Submit a Job Opening Request for an AUPE (Support Staff) or MaPS Job – Project Funded

Purpose:
The purpose of this document is to guide users through the process of submitting a Job Opening Request (JOR) for a salaried or recurring part-time Support Staff (AUPE) or MaPS job that is project funded.
The Job Opening Request form is used to validate funding/budget, obtain the required approvals to hire, collect all information required to post a job, and where necessary, create/update position information.

Audience:
University of Calgary employees and managers recruiting for an AUPE or MaPS job that is project funded

Prerequisites:
Before you proceed with this transaction, ensure the following has occurred:

- Upfront conversations with managers/budget owners to identify the source of funds, budget amount and confirm budget exists for the role. You will need this information to complete the JOR.
- A job profile, which includes the responsibilities and qualifications for the role, has been created or updated, as needed.

Related Documents
For related Job Opening Request (JOR) learning resources visit: Job Opening Request Enhancement Project

QuickLinks
Step 1: Navigation and Create Job Opening Request
Step 2: Questions and Introduction
Step 1: Navigation and Create Job Opening Request

1. Log into the myUCalgary portal.

2. To navigate to the Job Opening Request Form, go to: My work → People management → Job opening request.

3. Click the Create Job Opening Request button.

**NOTE:** To optimize the page for smaller screens, you can minimize the left HR Transactions menu and use the Zoom option in your browser settings to avoid having to scroll left to right.

Step 2: Questions and Introduction

The Questions section captures the initial information required to complete the JOR. Additional pages/sections required will be assembled based on the answers provided. Review the Instructions page for key information related to the type of request you are submitting.

Click the image below to navigate to the section of this job aid that matches the job you are hiring.
Click the image above for the steps to submit a **New position**

Click the image above for the steps to submit a request for an **existing role** – Job Profile Evaluation required

Click the image above for the steps to submit a request for an **existing role** – Job Profile Evaluation is **not** required

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**AUPE (Support Staff) or MaPS - New Position**

**QuickLinks**

- Step 2: Questions and Introduction
- Step 3: Job Profile Evaluation Request
- Step 4: Workflow
- Step 5: Job Profile Evaluation Approval
- Step 6: Completing your Job Opening Request
- Step 7: Job and Position Data
- Step 8: Budget
- Step 9: Job Posting
- Step 10: Summary and Submit
- Step 11: Workflow

**Next Steps**

**Step 2: Questions and Introduction**
Questions

Provide your responses to the questions using the Instructions links for more information if you are unsure how to respond.

Introduction

2. The Introduction page provides additional information and links to related resources. Review and click Next.

NOTE: You can navigate through the submission process by using the menu at the left of the screen or using the Previous and Next buttons located at the top right of the screen.
Step 3: Job Profile Evaluation Request

Requested Job Profile Information

1. Enter the five-digit Department ID or use the Look up function to search. This is the ‘home’ department under which the job resides.

   The Faculty/Unit information auto-populates based on the Department selected.

   ![Department ID](image)

   ![Faculty/Unit ID](image)

2. The Position/Job Title field is the title of the position record and is limited to 30 characters in length. This title is often an abbreviated version of the Posting Title identified later in the form, which is the title that will be displayed on the job posting.

   ![Position/Job Title](image)

3. In the Reports to Manager Position Number field, enter the position number of the Reports to Manager or use the Look up function to search.

   ![Reports to Manager Position Number](image)

   The manager’s name and Employee ID will auto-populate based on the position selected.

Job Profile Evaluation Data

3. In most cases for new jobs an existing Job Profile Database Number (JPD) does not exist, so you can leave the field as No. If one does exist, select Yes and enter the JPD number.

   ![Job Profile Database Number](image)

   **Warning:** The JPD Number is required to evaluate and create the posting for the job. If not provided, it could cause delays.

4. If known, identify the requested Classification and associated Career Band/Level (if MaPS) or Job Family/Phase (if AUPE)

   ![Job Profile Database Number](image)
Comment

5. Add any relevant comments or information the HR Compensation team may need to consider.

Upload Required Documents
Add Document

6. Click Add Attachment to upload the job profile and any other related documents. Select My Device and navigate to the document you would like to upload, then select Upload and Done once the upload is complete.

NOTE: If the request is for a new position using an existing job profile that has no changes, if the Job Profile Database Number is provided above, you are not required to upload a copy of the job profile.

6. Select Done once the upload is complete

7. Enter a Description for the attachment, or leave it blank and the document name will be loaded as the description
Step 4: Job Profile Evaluation Workflow and Approval

The Workflow section shows the Job Profile Evaluation has been submitted to HR Compensation for review and approval.

Once approved, you will receive an email with directions on how to return and continue the request.

Step 5: Completing your Job Opening Request

Once you have received notification that the Job Profile Evaluation is complete, you can complete and submit your JOR.

1. Navigate to the Job Opening Request page (see Step 1)
2. Use the Search Criteria section and search by Request ID (identified in the notification email) or by Status to continue the JOR. Use Proceed with Request in the Status field and click Search.
3. Locate the JOR you wish to continue with and click the arrow on the far right of the row to view the request.

**NOTE:** The JOR will re-open on the last visited page of the form. Navigate to the **Job and Position Data** page to continue the submission.
**Step 6: Job and Position Data**

**New Information**

**NOTE:** The approved Job Profile Evaluation information including the job code and associated classification will load into the form as part of the HR Compensation approval process.

1. **Review the pre-populated information**

2. **Select Full/Part Time** from the drop-down menu

3. The **Standard Work Hours** field defaults based on the standard hours for the job code indicated. Adjust the standard hours per week as necessary for part-time positions

   **NOTE:** For Recurring Part-time roles, update the **Standard Work Hours** to the estimated average weekly hours.

4. **Select the Employee Classification** from the drop-down menu.

   **NOTE:** The Employee Classification Help links to the **Empl Class Quick Reference Sheet** for more details on Empl Class options.

   **NOTE:** The Employee Classification Help links to the **Empl Class Quick Reference Sheet** for more details on Empl Class options.
**Job Related Information**

5. Enter the **Approximate Length of Term (in months)**

6. Enter the **Anticipated Start Date** which is an estimation of the start date for the job (allowing time for recruitment, processing, etc.). View the **Anticipated Start Date Help** for more details.

**NOTE:** This information will be used to estimate the start and end date of the job.

7. Enter the **Maximum Offer Amount (annualized)**, the annual budgeted amount for the role. The final salary offered cannot exceed this amount. Review the **Max Offer Amount Help** for additional information.

**NOTE:** When Recurring Part-time is selected as the Empl Class, provide the **Maximum Offer Amount (hourly)** and the annual amount will be calculated based on the hours entered.

8. If there is a **Strong Internal Candidate**, selected Yes and enter their Employee ID or use the **Look up**.

9. Identify if this position is replacing an existing employee. If Yes, enter the Employee ID or use the **Look up** and select a **Replacement Reason** using the **Look up** feature. Add any additional context in the comments box provided.

10. Scroll to the top of the form and click **Save**

11. Click **Next**
Step 7: Budget

The Requested Job/Position Data at the top pulls information entered on the previous page for reference.

Salary and Benefit Chartfield Information

NOTE: Click the Instructions button to learn more about completing the Salary and ChartField Information section including helpful tips on which fields can be left blank and what to enter in the Account field (always 54995).

1. Click Edit ChartFields to enter the accounting string from which the position will be paid.

2. Click Done

Additional rows can be added by using the + button for split distributions. You can split the salary by percentage across multiple ChartFields using the Distrb% field (the total must always add up to 100%) or between specific dates using the Start/End Date fields when required.
**Estimated Project Commitment**

**NOTE:** Click the Instructions button to learn more about how the Estimated Project Commitment section works. Click the – Disclaimer – link for information on how the benefits cost is estimated.

3. Click Calculate Estimated Commitment button

4. In situations where a Project Commitment Exceptions has been identified, you will be prompted to provide a comment. Click OK

5. Review the Estimated Project Commitment information.

   You will see:
   - Estimated job **Start Date / End Date**
   - **Project Number** and **Project End Date**
   - **Salary** and the estimated **Benefits** cost as well as the **Total Cost**
   - **Project Balance** which comes from eFIN. A negative project balance will show a credit or funds available for spending in **green**. A positive project balance will show an overage to the project and will appear in **red**. In this example, the project is overspent.
6. If no exceptions were identified, you can skip to Step 9.

7. If exceptions were identified, review the Exception / Help section and click Details for more information and guidance on how to address the issues.

**NOTE:** You may choose to make one or more of the following changes:

- Update job details on the Job and Position Data page (e.g. Max Offer Amount, Length of Term, Anticipated Start Date)
- Update or add projects in the ChartFields section by clicking the Modify Accounting button.

In both cases, after making the edits, return and click the Calculate Estimated Commitment button again.

8. Add an Exception Comment by clicking the Comment Icon

9. Enter your comment and click Done
**Budget Comments**

10. Enter any additional comments in the *Budget Comments* section

11. Scroll to the top of the page and click **Save**

12. Click **Next**

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**Step 8: Job Posting**

**Posting Information**

1. Enter the *Job Posting Title*. This is the title that will appear on the job posting.

2. The *Job Profile Database (JPD) Number* will populate here from the Job Profile Evaluation step.

3. The *Recruiting Location* field defaults based on the Faculty/Unit and indicates the physical location of the job. This can be changed, if required, by clicking the **Look up** button.

4. Select the *Posting Location*

5. Click the **Immediate Posting** option when you want the job posted as soon as possible. Alternatively, you can use the toggle to identify a specific posting date.

6. Enter the *Posting Length*. If left blank, the position will be posted for 14 days (unless a *Strong Internal Candidate* was identified, in which case it would be posted for one week).
Posting Details

6. Add any specific information you would like highlighted in the job posting to the text box

**NOTE:** The job profile should not be pasted here as Human Resources will use the profile saved in the Job Profile Database identified above to create the job posting.

Contacts

**Under Contacts, enter those who should be associated with this job opening, meaning those individuals who require access to view the job opening and associated applicants in PeopleSoft.**

7. The **Primary Hiring Manager** will auto populate based on the Reports to Manager entered on the Job and Position Data page.
Secondary Hiring Managers/Administrators

8. If required, Secondary Hiring Managers/Administrators can be specified as well. Additional rows can be added by using the + sign for multiple people. Enter the Empl ID if known, or use the Look up to search by name.

As indicated on the page, only those with the correct security role will display for selection or entry into this field. If you have issues adding someone, please contact UService.

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
</table>

Notes/Comments

9. In the Notes/Comments field, add any relevant notes or comments for those processing the request.

10. Click Save

11. Click Next

Step 9: Summary and Submit

1. This page provides a summary of the request for your review. You can expand and collapse sections as needed to review and validate the information before submitting for approval.

**NOTE:** Use the Previous and Next buttons or the section listing on the left of the screen to go back and make revisions if required.
2. Click **Submit for Approval** to start the approval process.

**Step 10: Workflow**

You will be taken to the Workflow page which displays the approvals required.

**NOTE:** *When a Job Profile Evaluation is part of the JOR Submission, a comment will be added noting the HR Compensation approval process.*

**Next Steps**

Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the UCalgary Careers website and the recruitment process begins.
- The Contacts identified will be notified by Human Resources once the job posting is created.
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time. For information on how to view applicants in PeopleSoft, please refer to the *Managing Applicants in PeopleSoft* quick reference guide.

**END OF REFERENCE GUIDE FOR AUPE (SUPPORT STAFF) OR MaPS**

**NEW POSITION**
Request a Job Posting for an AUPE (Support Staff) or MaPS position – Project Funded – Existing Position – Job Evaluation Required

QuickLinks

Step 2: Questions and Introduction
Step 3: Job Profile Evaluation Request
Step 4: Job Profile Evaluation Workflow and Approval
Step 5: Completing your Job Opening Request
Step 6: Job and Position Data
Step 7: Budget
Step 8: Job Posting
Step 9: Summary and Submit
Step 10: Workflow

Next Steps

Step 2: Questions and Introduction

Questions
Provide your responses to the questions using the Instructions links provided for more information if you are unsure how to respond.

