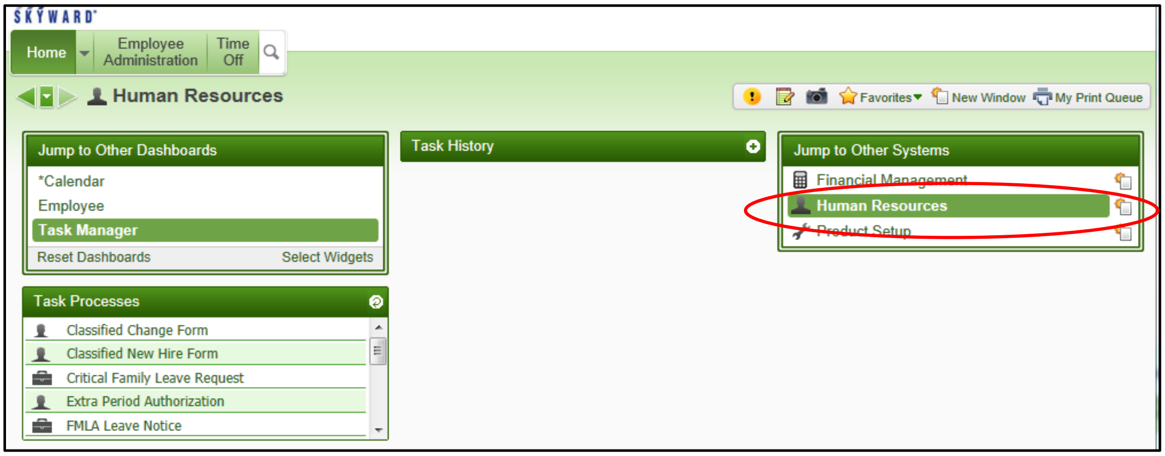
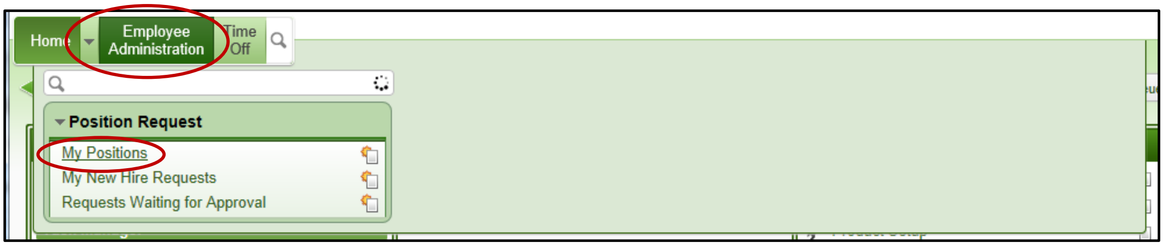
Adding a New Position Request

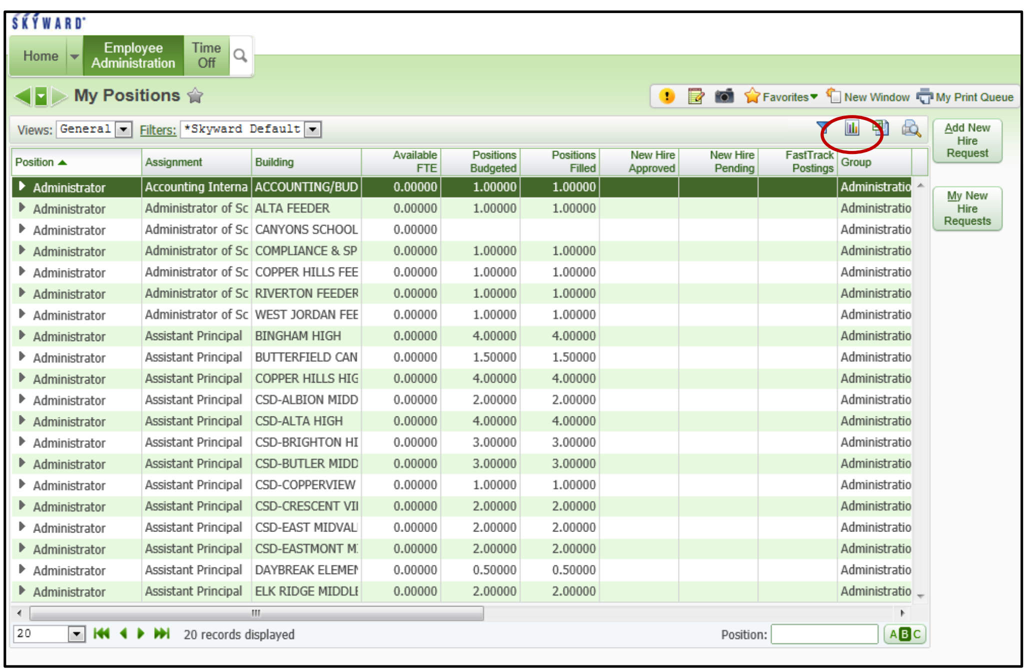
1. Log into the Skyward Finance System.
    a. If the Human Resources screen does not come up, select Human Resources from Jump to Other Systems box.



