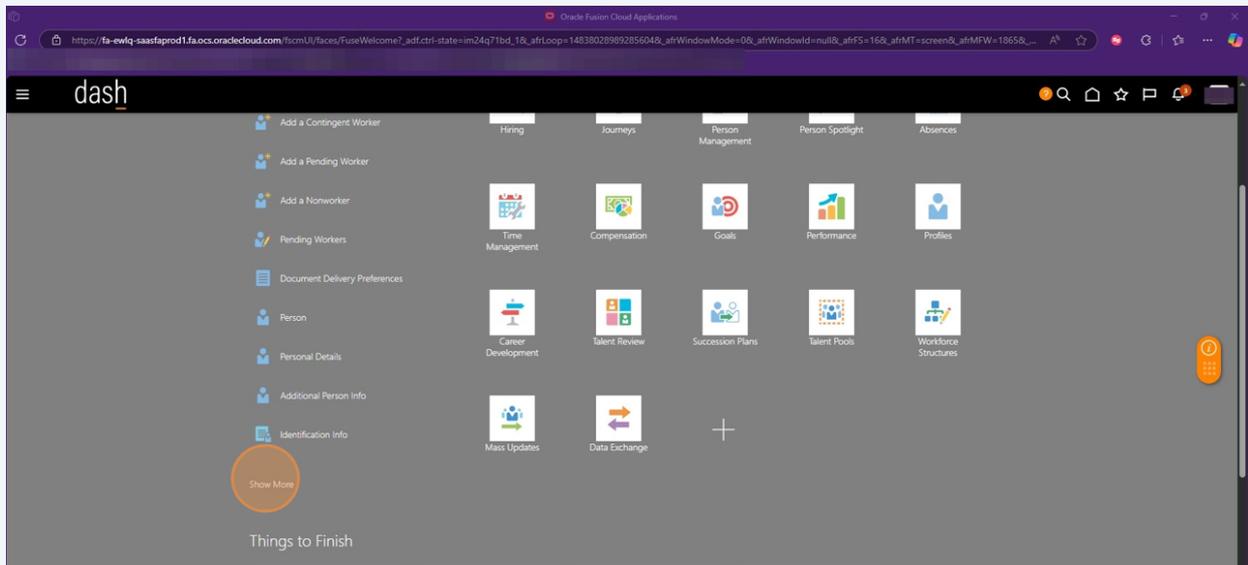


How to Create a New Position in DASH

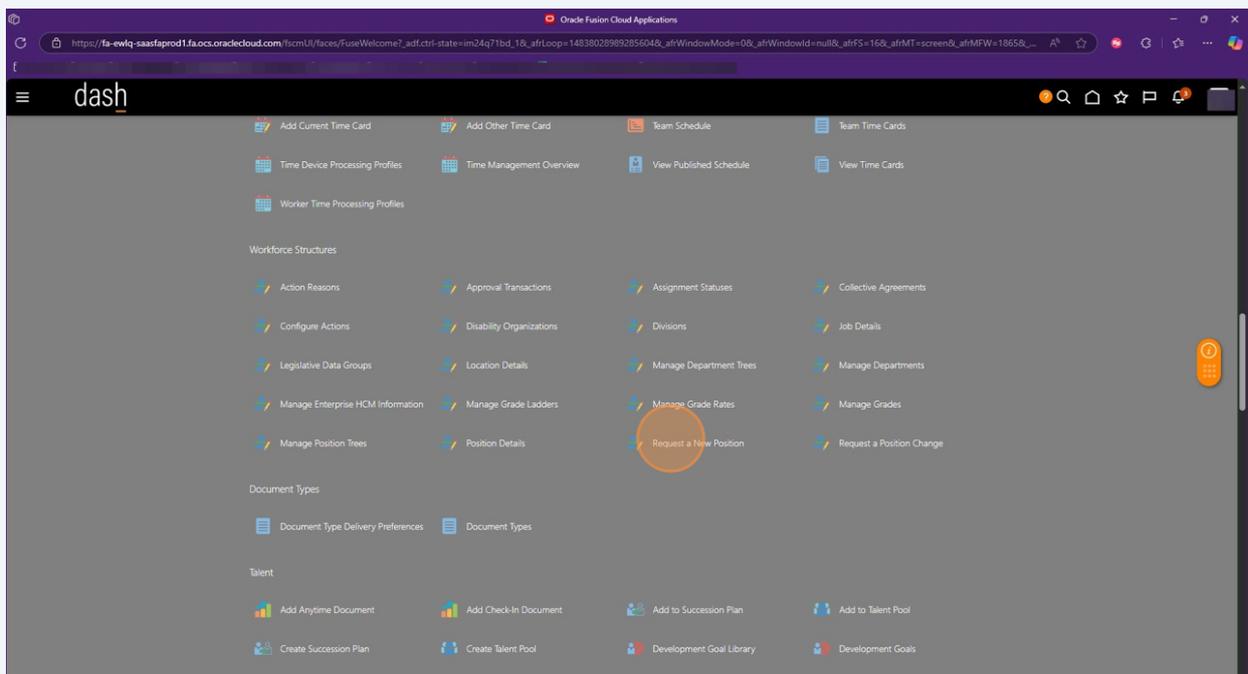
1

Log into DASH and select 'My Client Groups'. Click on 'Show More' on the lefthand side navigation.



2

To create a new position, select 'Request a New Position'. To change an existing position, select 'Request a Position Change'.



3 Select the necessary boxes and click on 'Continue'.

The screenshot shows a web browser window with the URL <https://fa-ewlq-saasfprod1.fas.ocs.oraclecloud.com/hcmUI/aces/FuseOverview?nd=%252FWEB-INF%252Foracle%252Fapps%252Fhcm%252FhomePage%252FpublicUI%252FquickAction%252Fflow%252FhcmDataSecurityCheckFlow...>. The page title is "Request a New Position" and the breadcrumb is "dash". The main heading is "Request a New Position". Below the heading, there are four selection boxes, each with a checked checkbox: "Budget Details", "Additional Info", "Associated Profiles", and "Requisition Details". A callout box in the center says "What info do you want to manage?". A "Continue" button is highlighted with a red circle in the top right corner. A "Cancel" button is also visible. A vertical orange button with a downward arrow is on the right side.

4 Indicate the start date and the reason for the request. Reminder: Bi-weekly position start dates MUST begin on the first day of a pay cycle.