1. Click Save on the upper right of the page
Introduction

2. Review the introduction information and click Next

NOTE: You can navigate through the submission process by using the menu at the left of the screen or using the Previous and Next buttons located at the top right of the screen.
### Step 3: Job Profile Evaluation Request

**Employee Lookup**

1. On the Questions page you indicated you had recruited for this position before. Use the Employee Lookup button to find the current or previous employee and their job details will populate into the form.

2. Use at least one of the search criteria provided (Name, Empl ID, Department, Title, Reports to) and from the search results select the row that matches the job details for the job you are looking to fill.

   **NOTE:** Only salaried and Recurring Part-time project-funded jobs will display (not casual or student hourly jobs)

1. Review the Requested Job Profile Information that populates. At this stage updates can be made to the Department, Position/Job Title and Reports to Manager Position Number.
Job Profile Evaluation Data

3. Enter the **Job Profile Database (JPD) Number** or reference the help text for assistance.

4. Indicate whether the budget has been confirmed for the position in the **Budget Confirmed** field.

5. Indicate whether or not a change is being requested to the current classification. If **Yes**, identify the requested **Classification** (AUPE or MaPS) and associated Career Band/Level (if MaPS) or Job Family/Phase (if AUPE).

6. Add any comments for the Job Evaluation that the HR Compensation team may need to consider.

#### Upload Required Documents

**Add Document**

7. Click **Add Attachment** to upload the job profile and any other related documents. Select **My Device** and navigate to the document you would like to upload, then select **Upload** and **Done** once the upload is complete.

**NOTE:** If the request is for a new position using an existing job profile that has no changes, if the Job Profile Database Number is provided above, you are not required to upload a copy of the job profile.
Enter a **Description** for the attachment, or leave it blank and the document name will be loaded as the description.

<table>
<thead>
<tr>
<th>Add Document</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Name</strong>: sample_document.txt</td>
</tr>
<tr>
<td><strong>Attached By</strong>:</td>
</tr>
</tbody>
</table>

7. Scroll to the top of the page and select **Submit for Approval**

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**Step 4: Job Profile Evaluation Workflow and Approval**

The **Workflow** section shows the Job Profile Evaluation has been submitted to HR Compensation for review and approval.

Once approved, you will receive an email with directions on how to return and continue the request.
Step 5: Completing your Job Opening Request

Once you have received notification that the Job Profile Evaluation is complete, you can complete and submit your JOR.

1. Navigate to the Job Opening Request page (see Step 1)

2. Use the Search Criteria section and search by Request ID (identified in the notification email) or by Status to continue the JOR. Use Proceed with Request in the Status field and click Search.

3. Locate the JOR you wish to continue with and click the arrow on the far right of the row to view the request.

NOTE: The JOR will re-open on the last visited page of the form. Navigate to the Job and Position Data page to continue the submission.
**Step 7 : Job and Position Data**

**NOTE:** The approved Job Profile Evaluation information including the job code and associated classification will load into the form as part of the HR Compensation approval process.

**Current and New Information**

1. Review the job details. If changes are required, you can make them in the **New Information** column on the right.

2. Select **Full/Part Time** from the drop-down menu

3. The **Standard Work Hours** field defaults based on the standard hours for the job code indicated. Adjust the standard hours per week as necessary for part-time positions

**NOTE:** For Recurring Part-time roles, update the **Standard Work Hours** to the estimated average weekly hours.

4. Select the **Employee Classification** from the drop-down menu.

**NOTE:** The Employee Classification Help links to the [Empl Class Quick Reference Sheet](#) for more details on Empl Class options.
**Job Related Information**

3. Enter the **Approximate Length of Term (in months)**

4. Enter the **Anticipated Start Date** which is an estimation of the start date for the job (allowing time for recruitment, processing, etc.). View the *Anticipated Start Date Help* for more details.

