Jobs at CU Position Number Tips

To avoid using the same position number twice, be sure to check your posted positions before selecting a number in the position management module.

**When searching for existing position numbers, remember to add 00 before the position number.**

1. **If position is occupied:** Search for and select current position number and populate job description.
2. **If vacant:** Search for and select vacant position number. Use vacant classified position if creating Classified position. Use vacant University Staff (exempt professional) position for creating University Staff position. Use vacant Faculty or Research Faculty position if creating Faculty or Research Faculty position.
3. **If classified employee electing exemption:** Use vacant University Staff position number or create a new one and reference current classified position number in type of review section.
4. **If exempting vacant classified position due to funding:** Use current classified position number to create job description.
5. **Creating a new University staff or Classified position:** When you submit a request to create a new job description vs. modifying a vacant job description, HR will move the action into “all approvals obtained” to generate a position number.
   a. The position information (new position number, job code) will upload into HRMS overnight. Once updated, you must populate the funding distribution information.
   b. HR will e-mail you and ask that you populate the funding.
   c. HR will verify the funding and then proceed with the review and submit for second level review approval (if state funded).
6. **Creating a new Faculty or Research Faculty position:** When you create a job description and you are ready to approve, you will change your role from DRL to Faculty position approvals or Research Faculty position approvals and click refresh. Then move the status into all approvals obtained. Once you do this, a position number will be generated and the position information (new position number and job code) will upload into HRMS overnight. Once HRMS updates, you must populate the funding distribution information. Once you have completed this step, you can create the job posting for submission to HR.

**Please use a vacant position number instead of creating a new one if you have one available.