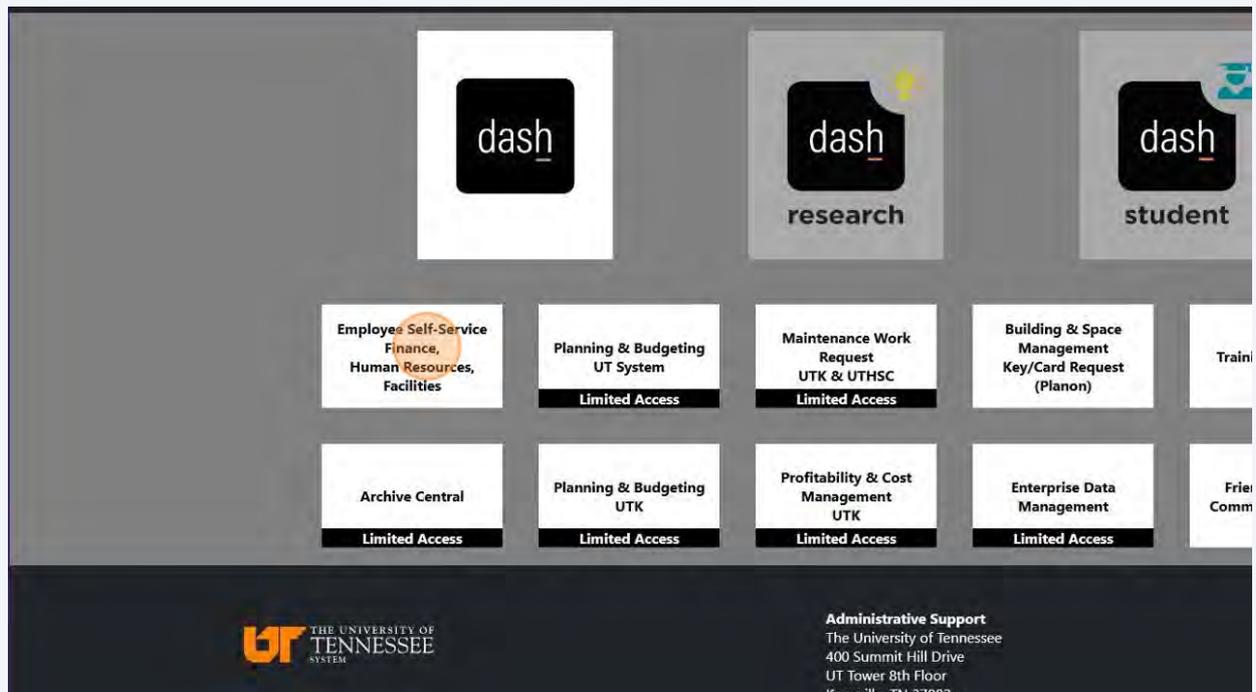


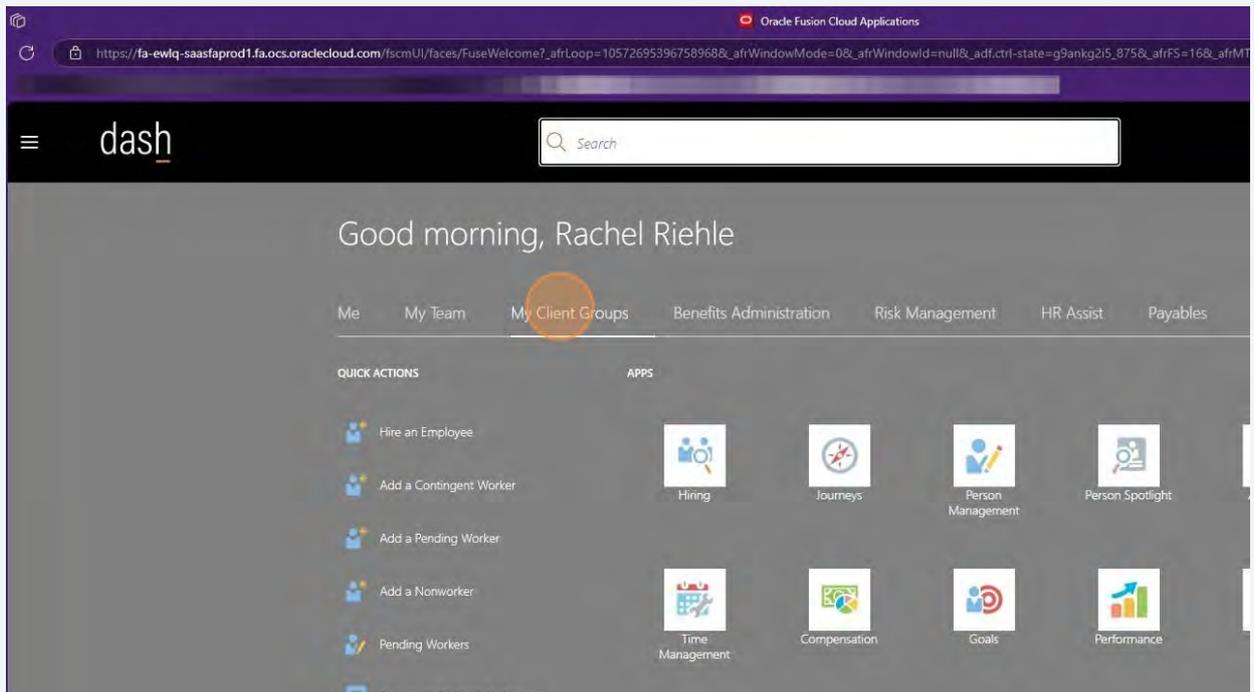
How to Create New Adjunct Position in DASH for Recruitment