![Job Related Information](image)

**NOTE:** This information will be used to identify the start and end dates of the position

5. Enter the **Maximum Offer Amount (annualized)**, the annual budgeted amount for the role. The final salary offered cannot exceed this amount. Review the *Max Offer Amount Help* for additional information.

**NOTE:** When Recurring Part-time is selected as the Empl Class, provide the **Maximum Offer Amount (hourly)** and the annual amount will be calculated based on the hours entered.

![Maximum Offer Amount](image)

6. If there is a **Strong Internal Candidate**, selected **Yes** and enter their Employee ID or use the **Look up**.

7. Identify if this position is replacing an existing employee. If **Yes**, enter the Employee ID or use the **Look up** and select a **Replacement Reason** using the **Look up** feature. Add any additional context in the comments box provided.

![Strong Internal Candidate](image)

8. Scroll to the top of the form and click **Save**

9. Click **Next**
Step 7: Budget

Requested Job/Position Data

The Requested Job/Position Data at the top pulls information entered on the previous page for reference.

Salary and Benefit Chartfield Information

**NOTE:** Click the Instructions button to learn more about completing the Salary and ChartField Information section including helpful tips on which fields can be left blank and what to enter in the **Account** field (always 54995).

1. Click **Edit ChartFields** to enter the accounting string from which the position will be paid.

2. Click **Done**

Additional rows can be added by using the + button for split distributions. You can split the salary by percentage across multiple ChartFields using the **Distrb%** field (the total must always add up to 100%) or between specific dates using the Start/End Date fields when required.
Estimated Project Commitment

**NOTE:** Click the Instructions button to learn more about how the Estimated Project Commitment section works. Click the – Disclaimer – link for information on how the benefits cost is estimated.

3. Click Calculate Estimated Commitment

4. In situations where a Project Commitment Exceptions has been identified, you will be prompted to provide a comment. Click OK

5. Review the Estimated Project Commitment information.

   You will see:
   - Estimated job Start Date / End Date
   - Project Number and Project End Date
   - Salary and the estimated Benefits cost as well as the Total Cost
   - Project Balance which comes from eFIN. A negative project balance will show a credit or funds available for spending in green. A positive project balance will show an overage to the project and will appear in red. In this example, the project is overspent.
6. If no exceptions were identified, you can skip to Step 9.

7. Review the Exception / Help section by clicking Details. This will bring up a list of error messages for the project commitment estimate. The Details section will also provide guidance in how to address the issues.

**NOTE:** You may choose to make one or more of the following changes:

- Update job details on the Job and Position Data page (e.g. Max Offer Amount, Length of Term, Anticipated Start Date)
- Update or add projects in the ChartFields section by clicking the Modify Accounting button.

In both cases, after making the edits, return and click the Calculate Estimated Commitment button again.

8. Add an Exception Comment by clicking the Comment icon.

9. Enter your comment and click Done
**Budget Comments**

10. Enter any additional comments in the **Budget Comments** section

11. Scroll to the top of the page and click **Save**

12. Click **Next**

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**Step 9: Job Posting**

**Posting Information**

1. Enter the **Job Posting Title**. This is the title that will appear on the job posting.

2. The **Job Profile Database (JPD) Number** will populate here from the Job Profile Evaluation step.

3. The **Recruiting Location** field defaults based on the Faculty/Unit and indicates the physical location of the job. This can be changed, if required, by clicking the **Look up** button.

4. Select the **Posting Location**

4. Click the **Immediate Posting** option when you want the job posted as soon as possible. Alternatively, you can use the toggle to identify a specific posting date.

4. Enter the **Posting Length**. If left blank, the position will be posted for 14 days (unless a **Strong Internal Candidate** was identified, in which case it would be posted for one week).
5. Add any specific information you would like highlighted in the job posting in the Posting Details section.

**NOTE:** The job profile should not be pasted here as Human Resources will use the profile saved in the Job Profile Database identified above to create the job posting.