The screenshot shows the same web browser window as above. The page title is "Request a New Position" and the breadcrumb is "dash". The main heading is "Request a New Position". Below the heading, there are two buttons: "Submit" and "Cancel". The main content area is divided into sections. The first section, "1 When and Why", is highlighted with a red box. It contains two dropdown menus: "When does the new position start?" with the value "5/19/2025" and "What's the reason for this request?" with the value "Request a new Position". A "Continue" button is highlighted with a red circle below the dropdowns. Below the "When and Why" section, there are seven other sections, each with a circled number: "2 Position Details", "3 Budget Details", "4 Additional Info", "5 Associated Profiles", "6 Requisition Details", and "7 Comments and Attachments". A vertical orange button with a downward arrow is on the right side.

5

Enter the parent (supervisor) position number. This will automatically default to the requestor's position number.

Request a New Position

1 When and Why

2 Position Details

Status: Active

Working Hours: 40 Weekly

*Parent Position: 20001334

Name	Code	Job Name	Department Name
Professor and Department Head	20001334	Professor and Head	485065-Physical Therapy

*Business Unit: UT Chattanooga Campus BU

*Name: [Empty]

Code: 60498221

*Department: 407020-Personnel Services

*Job: [Empty]

Job Code: [Empty]

Location: [Empty]

*Employment Type: Select a value

Overlap Allowed: No Yes

Seasonal: No Yes

Division: [Empty]

SOC Code: [Empty]

LDA Position: [Empty]

Athletic Position: [Empty]

Centrally Funded Fee Waiver

Primary IRP Role (Faculty Only): [Empty]

6

Enter the position's title, department code, and job type.