1

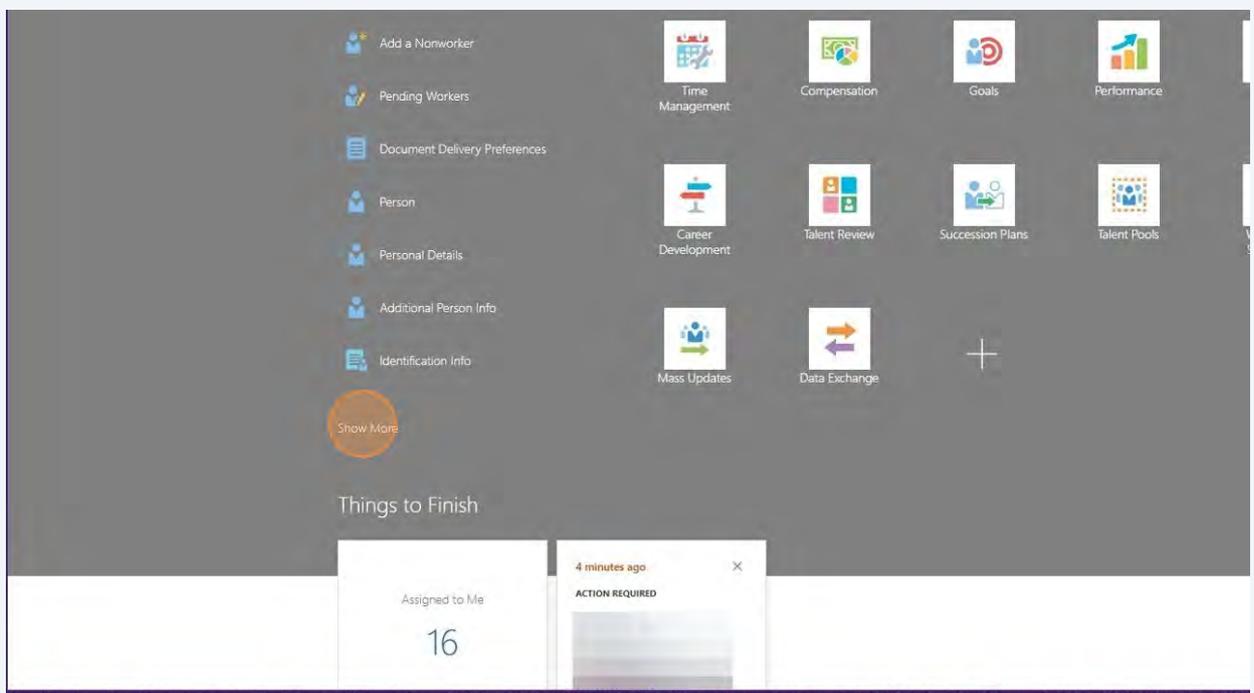
Click "Employee Self-Service Finance, Human Resources, Facilities" from the DASH landing page.