Contacts

Under **Contacts**, enter those **who should be associated with this job opening, meaning those individuals who require access to view the job opening and associated applicants in PeopleSoft.**

6. The **Primary Hiring Manager** will auto populate based on the Reports to Manager entered on the Job and Position Data page.
Secondary Hiring Managers/Administrators
7. If required, **Secondary Hiring Managers/Administrators** can be specified as well. Additional rows can be added by using the + sign for multiple people. Enter the **Empl ID** if known, or use the **Look up** to search by name.

As indicated on the page, only those with the correct security role will display for selection or entry into this field. If you have issues adding someone, please contact UService.

<table>
<thead>
<tr>
<th>Secondary Hiring Managers/Administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers/administrators who require access to view applicants on the job opening.</td>
</tr>
<tr>
<td>Only Reports to Managers or those with the Recruitment Administrator role can be added (a PeopleSoft Access Request can be submitted for anyone that requires the role).</td>
</tr>
<tr>
<td>Empl ID</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Notes/Comments
8. In the Notes/Comments field, add any relevant notes or comments for those processing the request.

**Checks/Comments**

Enter any additional relevant information for HR.

e.g. This request should be posted together with JOR 12345, or this role will work on a rotating schedule, etc.

9. Click **Save**

10. Click **Next**

Step 9: Summary and Submit
1. This page provides a summary of the request for your review. You can expand and collapse sections as needed to review and validate the information before submitting for approval.

**NOTE:** Use the Previous and Next buttons or the section listing on the left of the screen to go back and make revisions if required.
2. Click **Submit for Approval** to start the approval process.

---

**Step 10: Workflow**

You will be taken to the Workflow page which displays the approvals required.

**NOTE:** When a **Job Profile Evaluation** is part of the JOR submission, a comment will be added noting the HR Compensation approval process.

---

**Next Steps**

Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the UCalgary Careers website and the recruitment process begins.
- The Contacts identified will be notified by Human Resources once the job posting is created.
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time. For information on how to view applicants in PeopleSoft, please refer to the *Managing Applicants in PeopleSoft* quick reference guide.

**END OF REFERENCE GUIDE FOR AUPE (SUPPORT STAFF) OR MaPS EXISTING POSITION JOB EVALUATION REQUIRED**
Request a Job Posting for an AUPE (Support Staff) or MaPS position – Project Funded – Existing Position – Job Evaluation Not Required

QuickLinks
Step 2: Questions and Introduction
Step 3: Job and Position Data
Step 4: Budget
Step 5: Job Posting
Step 6: Summary and Submit
Step 7: Workflow
Next Steps

Step 2: Questions and Introduction

Questions
Provide your responses to the questions using the Instructions links provided for more information if you are unsure how to respond.

1. Click Save on the upper right of the page
Introduction

2. The Introduction page provides additional information and links to related resources. Review and click **Next**.

**NOTE:** You can navigate through the submission process by using the menu at the left of the screen or using the **Previous** and **Next** buttons located at the top right of the screen.
1. On the Questions page you indicated you had recruited for this position before. Use the **Employee Lookup** button to find the current or previous employee and their job details will populate into the form.

2. Use at least one of the search criteria provided (Name, Empl ID, Department, Title, Reports to) and from the search results select the row that matches the job details for the job you are looking to fill.

**NOTE:** Only salaried and Recurring Part-time project-funded jobs will display (not casual or student hourly jobs).
Current and New Information

3. Review the job details that populated into the form. If changes are required, you can make them in the **New Information** column on the right.