Request a New Position

Status: Active

Working Hours: 40 Weekly

*Parent Position: Professor and Department Head

Parent Position Code: 20001334

*Business Unit: UT Chattanooga Campus BU

*Name: Temp Lab Associate

Code: 60498221

*Department: 485065-Physical Therapy

*Job: temp

Name	Code	Job Family Name
E - Temporary-Exempt	50618748	Other Professional
Temporary-Non-exempt	50618749	Services

Grade: [Empty]

Grade Code: [Empty]

Assignment Category: [Empty]

*Employment Type: Select a value

Overlap Allowed: No Yes

Seasonal: No Yes

Division: [Empty]

SOC Code: [Empty]

LDA Position: [Empty]

Athletic Position: [Empty]

Centrally Funded Fee Waiver

Primary IRP Role (Faculty Only): [Empty]

Faculty Position: [Empty]

Grant-funded: [Empty]

Maximum Moving Stipend Amount: [Empty]

7

Enter the building location - you may search the name of the building.

The screenshot shows a web browser window displaying the 'Request a New Position' form. The form is divided into two columns. The left column contains fields for: Parent Position Code (20001334), Business Unit (UT Chattanooga Campus BU), Name (Temp Lab Associate), Code (60498221), Department (485065-Physical Therapy), Job (Temporary-Non-exempt), Job Code (50618749), Location (Select a value), Grade (MR00), Grade Code (MR00_Common), Assignment Category, and Full Time or Part Time. The right column contains: Overlap Allowed (No), Seasonal (No), Division, SOC Code, LDA Position, Athletic Position, Centrally Funded Fee Waiver, Primary IRP Role (Faculty Only), Faculty Position, Grant-funded, Maximum Moving Stipend Amount, and CUPA code. An orange circle highlights the 'Location' dropdown menu.

8

Select the Assignment Category for the new position.

The screenshot shows the same 'Request a New Position' form as above, but with the 'Location' field now populated with 'Mapp Building'. An orange circle highlights the 'Assignment Category' dropdown menu.

9 Indicate if the position is full time or part time.

The screenshot shows the 'Request a New Position' form in Oracle Fusion Cloud Applications. The form is titled 'Request a New Position' and has 'Submit' and 'Cancel' buttons in the top right corner. The form is divided into several sections. The 'Full Time or Part Time' dropdown menu is highlighted with an orange circle. The form contains the following fields:

- *Department: 485065-Physical Therapy
- *Job: Temporary-Non-exempt
- Job Code: 50618749
- Location: Mapp Building
- Grade: MR00
- Grade Code: MR00_Common
- Assignment Category: Staff
- Full Time or Part Time: (highlighted)
- Attachments: Drag files here or click to add attachment
- LDA Position: (empty)
- Athletic Position: (empty)
- Centrally Funded Fee Waiver: (checkbox)
- Primary IRP Role (Faculty Only): (empty)
- Faculty Position: (empty)
- Grant-funded: (empty)
- Maximum Moving Stipend Amount: (empty)
- CUPA code: (empty)

10 Enter the number of working hours.

The screenshot shows the 'Request a New Position' form in Oracle Fusion Cloud Applications. The form is titled 'Request a New Position' and has 'Submit' and 'Cancel' buttons in the top right corner. The form is divided into several sections. The 'Working Hours' dropdown menu is highlighted with an orange circle. The form contains the following fields:

- Status: Active
- *Parent Position: Professor and Department Head
- Parent Position Code: 20001334
- *Business Unit: UT Chattanooga Campus BU
- *Name: Temp Lab Associate
- Code: 60498221
- *Department: 485065-Physical Therapy
- *Job: Temporary-Non-exempt
- Job Code: 50618749
- Location: Mapp Building
- Grade: (empty)
- Working Hours: 40 Weekly (highlighted)
- *Employment Type: Select a value
- Overlap Allowed: No (selected)
- Seasonal: No (selected)
- Division: (empty)
- SOC Code: (empty)
- LDA Position: (empty)
- Athletic Position: (empty)
- Centrally Funded Fee Waiver: (checkbox)
- Primary IRP Role (Faculty Only): (empty)
- Faculty Position: (empty)

11 Select the employment type for the new position.

Request a New Position

2 Position Details

Status
Active

***Parent Position**
Professor and Department Head

Parent Position Code
20001334

***Business Unit**
UT Chattanooga Campus BU

***Name**
Temp Lab Associate

Code
60498221

***Department**
485065-Physical Therapy

***Job**
Temporary-Non-exempt

Job Code
50618749

Location
Mapp Building

Grade
MR00

Working Hours
20 Weekly

***Employment Type**
Select a value

Collective Agreement Name	Country	Code	Bargaining Unit Name
Contingent Worker	United States	CWK	
Regular	United States	REG	
Student	United States	STU	
Temporary	United States	TEMP	

SOC Code
[Empty]

LDA Position
[Empty]

Athletic Position
[Empty]

Centrally Funded Fee Waiver

Primary IRP Role (Faculty Only)
[Empty]

Faculty Position
[Empty]

12 To find Chattanooga in the Division category, click on 'Search'.

Request a New Position

Parent Position
Professor and Department Head

Parent Position Code
20001334

***Business Unit**
UT Chattanooga Campus BU

***Name**
Temp Lab Associate

Code
60498221

***Department**
485065-Physical Therapy

***Job**
Temporary-Non-exempt

Job Code
50618749

Location
Mapp Building

Grade
MR00

Grade Code
MR00, Common

Assignment Category
Staff

Employment Type
Temporary

Overlap Allowed
 No Yes

Seasonal
 No Yes

Division
Athletics
Clinical Chatt
Clinical Knox
Family Pt Jacks
Family Pt Knox
Family Pt Mamp
General University
Health Science Center
Institute of Agriculture
Research Ctr
Search

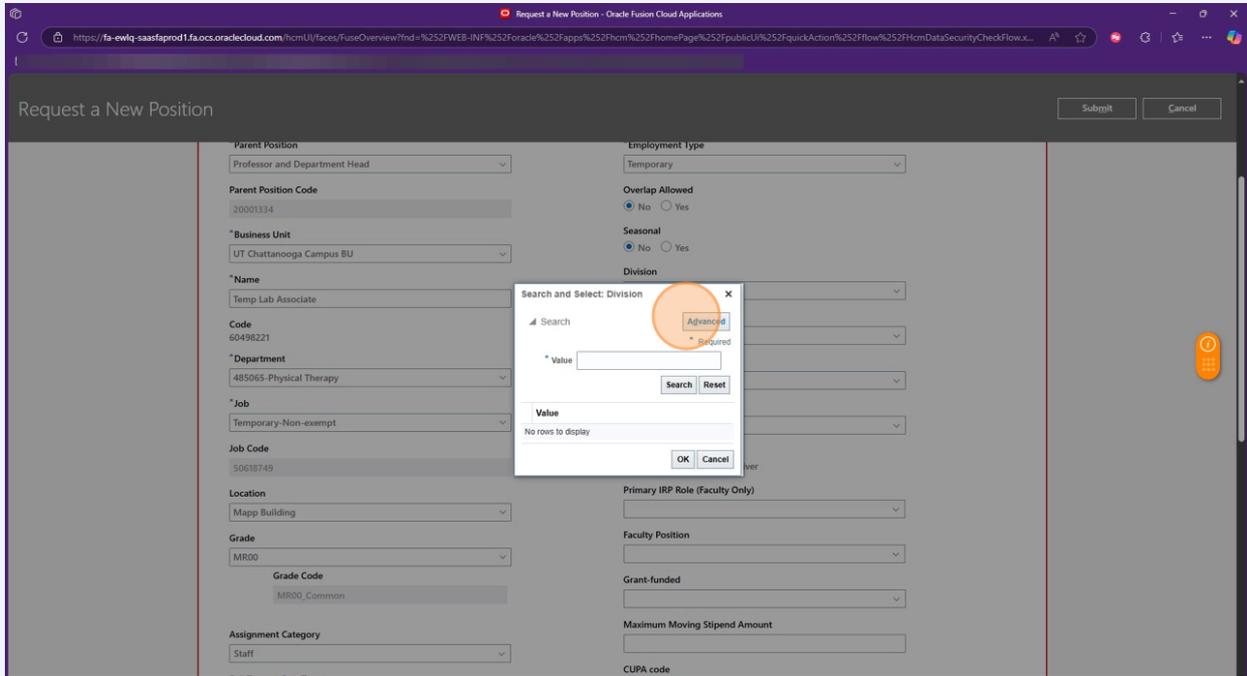
Faculty Position
[Empty]

Grant-funded
[Empty]

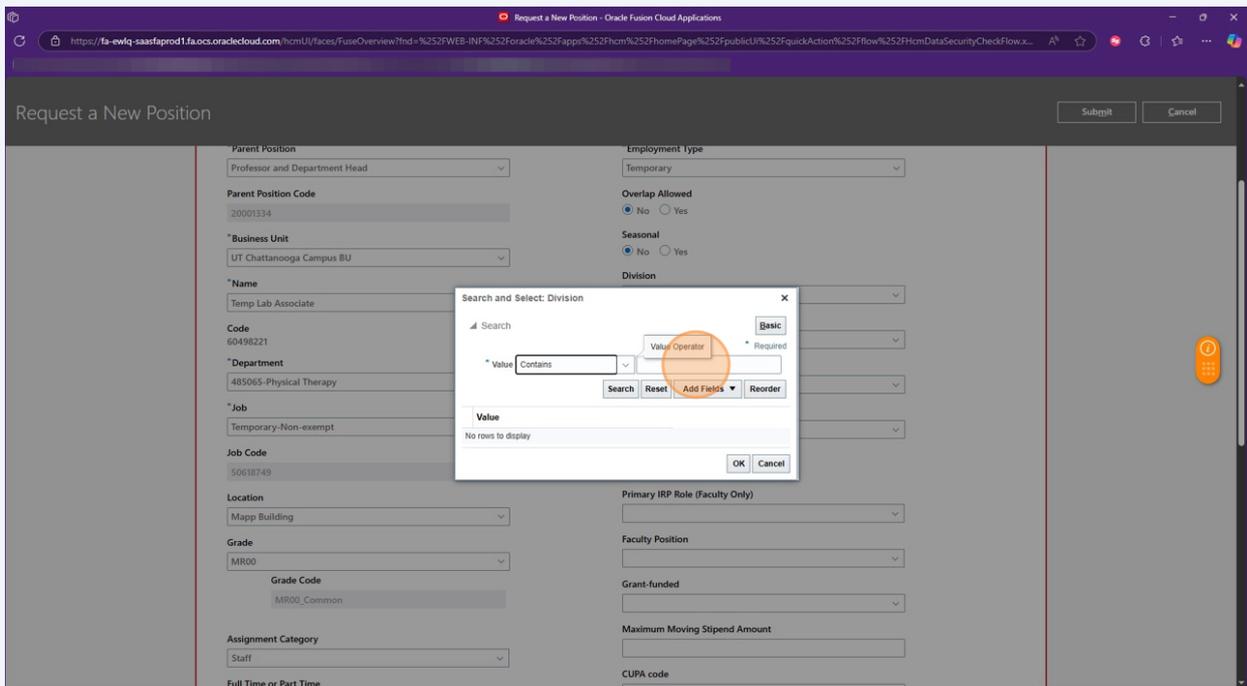
Maximum Moving Stipend Amount
[Empty]

CUPA code
[Empty]

13 Click on 'Advanced'.



14 In the 'Value' drop-down, select 'Contains'.



15 Enter 'Chattanooga' in the search field and click on 'Search'.

The screenshot shows the 'Request a New Position' form in a web browser. The form is partially filled with the following information:

- Parent Position: Professor and Department Head
- Parent Position Code: 20001334
- Business Unit: UT Chattanooga Campus BU
- Name: Temp Lab Associate
- Code: 60498221
- Department: 485065-Physical Therapy
- Job: Temporary-Non-exempt
- Job Code: 50618749
- Location: Mapp Building
- Grade: MR00
- Grade Code: MR00_Common
- Assignment Category: Staff
- Full Time or Part Time: Full Time or Part Time
- Employment Type: Temporary
- Overlap Allowed: No
- Seasonal: No
- Division: (empty)
- Primary IRP Role (Faculty Only): (empty)
- Faculty Position: (empty)
- Grant-funded: (empty)
- Maximum Moving Stipend Amount: (empty)
- CUPA code: (empty)

A modal window titled 'Search and Select: Division' is open in the center. It has a search field with the value 'Chattanooga' and a 'Search' button highlighted with an orange circle. Below the search field, the 'Value' section is empty, showing 'No rows to display'. The modal also includes 'Reset', 'Add Fields', and 'Reorder' buttons.