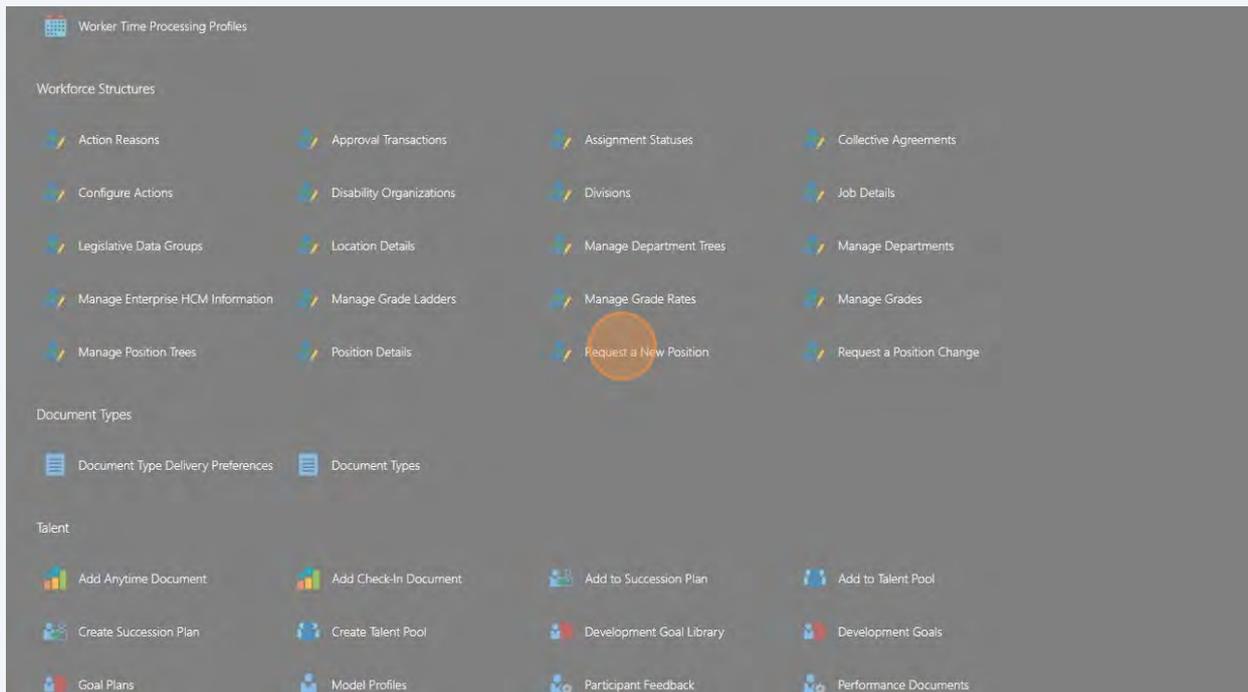
2 Click on "My Client Groups".



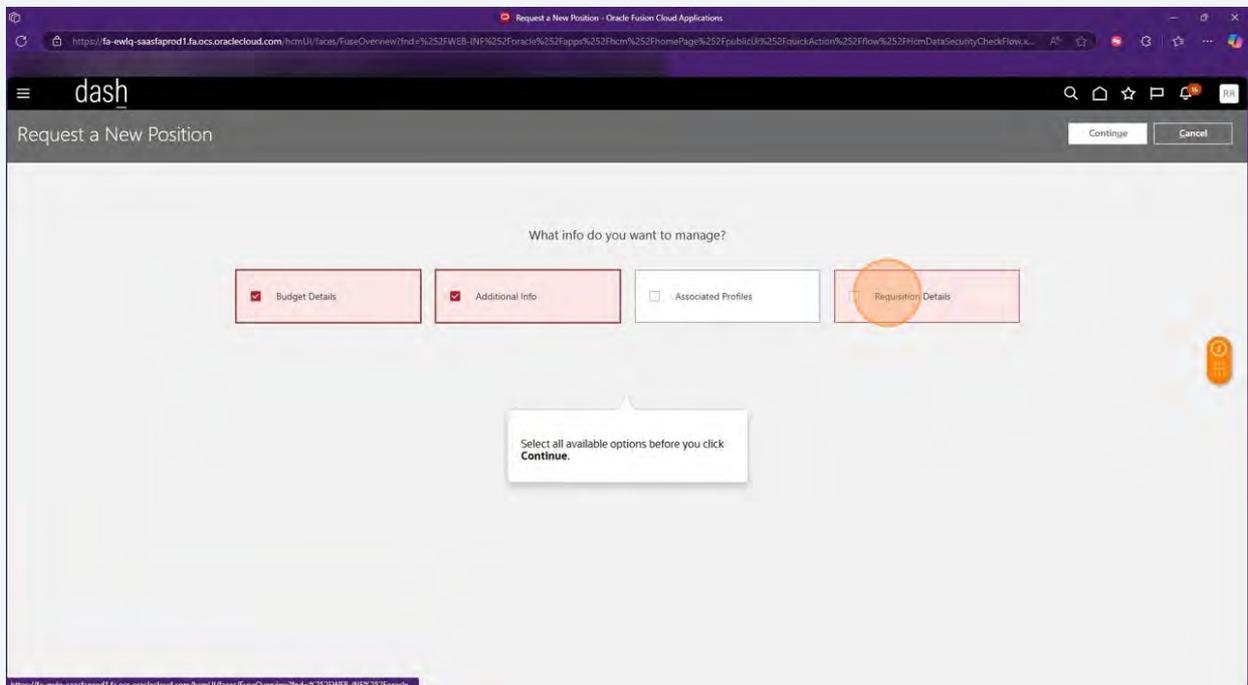
3 Click on "Show More" under Quick Actions.