<table>
<thead>
<tr>
<th>Current Information</th>
<th>New Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: UCALT</td>
<td>Business Unit: UCALT</td>
</tr>
<tr>
<td>Department ID: 26300</td>
<td>Department ID: 26300</td>
</tr>
<tr>
<td>Faculty/Unit ID: 28011 Cumming School of Medicine</td>
<td>Faculty/Unit ID: 28011 Cumming School of Medicine</td>
</tr>
<tr>
<td>Position/Job Title: Research Associate</td>
<td>Position/Job Title: Research Associate</td>
</tr>
<tr>
<td>Reports to Manager: Associate Professor</td>
<td>Reports to Manager: Associate Professor</td>
</tr>
<tr>
<td>Job Family: RSS Research Support</td>
<td>Job Family: RSS Research Support</td>
</tr>
<tr>
<td>Classification: SPAV Specialist/Advisor Phase</td>
<td>Classification: SPAV Specialist/Advisor Phase</td>
</tr>
<tr>
<td>Phase: 3</td>
<td>Phase: 3</td>
</tr>
<tr>
<td>Level</td>
<td>Level</td>
</tr>
<tr>
<td>Salary Range From</td>
<td>Salary Range From</td>
</tr>
<tr>
<td>Salary Range To</td>
<td>Salary Range To</td>
</tr>
<tr>
<td>Full/Part Time: Full-Time</td>
<td>Full/Part Time: Full-Time</td>
</tr>
</tbody>
</table>

**NOTE:** In order to change the Classification of the job you will need to update the associated job profile and go through the Job Profile Evaluation process. To do so, return to the Questions page and answer **Yes** to the question, ‘Is a Job Profile Evaluation is required?’.

2. Select **Full/Part Time** from the drop-down menu

![Full/Part Time dropdown menu](#)

3. The **Standard Work Hours** field defaults based on the standard hours for the job code indicated. Adjust the standard hours per week as necessary for part-time positions

![Standard Work Hours](#)

**NOTE:** For Recurring Part-time roles, update the **Standard Work Hours** to the estimated average weekly hours.

4. Select the **Employee Classification** from the drop-down menu.

![Employee Classification dropdown menu](#)

**NOTE:** The **Employee Classification Help** links to the **Empl Class Quick Reference Sheet** for more details on Empl Class options.
Job Related Information

3. Enter the Approximate Length of Term (in months)

4. Enter the Anticipated Start Date which is an estimation of the start date for the job (allowing time for recruitment, processing, etc.). View the Anticipated Start Date Help for more details.

NOTE: This information will be used to identify the start and end dates of the position

5. Enter the Maximum Offer Amount (annualized), the annual budgeted amount for the role. The final salary offered cannot exceed this amount. Review the Max Offer Amount Help for additional information.

NOTE: When Recurring Part-time is selected as the Empl Class, provide the Maximum Offer Amount (hourly) and the annual amount will be calculated based on the hours entered.

6. If there is a Strong Internal Candidate, selected Yes and enter their Employee ID or use the Look up.

7. Identify if this position is replacing an existing employee. If Yes, enter the Employee ID or use the Look up and select a Replacement Reason using the Look up feature. Add any additional context in the comments box provided.

8. Scroll to the top of the form and click Save

9. Click Next
Step 4: Budget

Requested Job/Position Data

The Requested Job/Position Data at the top pulls information entered on the previous page for reference.

Salary and Benefit Chartfield Information

**NOTE:** Click the **Instructions** button to learn more about completing the Salary and ChartField Information section including helpful tips on which fields can be left blank and what to enter in the **Account** field (always 54995).

1. Click **Edit ChartFields** and to enter the accounting string from which the position will be paid.

2. Click **Done**

Additional rows can be added by using the + button for split distributions. You can split the salary by percentage across multiple ChartFields using the **Distrb%** field (the total must always add up to 100%) or between specific dates using the Start/End Date fields when required.
**Estimated Project Commitment**

**NOTE:** Click the **Instructions** button to learn more about how the Estimated Project Commitment section works. Click the – **Disclaimer** – link for information on how the benefits cost is estimated.

3. Click **Calculate Estimated Commitment**

   ![Estimated Project Commitment](image)

4. In situations where a Project Commitment Exceptions has been identified, you will be prompted to provide a comment. Click **OK**.

   ![Project Commitment Exceptions require Comments to be entered, then Saved](image)

5. Review the Estimated Project Commitment information.

   You will see the:
   - Estimated job **Start Date / End Date**
   - **Project Number** and **Project End Date**
   - **Salary** and the estimated **Benefits** cost as well as the **Total Cost**
   - **Project Balance** which comes from eFIN. A negative project balance will show a credit or funds available for spending in **green**. A positive project balance will show an overage to the project and will appear in **red**. In this example, the project is overspent.

