Requesting a New Nonexempt/Exempt Position

Only Creators have the ability to begin the action to request a new position. For nonexempt and exempt positions, users will have three tabs to navigate through Title, Position Description, and Action Summary. Nonexempt positions include one additional tab, “Search Committee,” which is only to be completed, if the screening of applicants will be conducted using a search committee. The Creator will move the action forward to the Hiring Official or Creator for a 2nd Review. The initial Creator will receive email notification when the request is approved by UHR.

Log in at [http://ejobs.umd.edu/hr](http://ejobs.umd.edu/hr) using your Directory ID and Password.

1. Verify you are logged into the Position Management Module and your user role is Creator. If necessary click the dropdown boxes to change. When changing your user role be sure and click the refresh arrow next to your role.

2. Select the “Position Type” (Nonexempt or Exempt) by hovering over positions on the main menu.

3. Select Create New Position
4. Click New Nonexempt Position or New Exempt Position

5. Enter the Functional Title, select the correct Department and click “Start Action.” Do not select Clone an existing Position without receiving instructions from the eTerp User Support Office.

6. Select the title of the position and click “Next.”
7. Complete the Position Description.

8. Attach any Supplemental Documents if applicable.

9. Review the summary screen paying close attention for any required information that may be missing.
9. When done move your action forward by selecting “Take Action on Action” and selecting the next user role.