4 Click "Request a New Position" under Workforce Structures.



5 Click "Budget Details, Additional Info, and Requisition Details (to post)" and select "Continue".



6 Select the effective date for the new position to start (you may use today's date).

Request a New Position - Oracle Fusion Cloud Applications

dash

Request a New Position

1 When and Why

When does the new position start?

3/11/2025

What's the reason for this request?

Select a value

Continue

2 Position Details

3 Budget Details

4 Additional Info

7 Click "Request a new Position" under the Action Reason for the request and click "Continue".

Request a New Position - Oracle Fusion Cloud Applications

dash

Request a New Position

1 When and Why

When does the new position start?

3/11/2025

What's the reason for this request?

Select a value

Action Reason

Request a new Position

Continue

2 Position Details

3 Budget Details

4 Additional Info

Position Details

8

The Parent Position will automatically be filled with the requestor's position number. This will need to be changed to the position number of the hiring manager. Once the position number is entered, it will populate in a drop-down bar for selection.

Request a New Position

2 Position Details

Status: Active

*Parent Position: Senior Employment Specialist

Parent Position Code: 50237749

*Business Unit: UT Chattanooga Campus BU

*Name: [Empty]

Code: 60497342

*Department: 407020-Personnel Services

*Job: [Empty]

Working Hours: 40 Weekly

*Employment Type: Select a value

Overlap Allowed: No Yes

Seasonal: No Yes

Division: [Empty]

SOC Code: [Empty]

LDA Position: [Empty]

Athletic Position: [Empty]

9

Enter the name for the Adjunct position.

2 Position Details

Status: Active

*Parent Position: Professor and Head

Parent Position Code: 20010520

*Business Unit: UT Chattanooga Campus BU

*Name: [Empty]

Code: 60497342

*Department: 485060-Nursing

*Job: Select a value

Job Code: [Empty]

Location: Select a value

Grade: [Empty]

Working Hours: 40 Weekly

*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]

10 Under Job, enter in "Adjunct" and select the appropriate title.

The screenshot shows a web form for job entry. The 'Job' dropdown menu is open, displaying a list of job titles. The 'Adjunct Instructor' option is highlighted with an orange circle. The form includes various fields for business unit, name, code, department, seasonal status, division, SOC code, LDA position, athletic position, centrally funded fee waiver, primary IRP role, faculty position, grant-funded status, maximum moving stipend amount, and CUPA code.

Name	Code	Job Family Name
Adjunct Assistant Professor	30000021	Faculty
Adjunct Associate Professor	30000022	Faculty
Adjunct Instructor	30000023	Faculty
Adjunct Professor	30000024	Faculty

11 Under Location, enter the building name and choose from the listings.

The screenshot shows the same web form as in step 10, but with the 'Location' dropdown menu open. The 'Metro' option is selected, and a list of building names is displayed. The 'Metro Building' option is highlighted with an orange circle. The form includes various fields for job title, code, department, job code, seasonal status, division, SOC code, LDA position, athletic position, centrally funded fee waiver, primary IRP role, faculty position, grant-funded status, maximum moving stipend amount, and CUPA code.

Name	Code	Town or City	Country Name
Metro Building	50829700	Chattanooga	United States
Metro Building_01_102	50829700_01_102	Chattanooga	United States
Metro Building_01_103	50829700_01_103	Chattanooga	United States
Metro Building_01_103A	50829700_01_103A	Chattanooga	United States
Metro Building_01_103B	50829700_01_103B	Chattanooga	United States

12 Under Assignment Category, select "12 - Month Faculty".

Request a New Position

60497342

Department
485060-Nursing

12 - Month Faculty
12 - Month Graduate Students
9 - Month Faculty
9 - Month Graduate Students
Contingent Worker
Executive/Admin
Fellow/Trainee
Interns/Residents
Professional
Special Appointment
Staff
Student Worker

Full Time or Part Time

LDA Position

Athletic Position

Centrally Funded Fee Waiver

Primary IRP Role (Faculty Only)

Faculty Position

Grant-funded

Maximum Moving Stipend Amount

CUPA code

13 Select the appropriate work schedule for the new adjunct position.

Adjunct Instructor

Job Code
30000023

Location
Metro Building

Grade
MR00

Grade Code
MR00_Common

Assignment Category
12 - Month Faculty

Full Time or Part Time

Full time
Part time

Athletic Position

Centrally Funded Fee Waiver

Primary IRP Role (Faculty Only)

Faculty Position

Grant-funded

Maximum Moving Stipend Amount

CUPA code

Drag files here or click to add attachment

Continue

14 Enter the expected number of working hours for the new position.

When and Why Edit

Position Details

Working Hours
40 Weekly

***Employment Type**
Select a value

Overlap Allowed
 No Yes

Seasonal
 No Yes

Division
Select a value

SOC Code
Select a value

LDA Position
Select a value

Status
Active

***Parent Position**
Professor and Head

Parent Position Code
20010520

***Business Unit**
UT Chattanooga Campus BU

***Name**
Adjunct Instructor

Code
60497342

***Department**
485060-Nursing

***Job**
Adjunct Instructor

Job Code
30000023

15 Select the appropriate employment type for the new position.

1 When and Why Edit

2 Position Details

Working Hours
25 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
Select a value

LDA Position
Select a value

Athletic Position
Select a value

Centrally Funded Fee Waiver

Status
Active

***Parent Position**
Professor and Head

Parent Position Code
20010520

***Business Unit**
UT Chattanooga Campus BU

***Name**
Adjunct Instructor

Code
60497342

***Department**
485060-Nursing

***Job**
Adjunct Instructor

Job Code
30000023

16

Click on "Yes" for Overlap Allowed if two people may be in the position for a short duration (i.e. if an adjunct is leaving the University and a new candidate has been hired for replacement).

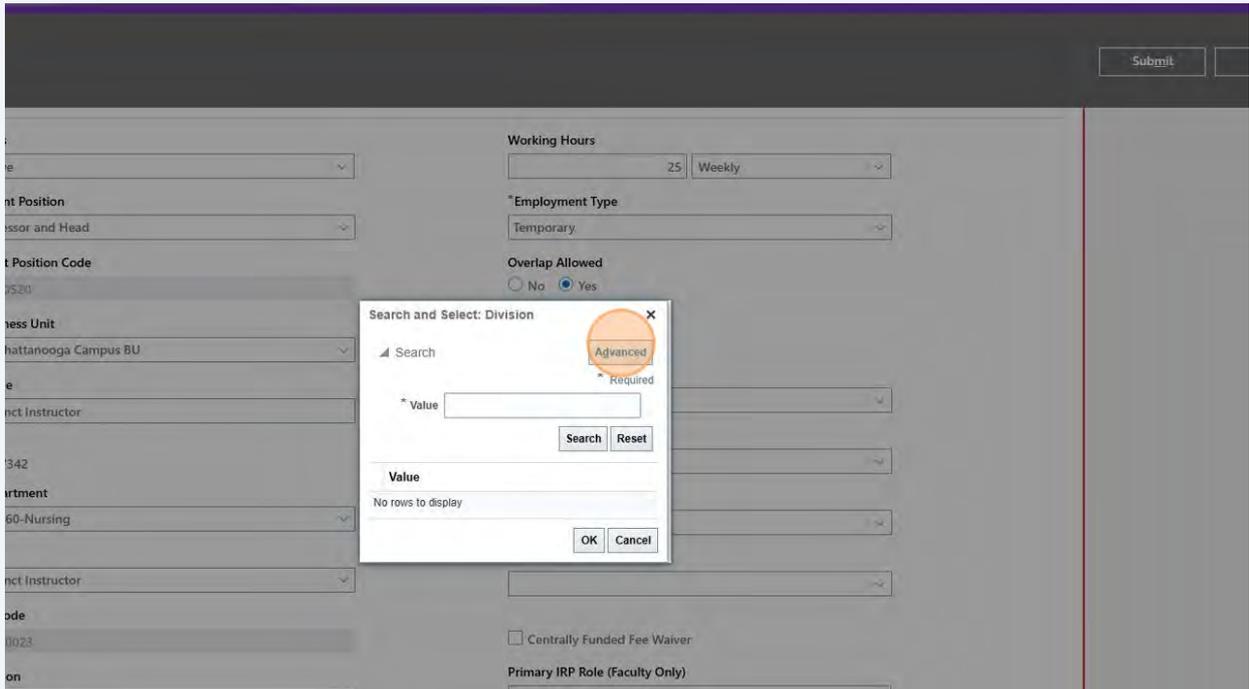
The screenshot shows a web form titled "2 Position Details". The form is divided into two columns. The left column contains fields for Status (Active), Parent Position (Professor and Head), Parent Position Code (20010520), Business Unit (UT Chattanooga Campus BU), Name (Adjunct Instructor), Code (60497342), Department (485060-Nursing), Job (Adjunct Instructor), and Job Code. The right column contains fields for Working Hours (25 Weekly), Employment Type (Temporary), Overlap Allowed (radio buttons for No and Yes, with Yes selected), Seasonal (radio buttons for No and Yes), Division, SOC Code, LDA Position, and Athletic Position. A red circle highlights the "Yes" radio button for "Overlap Allowed". A "Submit" button is visible in the top right corner.

17

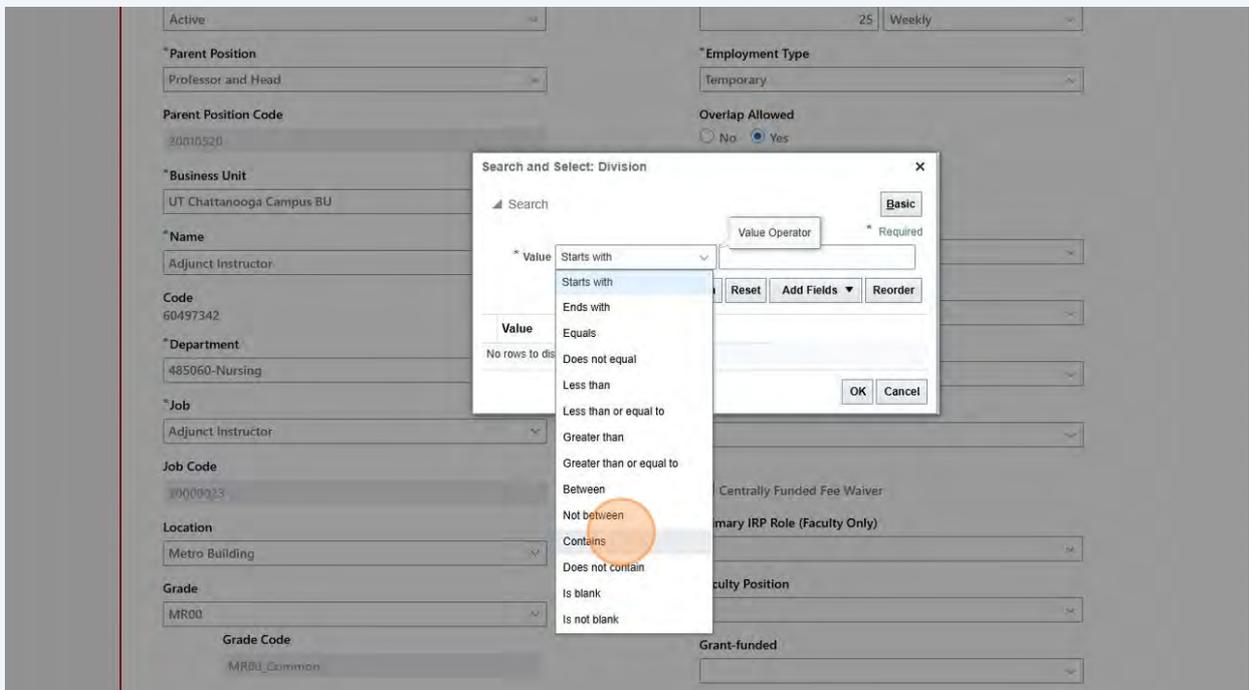
Click on the drop-down arrow by "Division" to search for Chattanooga.

This screenshot shows the same "Position Details" form, but with the "Division" dropdown menu open. The "Overlap Allowed" field is now set to "No". The "Division" dropdown menu is highlighted with a red circle, and a tooltip labeled "Division" is visible next to it. The "Submit" and "Cancel" buttons are visible in the top right corner.

18 Click on "Advanced Search".



19 Click on the drop-down menu by "Value" and select "Contains".



20 Enter "Chattanooga" and click on "Search".

The screenshot shows a web form with various fields. A modal dialog box titled "Search and Select: Division" is open in the center. The dialog has a search bar with the text "Chattanooga" and a "Search" button highlighted with an orange circle. Below the search bar, the "Value" section is empty, displaying "No rows to display". The background form includes fields for Status (Active), Working Hours (25 Weekly), Parent Position (Professor and Head), Employment Type (Temporary), Parent Position Code (20010520), Overlap Allowed (Yes), Business Unit (UT Chattanooga Campus BU), Name (Adjunct Instructor), Code (60497342), Department (485060-Nursing), Job (Adjunct Instructor), Job Code (30000023), Location (Metro Building), and Grade (MR00).

21 Select "UT Chattanooga Campus" and click on "OK".

The screenshot shows the same web form as in step 20. The modal dialog box "Search and Select: Division" is still open. The search bar now shows "Chattanooga" and the "Search" button is no longer highlighted. The "Value" section now displays a single result: "UT Chattanooga Campus", which is highlighted with an orange circle. The background form fields are the same as in the previous screenshot.

22

Enter the appropriate SOC Code for the adjunct position.

The screenshot shows a web form with various dropdown menus and radio buttons. The 'SOC Code' dropdown is highlighted with an orange circle, and a tooltip labeled 'SOC Code' points to it. Other visible fields include 'Employment Type' (Temporary), 'Overlap Allowed' (Yes), 'Seasonal' (No), 'Division' (UT Chattanooga Campus), 'LDA Position', 'Athletic Position', 'Centrally Funded Fee Waiver' (checkbox), 'Primary IRP Role (Faculty Only)', 'Faculty Position', and 'Grant-funded'.

23

Click on the appropriate role for "Primary IRP Role (Faculty Only)".

