop-down list, selecting from the **Summer** types. If appropriate, enter Grades and Subjects. Enter Percent of Time if multiple subjects or position types are selected. As always, you may customize the title if the System Generated Title is .36 164e

Step 8: **Select the Funding Source**
for the position.

NOTE:

