

## Overlapping Position - Campus Procedure

*An overlapping position error can happen if a current employee who is leaving the university remains seated in their position simultaneously with a new replacement employee being seated in the same position.*

*To eliminate the opportunity for an overlapping position error, a “new position” action must be created in PeopleAdmin to hire and seat the new employee during the “overlap” period for the two positions. This new position process ensures that two people are not seated in the same position at the same time and proper allocation of base salary funding and benefits. Once the terminating employee leaves, their position will be abolished and the newly created position will replace it. Please see the procedural steps below on how to complete a new position action in PeopleAdmin to avoid an overlapping position error. Please contact your assigned Class & Comp consultant for further guidance as needed.*

### **Step 1:**

1. **Assistant Coordinator/Department** – Discuss Overlapping Position with C&C to determine details of action.
2. **Assistant Coordinator/Department** – Create a New Overlapping Position by Cloning an Existing Position. The existing position is the position that will be abolished once original incumbent exits the role. To create an Overlapping new position/recruitment as Assistant Coordinator by clicking on “**Create New Position Description**” in the top right area of SHRA Position Descriptions (not PD Actions).

SHRA Position Descriptions

+ Create New Position Description

Saved Searches ▾

Search

🔍 More Search Options ▾

Default

✕

- Complete the required areas (Working Title and Organizational Unit fields) and then search in the bottom search bar by the position number of the current incumbent's position you are cloning and hit the search button. Select the circle so that the circle turns blue. This is located at the left of the position that comes up in your search. Lastly, select **"Start PD Action"** at the top right area of the page.

The screenshot displays the 'New Position and Posting' interface. At the top, there are navigation tabs: Home, Position Descriptions, Classifications, and Shortcuts. Below the navigation is a breadcrumb trail: Position Descriptions / SHRA / New Position and Posting. The main heading is 'New Position and Posting'. A 'Start PD Action' button is highlighted in green in the top right corner. Below the heading, there is a 'Cancel' button and a message: 'To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.'

The form contains the following fields:

- Working Title \*:
- Organizational Unit:
  - Division \*:
  - College/Area \*:
  - Department \*:

Below the form is a search bar with '8109' entered and a 'Search' button. To the left of the search bar is a 'Saved Searches' dropdown. To the right is a 'More Search Options' dropdown.

The section 'Clone an existing Position Description?' features a search filter dropdown set to 'Ad hoc Search'. Below this is a table of search results:

Position Number	Working Title	Department	Position Description Number	Action Type	Last Status Update	Status	Type of Position	HR Approved Date	JCAT Number	JCAT Description	CUPA Code	CUPA Code Description	(Actions)
8109	Proposal Development Specialist	Research and Innovation - 31100 (31100)	8109	Position Description Update, Recruitment		Active	Time-limited	06/10/2020	433011	Sponsored Contracts / Grants Administration Professional, Specialist	433110	Contract & Grants Specialist	Actions

- Go through all the normal position action steps to ensure everything cloned over. Please note the *Brief Summary of Work* and *Minimum Education and Experience Requirements* will need to be completed, as these do not clone over from the incumbent position. All other fields clone. Whenever done with position description, submit to C&C for review.

5. **Class & Comp** – reviews and approves action. Moves on to Department Budget for review.
6. **Department Budget** – reviews and submits budget documentation to Budget Office for funding new overlapping position, move to Division Approver for review.
7. **Division Approver** – reviews and approves, send to University Budget for review.
8. **University Budget** – reviews, assigns position number, sets up position in PBUD and POSN, verifies funding for overlapping position and approves, sends to Class & Comp for final review.
9. **Class & Comp** – completes final review, finishes setting up new position in POSN and completes approval. Sends to Assistant Coordinator as final, approved action.
10. **Assistant Coordinator/Department** - works on posting in Applicant Tracking System area of People Admin, reaches out to Talent Acquisition when posting draft is ready.
11. **Talent Acquisition** - posts position for recruitment, TA completes hiring proposal and seats selected applicant into new overlapping position.
12. **Department** – keeps new incumbent in new overlapping position on a permanent basis.

## **Step 2-**

13. **Assistant Coordinator/Department** – Creates a **PD Action** to Abolish Existing Position once original incumbent has exited the role. Assistant Coordinator modifies position, selects abolish as action type, goes through all position action steps. Sends to C&C for review.
14. **Class & Comp** – initial review, ensures funding information is removed, copies/pastes & attaches history of original incumbent to bottom of action under “**Position Documents**”. Moves on to Department Budget for review.

15. **Department Budget** – reviews and submits budget documentation to remove FTE and any remaining budget on original position to Budget Office, move to Division Approver.
16. **Division Approver** – reviews and approves, sends to University Budget
17. **University Budget** – reviews and approves, University Budget notes that *Position will be abolished in NBAPBUD by University Budget after 7/1 of the new fiscal year*, sends to Class & Comp.
18. **Class & Comp** – completes final review and approves to abolish position.
19. **Class & Comp** – goes to SHRA Position Descriptions and inactivates original position.
20. **Talent Acquisition** – receives termination.