

**Process:** Use ZPOS to create positions. Positions can be created individually or several identical positions can be created at the same time. The majority of jobs and associated positions have the same job abbreviation and title. Exceptions include: Coaches, VP, EVP, and all Faculty. For these exceptions see the appropriate QRC for the type of position.

**Role:** Personnel Administrators

**Frequency:** When Needed

## BEGINNING

Enter the transaction code

ZPOS

## CREATE POSITION

### Short Text

Short text

Enter the word "test"

### Long Text

Long text

Enter the Rank for Faculty positions (See QRC Faculty Title Series & Rank Chart)

### Position Begin Date

Position begin date

Enter the date the position becomes valid for use

### Position End Date

Position end date

Use the default date of 12/31/9999 or enter the date the position is no longer valid for use

### Copy Position

Copy position

Click in the checkbox if more than 1 identical position needs to be created, otherwise leave unchecked

### Number to Create

Number to create

If the Copy Position checkbox is checked, enter the number of identical positions needing to be created


### Pooled Position

Pooled position

If this will be a pooled position (held by more than one person), click in the checkbox

### Organizational Unit









Organizational unit

Enter the Organizational Unit number or use the Possible Entries icon  to select

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

<p><b>Job Key</b></p> <p>Job key <input type="text" value="40501148"/></p>	<p>Enter the Job number or use the Possible Entries icon  to select; use the search term *faculty* to limit your search to faculty jobs</p>
<p><b>Employee Group</b></p> <p>Employee group <input type="text" value="B"/></p>	<p>Enter the Employee Group or use the Possible Entries icon  to select</p>
<p><b>Employee Subgroup</b></p> <p>Employee subgroup <input type="text" value="09"/></p>	<p>Enter the Employee Subgroup or use the Possible Entries icon  to select</p>
<p><b>Personnel Area</b></p> <p>Personnel area <input type="text" value="1000"/></p>	<p>Enter the Personnel Area or use the Possible Entries icon  to select</p>
<p><b>Personnel Subarea</b></p> <p>Personnel subarea <input type="text" value="0013"/></p>	<p>Enter the Personnel Subarea or use the Possible Entries icon  to select</p>
<p><b>CtrA</b></p> <p><input type="text" value="CtrA"/> <input type="text" value="UK00"/></p>	<p>Enter UK00</p>
<p><b>Cost Center</b></p> <p><input type="text" value="Cost Center"/> <input type="text" value="1002004990"/></p>	<p>Enter the main cost center account number or use the Possible Entries icon  to select</p>
<p><b>Percent</b></p> <p><input type="text" value="Pct"/> <input type="text" value="100"/></p>	<p>Enter 100%</p>
<p>Press Enter to validate data entry</p>	
<p>Click on the Execute icon</p>	<p></p>
<p>Write down the new Position number(s)</p> <p></p>	

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