Instructions for Position Actions in ASPeRIN

Once the position is approved and posted in ASPIRE, please update ASPeRIN appropriately. If this position is an increase to headcount, and therefore a new position, you will need to follow the instructions to “Create a new position.” If this position is a replacement and there was an incumbent listed in the ASPIRE posting, but the position has been edited in any way (grade change, description updated, etc.), you will need to follow the instructions to “Edit an existing position.” If the position has not changed at all, you will not need to take any action in ASPeRIN at this time.

Create a New Position

1. In order to create a new position, you will need the following information:
   a. ASPIRE Requisition ID number and information from the posting such as job code, title, supervisor, and job description
   b. Workgroup and Time & Labor group
   c. 33-digit code for default salary distribution

2. Log in to ASPeRIN (https://asperin.fas.harvard.edu)

3. Click “Actions” from horizontal menu bar on the top of the window

4. Click “Position” from the vertical menu on the left of the window

5. Click “New Position” on Position submenu in left menu bar

6. If the position is similar to a role that already exists in your department, you can copy an existing position and edit the fields as needed.
   a. Select your department from the drop down menu and click “Search for position to copy.” If you know the position number of the existing position, you can enter that to negate the need for a search.
   b. Click on the title of the job you would like to copy. Edit the position as needed. For details on any of the position information fields, refer to step #10.
   c. Once edited, skip to step #11.

7. If the position is significantly different than any existing position in your department, or if you prefer to begin with a blank position, select “Staff” from the list of position types on the New Position page
   
   NOTE: For new Temporary/LTHT positions, you do not need to create the new position separate from appointing the individual. You can create the new position as the first step in the New Appointment action.

8. Select the appropriate department in the department drop down menu.
   
   NOTE: If you are an ASPeRIN submitter for just one department this field will automatically be correctly filled.
9. If the position is currently posted in ASPIRE, click the blue Update from Requisition link in the upper right corner of the page and follow the directions below. **If the position you intend to create is not in the list in the Update from Requisition popup window, skip to step #10**

   a. Select the appropriate position from the pop-up menu of open positions in your department

   b. Review the position information and, if correct, click the “Update Position” button. This will update the following position information fields: Job Code, Requisition ID, Position Name, Union Status, Job Description. Verify that these fields are correct.

   c. Select the appropriate Workgroup from the drop down menu. Check that the correct Time & Labor group automatically populates.

   d. Enter the Effective Date. This should be the current date, not a date in the past.

   e. Enter the Position Start Date. If the start date of your new hire is known, you can enter this as the start date, even if it is in the past. If not, this can be the current date. You will enter the employee’s start date as a part of the appointment process.

   f. If this is a term position with a known end date, enter this date in the Position End Date field.

   g. Enter the percent time in the % Time field.

   h. Enter the Supervising Position by clicking on the magnifying glass next to the empty field. A popup “FAS Position Lookup” window will open.

      i. Enter the last name of the supervisor in the “Incumbent Last Name” field and the appropriate department from the drop down menu. Click “Lookup values.”

      ii. Select the correct individual from the “Values” returned from the search and click, “Use selected value.”

   i. Enter the default 33-digit account code for the default salary distribution. This information will feed into the appointment, but you will be able to assign the distributions at that time as well.

   j. In the position tracking notes, enter any pertinent information specific to this position. Include the date and your initials. Be aware that this data will remain with the position throughout its life.

10. If you are unable to update the position from an open requisition, follow the steps below.

   a. Select the appropriate Workgroup from the drop down menu. Check that the correct Time & Labor group automatically populates.

   b. Enter the Job Code. This must match the job code that was posted in the Requisition.

      i. The Position Name field will automatically populate to the title associated with the Job Code. This field can be edited if needed.

   c. Enter the Effective Date. This should be the current date, not a date in the past.

   d. Enter the Requisition ID (also called the Requisition Number)

   e. Verify the Position Name. Edit if necessary. If the position name is different from the title associated with the Job Code, it should match the “Business Title” listed on the ASPIRE requisition.
f. Verify that the Position Status is set to “Open”

g. Enter the Position Start Date. If the start date of your new hire is known, you can enter this as the start date, even if it is a date in the past. If not, this can be the current date. You will enter the employee’s start date as a part of the appointment process.

h. If this is a term position with a known end date, enter this date in the Position End Date field.

i. Enter the percent time in the % Time field.

j. Verify that the Union Status was auto-filled correctly.

k. Enter the Supervising Position by clicking on the magnifying glass next to the empty field. A popup “FAS Position Lookup” window will open.

   i. Enter the last name of the supervisor in the “Incumbent Last Name” field and the appropriate department from the drop down menu. Click “Lookup values.”

   ii. Select the correct individual from the “Values” returned from the search and click, “Use selected value.”

l. Enter the Job Description. This should match the description in the posted requisition.

m. Enter the default 33-digit account code for the default salary distribution. This information will feed into the appointment, but you will be able to assign the distributions at that time as well.

n. In the Position Tracking Notes, enter any pertinent information specific to this position. Include the date and your name or initials.

11) Review all information on the screen for accuracy and then click “Submit”

12) The position edit action will need to be approved by an HR Coordinator and Consultant in FAS HR before you can appoint a staff member into the position.

**Edit an Existing Position**

1) In order to edit an existing position, you will need the following information

   a. Position Number: This can be found by performing an ASPerIN search for the incumbent who most recently occupied the position. The position number will be listed next to the position name on the front screen of the employee’s information.

   b. ASPIRE Requisition ID number

2) Log in to ASPerIN (link)

3) Click “Actions” on the horizontal menu bar on the top of the window

4) Click “Position” on the vertical menu on the left of the window

5) Click “Edit Position” on the Position submenu

6) Select the appropriate department from the Department drop down menu
7) Enter the Position #. If the position number is not known, you can search for the position by filling in the other categories such as position status, category, or incumbent name fields. If only the department, position status, and category fields are completed, all positions matching these parameters will be returned in the search.

8) Click Search. If necessary, select the position you would like to edit from the list.

9) If the position is currently posted in ASPIRE, click the blue Update from Requisition link in the upper right corner of the page and follow the directions below. If the position you intend to create is not in the list in the popup menu, you will need to manually update any position information that has changed.

   a. Select the appropriate position from the pop-up menu of open positions in your department

   b. Review the position information and, if correct, click the “Update Position” button. This will update the following position information fields: Job Code, Requisition ID, Position Name, Union Status, Job Description. Verify that these fields are correct.

   c. Update any other fields as necessary.

10) In the Position Tracking Notes, enter a comment to indicate which pieces of the position information were updated and if applicable, why they were updated. Include your name or initials and the date. Be aware that this data will remain with the position throughout its life.

    a. For example, if a vacant position was reclassified and posted, the comment might be as follows. “10/20/2010 – Position edited to reflect reclassification and title change. Updated to match Req #12345BR. –JSH”

11) Verify that all position information is correct.

12) Click “Submit”

13) The position edit action will need to be approved by an HR Coordinator and Consultant in FAS HR before you can appoint a staff member into the position.