

# Quick Reference Guide for Creating a New EHRA Staff Position Descriptions

## Steps:

1. The **Initiator** creates the new position and routes to Budget to have a new position number assigned.
2. **Budget** assigns the new position number and routes the action back to the Initiator.
3. The **Initiator** will now see all the position tabs and will enter all position information. Once the information is entered, the Initiator will route to an additional Initiator, or to the Approver for review.
4. The **Approver** will review, verify and make necessary edits to position and approves funding information. Once complete the position will be routed either back to the Initiator for edits or to Human Resources for review
5. **Human Resources** reviews the position and sets a salary range. If additional Information is needed Human Resources will route back to the Initiator or Approver. Once the position is approved, Human Resources routes the position to Budget.
6. **Budget** activates the position in Banner and is the final approver in NinerTalent.

## Helpful Hints:

- When the position is initially created, the only tab the Initiator will see is the Proposed Position tab. The information entered here will allow the Budget Office to assign a position number.
- The position details are entered AFTER the position number has been assigned.
- The final approver should always be the Divisional Approver.
- The budgeted salary for the position is not the same as the HR approved salary range. When a new position has been approved, please review the HR approved range.

## Workflow:

