**Last Updated:** 8/18/2021

This guide provides guidance regarding the fields found on a position.

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| Field | Definition / Details / Tips |
|  Change Reason | Select the appropriate reason for the changes that are being made to the position. Most often, the “change position attributes” will be selected. If changing the job classification on a position, select “position reclassification.” |
| Code | Code is automatically assigned once the creation or change is sent for approval. |
| Position Title | For staff positions, the position title should align closely with the Job Title. If you have questions about an appropriate title for staff, reach out to Human Resources or your WL - Compensation Specialist.  |
| Status | This should be set to Active. When the position is no longer needed in the department the status should be changed to Inactive. |
| Start Date | This is the date the position will be/was created. * To create a position for a past hire date, make sure to use the specific date that the individual’s hire was effective. (i.e. if today is January 30 but the individual needs to be to hired into the position as of January 15, enter January 15.)
* **Do not use future dates for position creation**.
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| Type | *Regular Position* should be chosen when only one person will be hired into this position (i.e. staff, faculty, limited term lecturer, etc.). *Mass Position* should be chosen when more than one person will be hired into the position.  |
| Mass Position | This field automatically populates to “yes” or “no” when the **Type** field is completed. |
| Job Code | Select the appropriate job that this position should be assigned to. This will determine the **Job Title, Pay Grade, Pay Range, Employee Class,** and **Career Stream.** All of these fields populate based on the job selected. Please work with the area’s [Compensation Specialist](https://www.purdue.edu/hr/Compensation/compensationTeam/index.html) if there are questions regarding the appropriate job to select. |
| Job Title | This field automatically populates to the correct title based on the **Job Code** selected. **Do not change the information that auto populates in this field.** |
| Pay Grade | This field automatically populates to the correct pay grade based on the **Job Code** selected. **Do not change the information that auto populates in this field.** |
| Pay Range | This field automatically populates to the correct pay range based on the **Job Code** selected. **Do not change the information that auto populates in this field.** |
| Employee Class | This field automatically populates to the correct employee class based on the Job Code selected. **Do not change the information that auto populates in this field.** |
| Employment Type | Choose the appropriate Employment Type based on the type of position.Select 12 month *hourly* for hourly based positions, select 12 month salary for exempt staff.  |
| FTE | For staff positions, enter *1*. For mass positions, enter the number of individuals who will hold the position.  |
| Company | Always *Purdue University (PUR)* |
| Business Unit | Select the appropriate Business Unit (campus) from the list. |
| Division | Select the appropriate Division from the list. |
| Department | Select the appropriate Department from the list. |
| Location Group |  Select Purdue Global (PG) |
| Location | Select **2875- PG Remote** if employee is working remotelySelect **2876- PG – WL** if the employee is working onsite at the West Lafayette campus.If the Location Group is PG-WL select **2550 as the building code**. Otherwise select Remote 100%. |
| Cost Center | This field automatically populates based on the Department selected. **Do not change this field.** This should remain in sync with the Department. |
| Academic AdvisorCDL RequiredDriver’s License RequiredE-list 39E-list 39DCSATitle IXExport Control – US PERSONS | **These are all attributes on a position and should not be changed**. The central Compensation office ensures that the appropriate attributes are assigned. To request a change to these attributes, please place the request in the workflow comments box that appears after saving the position. |
| Career Stream | Automatically populates to the correct Career Stream based on the Job Code you select. **Do not change the information that auto populates in this field.** |
| Location Status | * **Remote – 100%:** majority of work is done on a computer and collaboration can occur virtually through email, phone, text, instant messaging, and/or video conference; work is performed independently and does not require a high level of manager oversight (once EE is hired, update location status with REMOTE/Appropriate residing state)
* **Hybrid/Rotational:** job is capable of remote work, but may require some on-site work days to accomplish tasks that cannot be performed while remote (choose option that most closely represents ongoing schedule for the position); on-site = West Lafayette campus
	+ Hybrid (Remote) 25% - (On-Site) 75%
	+ Hybrid 50/50)
	+ Hybrid (Remote) 75% - (On-Site) 25%
* **On-Site – 100%:** job requires a physical presence to perform the work; job duties may require the use of equipment, dedicated work space, service, delivery, or public safety; manager oversight is often required; on-site = West Lafayette campus
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| Essential Worker | **Essential:** Position a department has deemed critical and necessary to keep the core operations and infrastructure running on a bare minimum level. |
| Higher-Level Position | This is the **supervisor** of the position. * If creating a position from the org chart, this should default to the correct supervisor.
* If the supervisor needs to change, please indicate a comment in the workflow box informing the HR Approver of the correct supervisor to change it to.
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