16 Click on 'UT Chattanooga' under the Value and 'OK'.

The screenshot shows the same 'Request a New Position' form as in the previous image. The modal window 'Search and Select: Division' is still open. The search field now contains 'Chattanooga'. The 'Value' section below the search field now displays a single result: 'UT Chattanooga Campus', which is highlighted with an orange circle. The 'Search' button is no longer highlighted. The modal also includes 'Reset', 'Add Fields', and 'Reorder' buttons.

17

You may indicate if this is a faculty position, grant-funded, a moving stipend amount, or has a CUPA code. Click on 'Continue'.

The screenshot shows the 'Request a New Position' form in the Oracle Fusion Cloud Applications interface. The form is titled 'Request a New Position' and has 'Submit' and 'Cancel' buttons in the top right corner. The form is divided into several sections:

- Temporary-Non-exempt**: A dropdown menu.
- Job Code**: A text input field containing 'S0618749'.
- Location**: A dropdown menu containing 'Mapp Building'.
- Grade**: A dropdown menu containing 'MR00'.
- Grade Code**: A text input field containing 'MR00_Common'.
- Assignment Category**: A dropdown menu containing 'Staff'.
- Full Time or Part Time**: A dropdown menu containing 'Part time'.
- Attachments**: A dashed box with a cloud icon and the text 'Drag files here or click to add attachment'.
- Public Position**: A dropdown menu.
- Centrally Funded Fee Waiver**: A checkbox.
- Primary IRP Role (Faculty Only)**: A dropdown menu.
- Faculty Position**: A dropdown menu.
- Grant-funded**: A dropdown menu containing 'No'.
- Maximum Moving Stipend Amount**: A text input field.
- CUPA code**: A text input field.

A red box highlights the 'Continue' button at the bottom center of the form. A blue circle highlights the 'Continue' button at the bottom center of the form. A blue circle highlights the 'Continue' button at the bottom center of the form.

18

For Budget Details, change the "Head Count" to 100 since there will be multiple hires put into this requisition in DASH. Change "FTE" to 0 so there will be no errors with the multiple hires. Change the "Type" to Pooled. Click on "Continue".

The screenshot shows the 'Request a New Position' form in the Oracle Fusion Cloud Applications interface. The form is titled 'Request a New Position' and has 'Submit' and 'Cancel' buttons in the top right corner. The form is divided into several sections:

- When and Why**: A section with an 'Edit' button.
- Position Details**: A section with an 'Edit' button.
- Budget Details**: A section with the following fields:
 - Is the position budgeted?**: A dropdown menu containing 'Yes'.
 - Head Count**: A text input field containing '100'.
 - FTE**: A text input field containing '0.00'.
 - Type**: A dropdown menu containing 'Pooled'.
- Additional Info**: A section.
- Associated Profiles**: A section.
- Requisition Details**: A section.
- Comments and Attachments**: A section.

A red box highlights the 'Continue' button at the bottom center of the form. A blue circle highlights the 'Continue' button at the bottom center of the form. A blue circle highlights the 'Continue' button at the bottom center of the form.

19

Under "Additional Info", enter the DASH account information for the position by selecting "Add" by the Position Salary Budget portion.

The screenshot shows the 'Request a New Position' form with the following sections:

- 2 Position Details (Edit)
- 3 Budget Details (Edit)
- 4 Additional Info (highlighted with a red box)
 - Position Salary Budget: There's nothing here so far. (Add button highlighted with a red circle)
 - Workflow Notes: There's nothing here so far. (Add button)
- 5 Associated Profiles
- 6 Requisition Details

Buttons: Submit, Cancel, Continue

20

The information entered here will be for the default account for the hiring department. If the hires will be paid out of different accounts, then this will be corrected in Labor Distribution.

