



HUMAN RESOURCES POSITION WEBFORM UPDATE

The HR New Position webform and HR Position Change webform have merged into one form, and will be named HR Position Webform.

WHAT YOU NEED TO KNOW:

1. The HR Position webform is used for the following transactions/changes:

- a. Create a new position
- b. Career ladder
- c. Department
- d. Full Time Employee (FTE)
- e. Funding
- f. Location
- g. Schedule
- h. Title

2. Who will use the HR Position webform?

Employees with HR Webforms access for their department may use the HR Position webform to submit requests to create a new position or submit changes to the position data for positions within their department. Position data is hardcoded onto JEDs, if a change to a position needs to occur it needs to be done via the HR Position webform.

3. What is different/new?

The drop down menu will control the fields within the form, streamlining the required fields that are specific to the action. Certain actions (such as a department change) also will allow the update to some of the fields in an incumbent's job record as well. For example, if a position moves departments, you can also update the employee's work phone number and room number within the same form as the department change. (Note this does not replace the need to do JEDs to update incumbent's pay information if a position action coincides with a change in pay.)

BEFORE YOU BEGIN, PLEASE READ BELOW:

Before you begin to use the HR Position webform, make sure you are using the correct effective date or reason. If these fields are filled out incorrectly you will need to start a new form. Please do not reuse a form that is in the drafts folder; you must cancel and start a new form from blanks.

Faculty promotions are updated by HR based on information provided by the Provost's office. You do not need to submit a position form for the approved Faculty Promotions.

Reclassifications are handled via the same process as before; if you are not sure if the change you want to make would be considered a reclassification, please reach out to hr-class@udel.edu before submitting a form. (The HR Position webform is not used for reclassifications at this time.)



Remember that the Compensation Guidelines are available on the [HR Compensation webpage](#)

Utilize the HR Webview for Position Data to see Position history, current incumbent information and job description. https://udapps.nss.udel.edu/psview/position_browse.jsp

The most current position description must be used for title changes and career ladder changes. If the user is unsure about the current version, contact hr-class@udel.edu.

HR POSITION WEBFORM CHANGE DESCRIPTIONS

Below are descriptions of the drop down menu on the HR Position Webform, to assist you with which action reason best describes the change you are making.

Menu Option	Description
New Position	Use this to create a new position.
Career Ladder Change	Position is progressing to a higher level within the career ladder.
Department Change	Position is moving to another Department.
FTE Change	FTE is changing; approved temporary FTE reductions for a period of up to 12 months. Include appropriate approvals in the attachments.
Funding Change	Position funding is changing.
Location Change	Moving from one physical location to another. (If the department needs to change, please use Department Change.)
Schedule Change	Schedule is changing. (If a schedule change results in a change to FTE, use FTE change.)
Title Change	Title is changing. (Most commonly used for named faculty titles.)

For questions or additional information, please contact the HR Records Operations Team (hrsystemsadmin@udel.edu)