   ![Estimated Project Commitment](image)
6. If no exceptions were identified, you can skip to Step 10.

7. If exceptions were identified, review the Exception / Help section and click Details for more information and guidance on how to address the issues.

**NOTE:** You may choose to make one or more of the following changes:

- Update job details on the Job and Position Data page (e.g. Max Offer Amount, Length of Term, Anticipated Start Date)
- Update or add projects in the ChartFields section by clicking the Modify Accounting button.

In both cases, after making the edits, return and click the Calculate Estimated Commitment button again.

In some cases, you may want to proceed with the request with no changes to the data entered. In order to proceed, provide the necessary context in the Exception Comment field.

8. Add an Exception Comment by clicking the Comment Icon

9. Enter your comment and click Done.
**Budget Comments**

10. Enter any additional comments in the **Budget Comments** section

11. Scroll to the top of the page and click **Save**

12. Click **Next**

---

**Step 5: Job Posting**

**Posting Information**

1. Enter the **Job Posting Title**. This is the title that will appear on the job posting.

2. Enter the **Job Profile Database (JPD) Number**. If unsure what it is or how to find it, view the JPD Number Help for more information.

3. The **Recruiting Location** field defaults based on the Faculty/Unit and indicates the physical location of the job. This can be changed, if required, by clicking the **Look up** button.

4. Select the **Posting Location**

5. Click the **Immediate Posting** option when you want the job posted as soon as possible. Alternatively, you can use the toggle to identify a specific posting date.

6. Enter the **Posting Length**. If left blank, the position will be posted for 14 days (unless a **Strong Internal Candidate** was identified, in which case it would be posted for one week).
Posting Details
6. Add any specific information you would like highlighted in the job posting to the text box.

NOTE: The job profile should not be pasted here as Human Resources will use the profile saved in the Job Profile Database identified above to create the job posting.

Contacts
Under Contacts, enter those who should be associated with this job opening, meaning those individuals who require access to view the job opening and associated applicants in PeopleSoft.

7. The Primary Hiring Manager will auto populate based on the Reports to Manager entered on the Job and Position Data page.
Secondary Hiring Managers/Administrators
8. If required, Secondary Hiring Managers/Administrators can be specified as well. Additional rows can be added by using the + sign for multiple people. Enter the Empl ID if known, or use the Look up to search by name.

As indicated on the page, only those with the required PeopleSoft role will display for selection or entry into this field. If you have issues adding someone, please contact UService.

<table>
<thead>
<tr>
<th>Secondary Hiring Managers/Administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers/administrators who require access to view applicants on the job opening.</td>
</tr>
<tr>
<td>Only Reports to Managers or those with the Recruitment Administrator role can be added (a PeopleSoft Access Request can be submitted for anyone that requires the role).</td>
</tr>
<tr>
<td>Empl ID</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Notes/Comments
9. In the Notes/Comments field, add any relevant notes or comments about the request for those processing the request.

10. Click Save
11. Click Next

Step 6: Summary and Submit
Job Opening Request Information

This page provides a summary of the request for your review. You can expand and collapse sections as needed to review and validate the information before submitting for approval.

NOTE: Use the Previous and Next buttons or the section listing on the left of the screen to go back and make revisions if required.

1. Click Submit for Approval to start the approval process.
Step 7: Workflow
You will be taken to the Workflow page which displays the approvals required.

Next Steps
Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the UCalgary Careers website and the recruitment process begins.
- The Contacts indicated will be notified by Human Resources once the job posting is created.
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time. For information on how to view applicants in PeopleSoft, please refer to the Managing Applicants in PeopleSoft quick reference guide.

END OF REFERENCE GUIDE FOR AUPE (SUPPORT STAFF) OR MaPS
EXISTING POSITION
JOB EVALUATION NOT REQUIRED