The screenshot shows the 'Request a New Position' form with the following sections:

- 4 Additional Info (highlighted with a red box)
 - Position Salary Budget: (OK, Cancel buttons)
 - *Sequence: 000006
 - *Entity: 40
 - *Fund: 1100001
 - *Department: 485000
 - Account: 516400
 - *Program: 210
 - *Activity: 0000
 - *Distribution Amount: 25000.00
 - *Distribution Cost %: 100
 - *Wage Type: THRL
 - Workflow Notes: There's nothing here so far. (Continue button highlighted with a red circle)
- 5 Associated Profiles

Buttons: Submit, Cancel, Continue

21

Select the 'Recruiting Type' from the drop-down. The hiring manager will pre-populate to the requestor's name. This may be updated to the correct name. Next, enter the recruiter's name that is responsible for hiring in the department.

The screenshot shows the 'Request a New Position' form in a web browser. The form is titled 'Request a New Position' and has a 'Submit' and 'Cancel' button in the top right. The form is divided into sections: '4 Additional Info', '5 Associated Profiles', and '6 Requisition Details'. The '6 Requisition Details' section is highlighted with a red border and contains the following fields:

- *Recruiting Type: Temporary
- Number of Openings: Unlimited (with a slider set to 100)
- *Hiring Manager: Nancy Fell Professor & Dept Head
- *Recruiter: Select a value (highlighted with an orange circle)
- Tenure Track: [Empty]
- Hiring Range: [Empty]
- LDA Position: [Empty]
- *Organization: Select a value
- *Primary Location: Select a value
- Legal Employer: UT System
- Grant-funded role: [Empty]
- Background Check Department Code: [Empty]
- Job Shift: [Empty]

A 'Continue' button is located at the bottom of the '6 Requisition Details' section.

22

Select 'UT Chattanooga Campus BU' for Organization. Enter 'Chattanooga, TN' for the Primary Location'. Legal Employer will remain UT System.

The screenshot shows the 'Request a New Position' form in a web browser. The form is titled 'Request a New Position' and has a 'Submit' and 'Cancel' button in the top right. The form is divided into sections: '5 Associated Profiles' and '6 Requisition Details'. The '6 Requisition Details' section is highlighted with a red border and contains the following fields:

- *Recruiting Type: Temporary
- Number of Openings: Unlimited (with a slider set to 100)
- *Hiring Manager: Nancy Fell Professor & Dept Head
- *Recruiter: Rachel Riehle Senior Employment Specialist
- Tenure Track: [Empty]
- Hiring Range: [Empty]
- LDA Position: No
- *Organization: UT Chattanooga Campus BU, University of Tennessee
- *Primary Location: Chattanooga, TN, United States (highlighted with an orange circle)
- Legal Employer: UT System
- Grant-funded role: [Empty] (highlighted with an orange circle)
- Background Check Department Code: [Empty]
- Job Shift: [Empty]

A 'Continue' button is located at the bottom of the '6 Requisition Details' section. Below this section is a '7 Comments and Attachments' section.

23

Click on 'Continue'. You may add comments or attachments in the next section. once done, click on 'Submit' on the top right-hand side of the screen.

The screenshot shows a web browser window with the URL <https://fa-ewlq-saasfaprod1.fas.ocs.oraclecloud.com/hcmUI/aces/FuseOverview?nd=%252FWEB-INF%252Fforacle%252Fapps%252Fhcm%252FhomePage%252FpublicUI%252FquickAction%252Fflow%252FhcmDataSecurityCheckFlow.x...>. The page title is "Request a New Position". At the top right, there are "Submit" and "Cancel" buttons. Below the title bar, there is a progress indicator showing "5 Associated Profiles" and an "Edit" button. The main content area is titled "6 Requisition Details" and contains the following fields:

- *Recruiting Type**: Temporary
- Number of Openings**: Unlimited (with a slider set to 100)
- *Hiring Manager**: Nancy Fell Professor & Dept Head
- *Recruiter**: Rachel Riehle Senior Employment Specialist
- Tenure Track**: [Empty]
- Hiring Range**: [Empty]
- LDA Position**: No
- *Organization**: UT Chattanooga Campus BU, University of Tennessee
- *Primary Location**: Chattanooga, TN, United States
- Legal Employer**: UT System
- Grant-funded role**: No
- Background Check Department Code**: [Empty]
- Job Shift**: Day Shift

At the bottom of the "Requisition Details" section, there is a "Continue" button circled in orange. Below this section is a "7 Comments and Attachments" section.