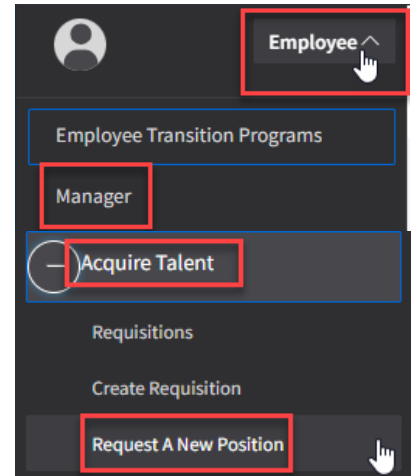


REQUEST A NEW POSITION

When creating a brand new position to the organization, you can submit a request for a new position in Infor Global HR (GHR).

1. Log in to Infor ESS by selecting the desktop icon. Use two-factor authentication to access Infor.
2. On the left-hand panel, select the Employee drop down menu and select Manager.
3. From the left-hand panel, click on **Acquire Talent** and then **Request A New Position**.
4. On the bottom half of the main screen, you will see a section called Manage My Positions. To the right-hand side of the box is a Create icon. Click the Create icon.



Manage My Positions

<input type="checkbox"/>	Position	Job	Orga...	Location	Work ...	Ac
<input type="checkbox"/>	DEPARTMENT SECRETARY	Department Secretary	17200	500 BUILDING		
<input type="checkbox"/>	EMPLOYEE ASSISTANCE THERAPIST	Outpatient Clinician	17200	Riverside Medical Center		

5. The **Request a New Position** form will open with a number of fields that need to be filled in for successful completion of the form.
 - a. **Reason:** Use the looking glass to choose a reason from the drop-down menu.
 - b. **Job: If you don't find the job and/or it does not exist today, then select a similar job title and HR will create a new job for the job library.**
 - c. **Organizational Unit:** Select your department
 - d. **Location:** The location is where the position will physically sit.
 - e. **Describe the Position:** This is a free text box. Provide as much detail as possible as this will be used for the Position Summary section of the position description.
 - f. **List Responsibilities:** This is the expectations of the position, you can list in bullet points, paragraph form, etc.
 - g. **Provide other information helpful:** Add any additional notes that HR may need to know to create the position. This can include the license, certification or educational requirements of the position.
 - h. **Select the IT systems** the position will need to access to perform the position responsibilities.
 - i. **Comments about This Position:** A secondary opportunity to provide any additional context for the request.
6. Once you have entered the information in all of the fields, click **Submit**. The request will then go to HR for review, and for position creation and assignment of a pay grade.