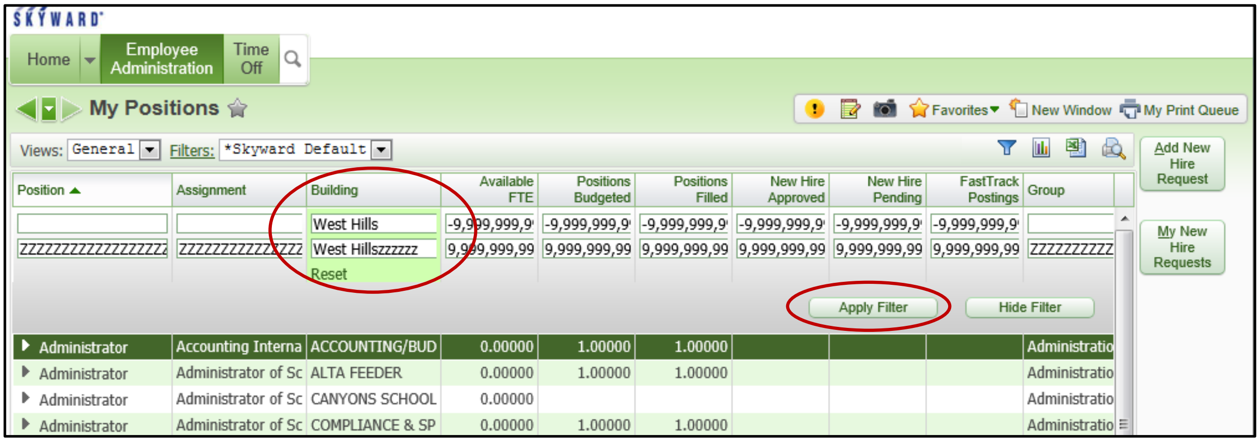
2. Select Employee Administration, then My Positions.



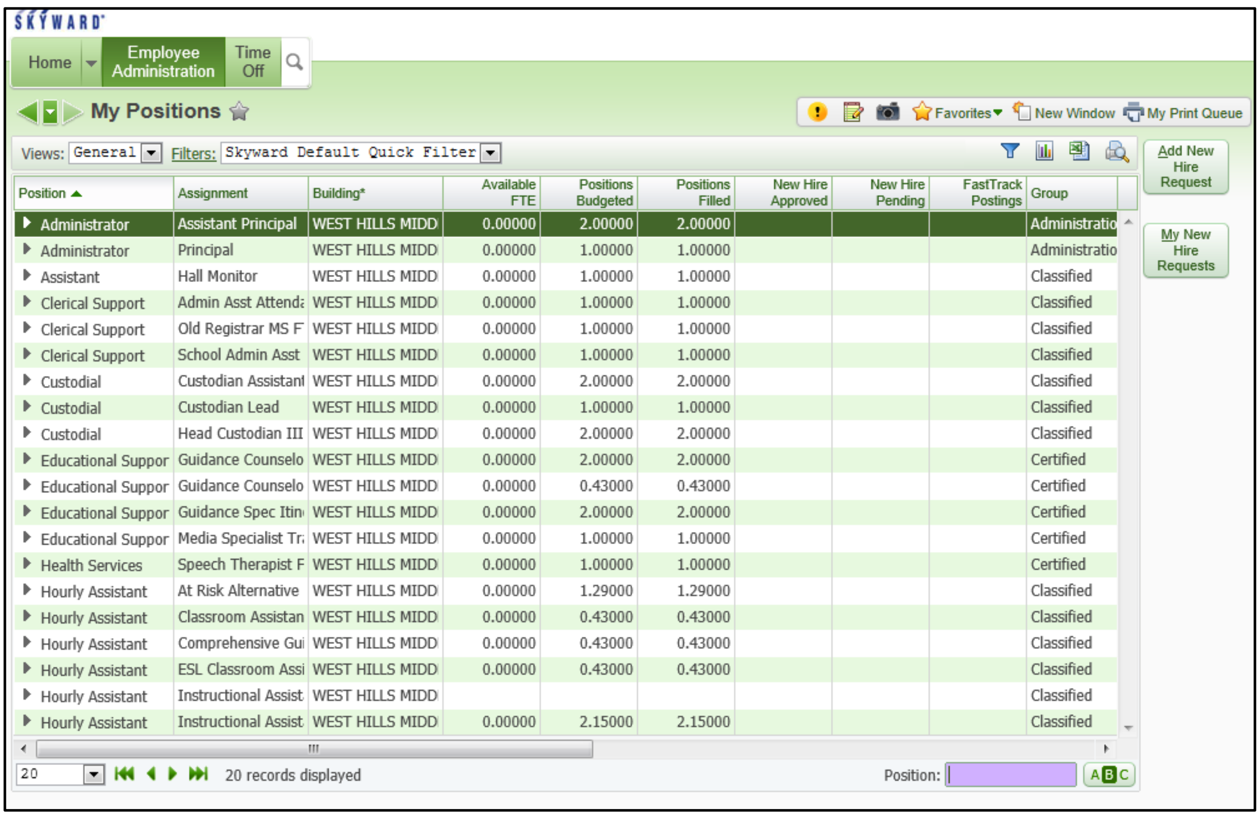
3. Set up a filter to view only positions at your location by clicking on the Quick Filter icon.



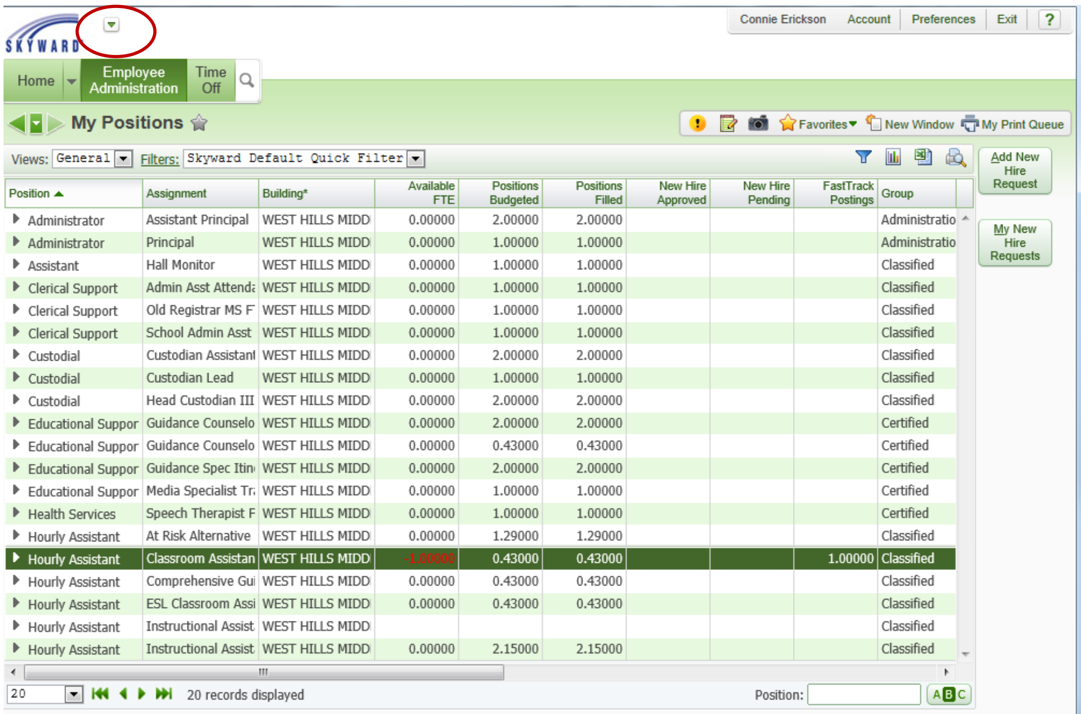
4. Under the Building, type part of the name of your building on the top line and the same partial name on the second line, followed by several “z’s,” as in the example below. Click Apply Filter.



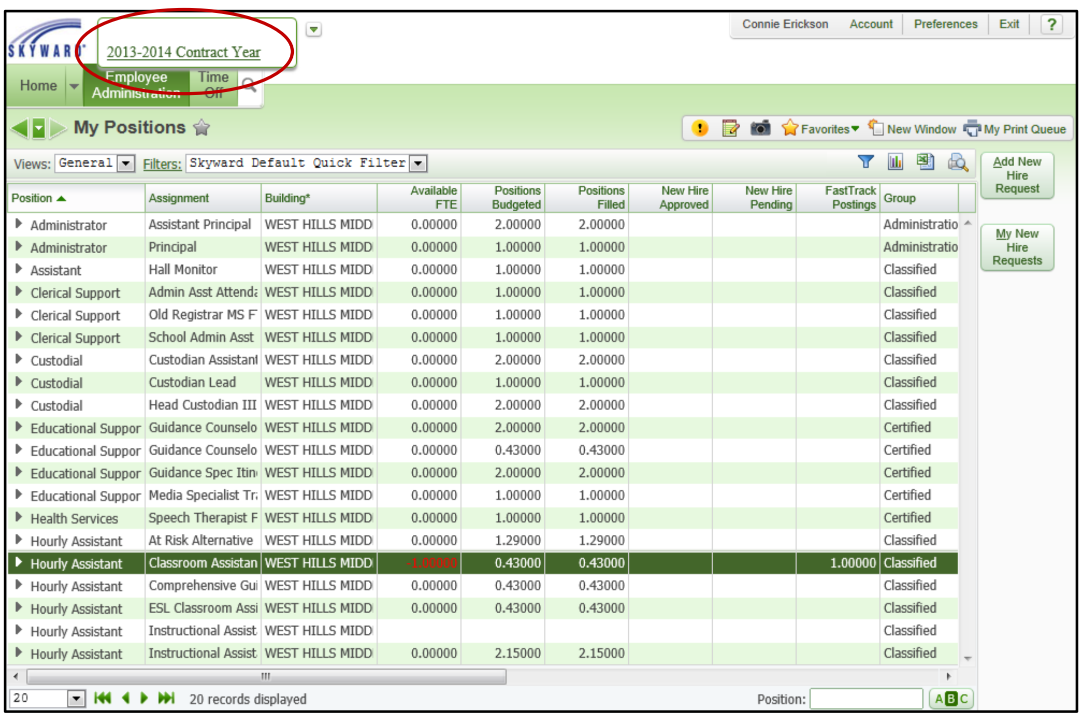
Only positions for the selected building will now be displayed.



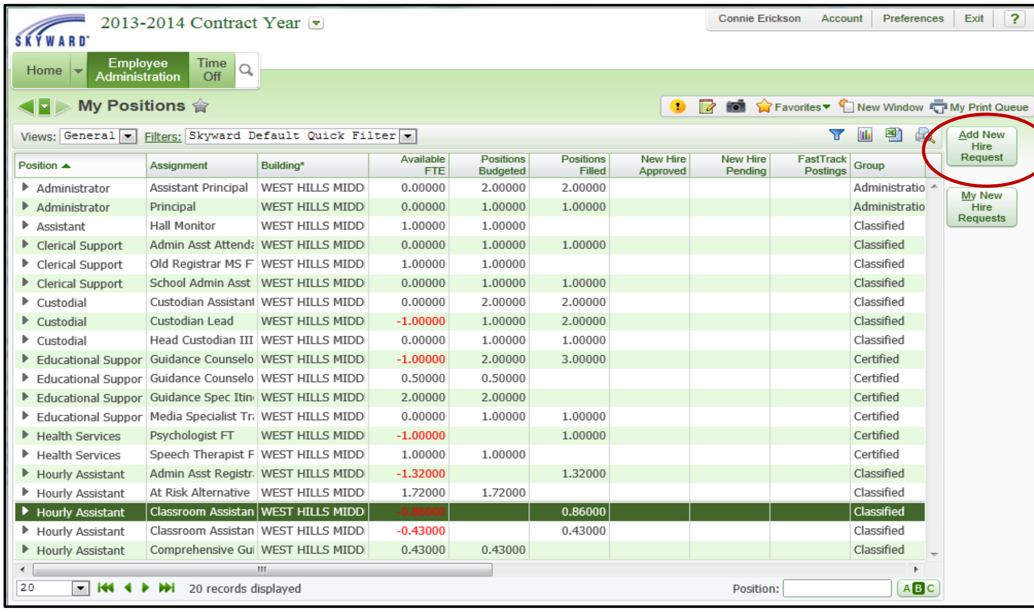
***IMPORTANT: To select positions for the current contract year, at the top of the screen, click on the arrow.**



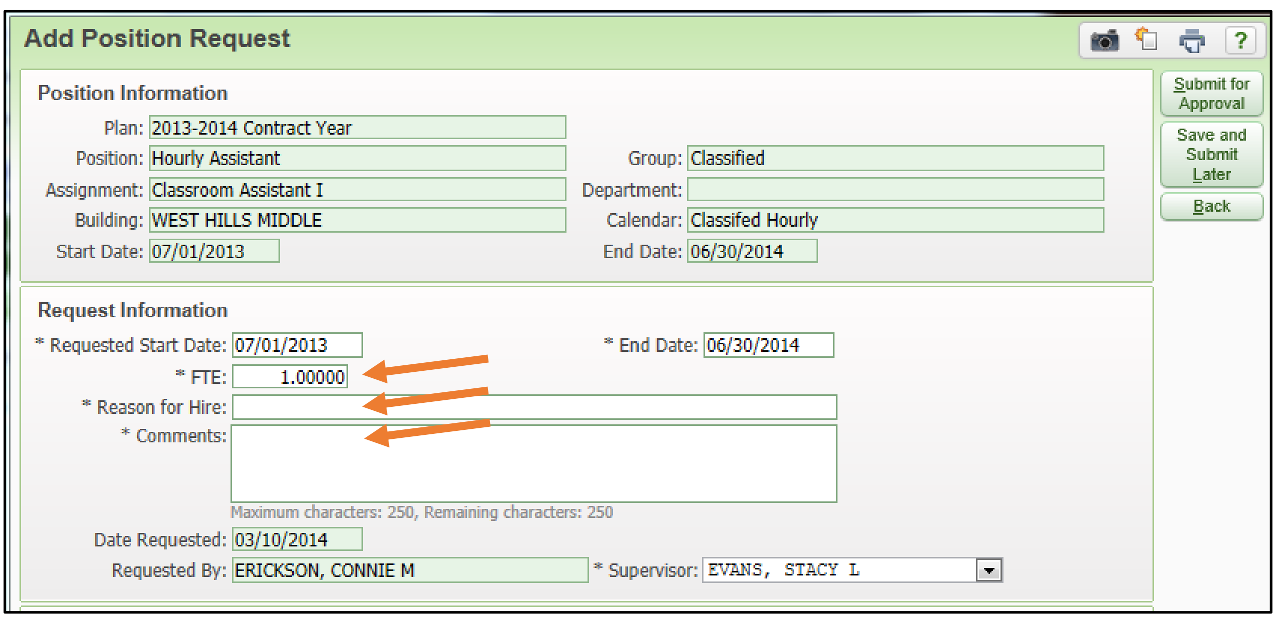
The current Contract Year will appear. Click to select.



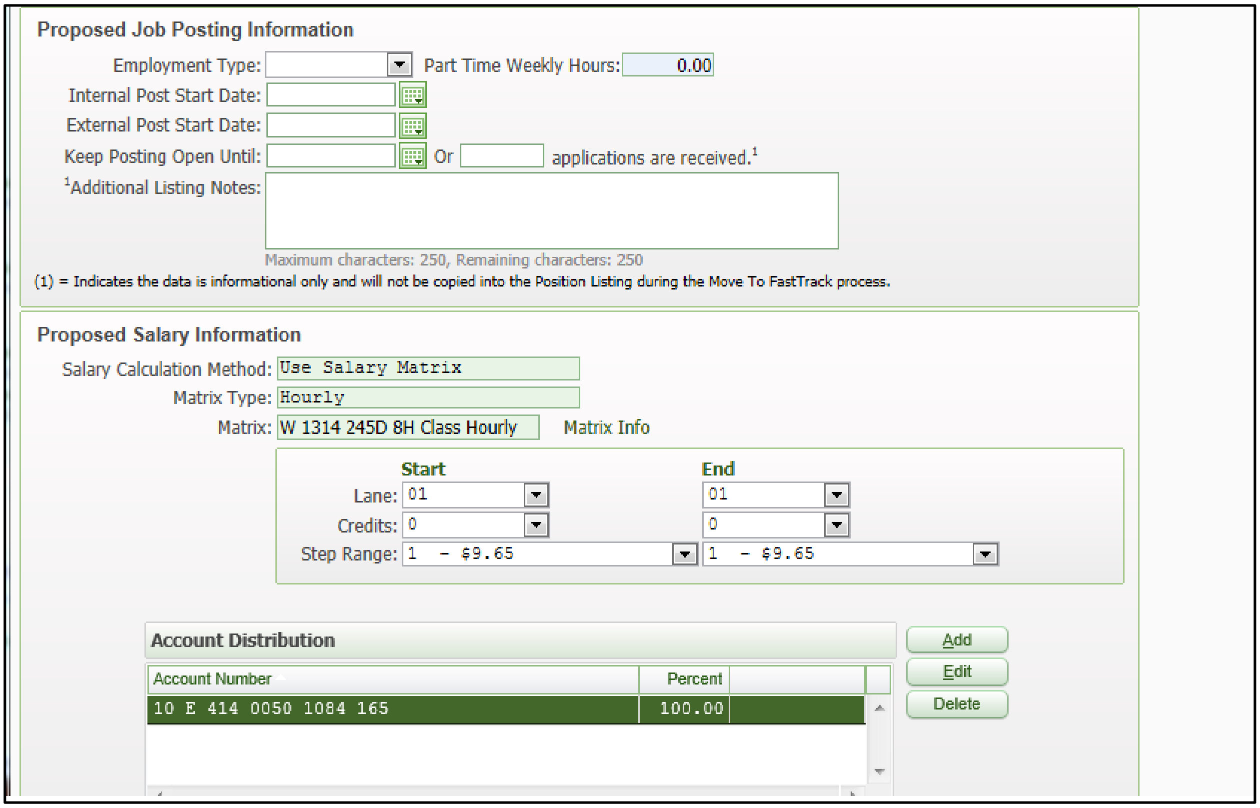
5. Highlight the position needing a new request and click Add New Hire Request.



6. Make sure the correct FTE is showing.
7. Fill in Reason for Hire (ex. Replacement, Additional)
8. In comments, state who you are replacing and last working day or reason for additional FTE is requested.



9. You can also fill in the optional posting information such as posting date, additional notes, lane placement, and budget code. *These areas are not required to send requests to HR.

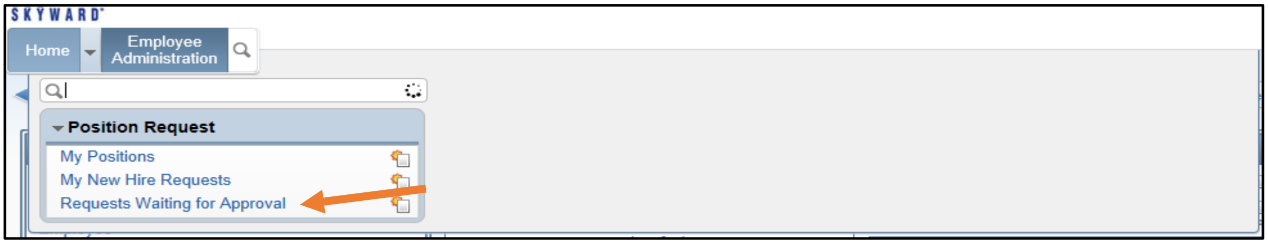


My Positions will now show a New Hire Pending.

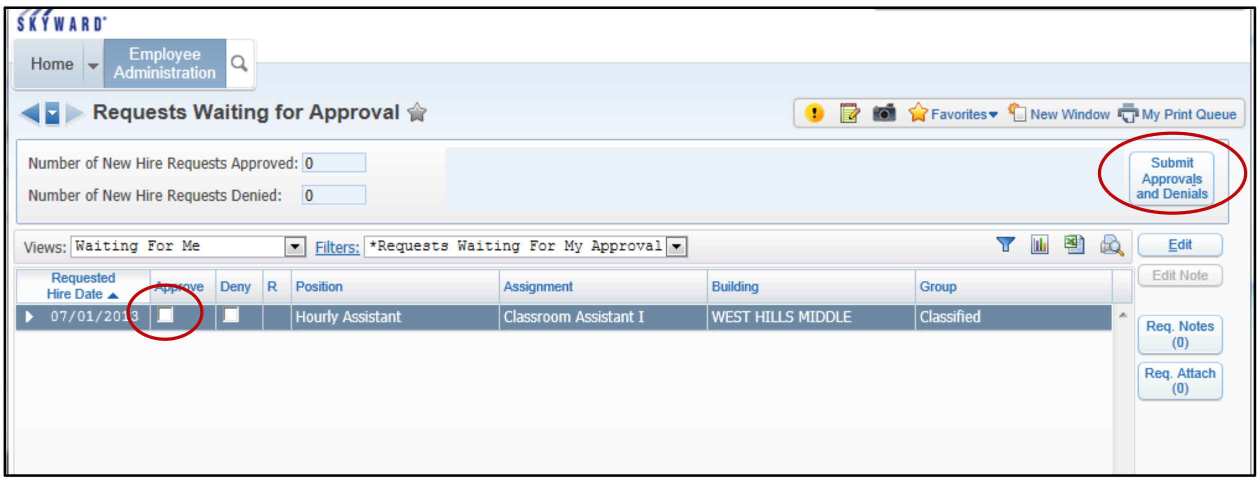
Position	Assignment	Building*	Available FTE	Positions Budgeted	Positions Filled	New Hire Approved	New Hire Pending	FastTrack Postings	Group
Hourly Assistant	Classroom Assistan	WEST HILLS MIDD	-0.86000		0.86000		0.43000		Classified
Hourly Assistant	Classroom Assistan	WEST HILLS MIDD	-0.43000		0.43000				Classified
Hourly Assistant	Comprehensive Gui	WEST HILLS MIDD	0.43000	0.43000					Classified
Hourly Assistant	ESL Classroom Assi	WEST HILLS MIDD	0.00000	0.43000	0.43000				Classified
Hourly Assistant	Hall Monitor PT	WEST HILLS MIDD	-0.96000		0.96000				Classified
Hourly Assistant	Instructional Assist	WEST HILLS MIDD	-1.29000	0.43000	1.72000				Classified
Hourly Assistant	Instructional Assist	WEST HILLS MIDD							Classified

Approval

1. Log into Skyward Finance/Human Resources. Click on Employee Administration, then select Requests Waiting for Approval.



2. Any Position Requests will be displayed. Checkmark the box to approve, then click Submit Approvals and Denials.



3. Click Yes to submit the requests to HR.