The screenshot shows a web form with various dropdown menus and a checkbox. The 'Primary IRP Role (Faculty Only)' dropdown is open, showing options: 'Instructional', 'Public Service', and 'Research'. An orange circle highlights the 'Instructional' option, and a tooltip labeled 'Primary IRP Role (Faculty Only)' points to it. Other visible fields include 'Division' (UT Chattanooga Campus), 'SOC Code' (25-1199), 'LDA Position' (No), 'Athletic Position', 'Centrally Funded Fee Waiver' (checkbox), 'Maximum Moving Stipend Amount', and 'CUPA code'.

24

Enter the correct faculty role for "Faculty Position". It will be Instructor for Adjuncts.

hattanooga Campus BU

ie

ect Instructor

'342

artment

60-Nursing

ect Instructor

ode

0023

ion

o Building

0

Grade Code

MR00_Common

ment Category

Month Faculty

ime or Part Time

time

ments

No Yes

Division

UT Chattanooga Campus

SOC Code

25-1199

LDA Position

No

Athletic Position

Centrally Funded Fee Waiver

Primary IRP Role (Faculty Only)

Instructional

Primary IRP Role (Faculty Only)

Faculty Position

Grant-funded

Maximum Moving Stipend Amount

CUPA code

25

Click the appropriate role from the drop-down menu.

Submit

20070520

No Yes

*Business Unit

UT Chattanooga Campus BU

*Name

Adjunct Instructor

Code

60497342

*Department

485060-Nursing

*Job

Adjunct Instructor

Job Code

30000023

Location

Metro Building

Grade

MR00

Grade Code

MR00_Common

Assignment Category

12 - Month Faculty

Seasonal

No Yes

Division

UT Chattanooga Campus

Administrative Support

Assistant Professor

Associate Professor

Clerical/Tech

Instructor

Professional

Professor

Total Academic

Total Faculty

Total Faculty/Academic

Undesignated

Faculty Position

Grant-funded

Maximum Moving Stipend Amount

CUPA code

26

Click "Continue". You may add an attachment here, but it will not flow over to the position creation workflow.

The screenshot shows a form with the following fields:

- Metro Building: Metro Building
- Grade: MR00
- Grade Code: MR00_Common
- Assignment Category: 12 - Month Faculty
- Full Time or Part Time: Part time
- Instructional: Instructuonal
- Faculty Position: Instructor
- Grant-funded: (empty)
- Maximum Moving Stipend Amount: (empty)
- CUPA code: (empty)

Below the fields is an "Attachments" section with a dashed border and a green upload icon. The text "Drag files here or click to add attachment" is visible. At the bottom, a large orange "Continue" button is highlighted with a red circle, and a smaller grey "Continue" button is visible below it.

Navigation steps are shown at the bottom:

- 3 Budget Details
- 4 Additional Info

27

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".

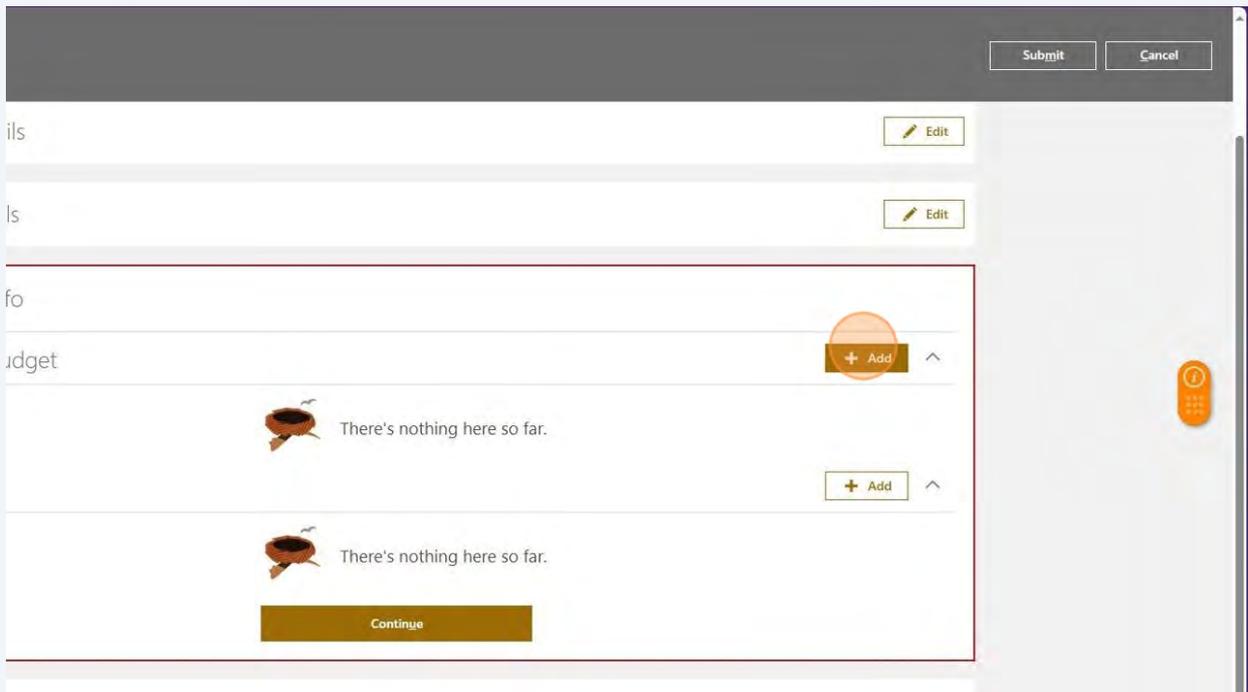
The screenshot shows the "3 Budget Details" section of the form. The fields are:

- Is the position budgeted?: Yes
- Head Count: 100
- FTE: 0
- Type: Pooled

A large orange "Continue" button is centered at the bottom of the form.

28

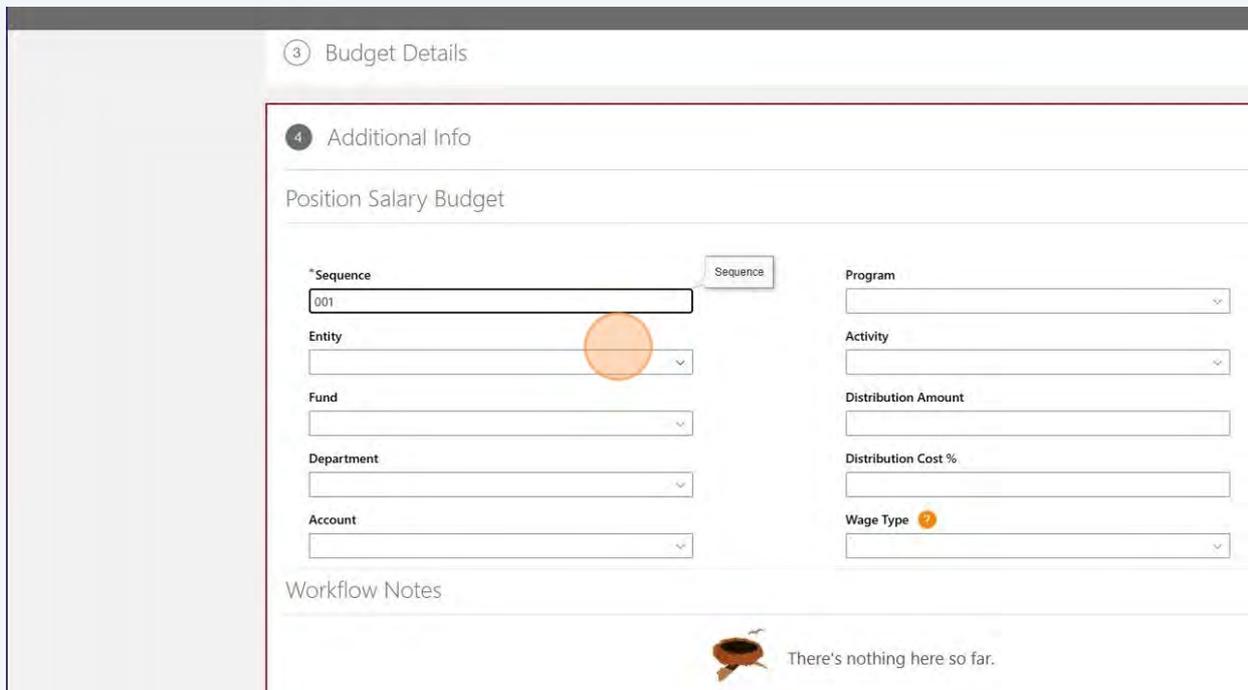
Under "Additional Info", enter the DASH account information for the position by selecting "Add" by the Position Salary Budget portion.



The screenshot shows a web interface with a dark header bar containing 'Submit' and 'Cancel' buttons. Below the header, there are several rows of data. The first two rows have 'Edit' buttons. The third row is highlighted with a red border and contains a 'Position Salary Budget' entry with an orange 'Add' button. Below this, there are two empty rows, each with a small brown icon and the text 'There's nothing here so far.' and an 'Add' button. At the bottom of the highlighted section is a 'Continue' button. On the right side of the interface, there is a vertical sidebar with an orange information icon.

29

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



The screenshot shows a web interface titled 'Budget Details' with a sub-section 'Additional Info'. The 'Additional Info' section is titled 'Position Salary Budget' and contains several fields: 'Sequence' (text input with '001'), 'Entity' (dropdown menu), 'Fund' (dropdown menu), 'Department' (dropdown menu), 'Account' (dropdown menu), 'Program' (dropdown menu), 'Activity' (dropdown menu), 'Distribution Amount' (text input), 'Distribution Cost %' (text input), and 'Wage Type' (dropdown menu with a question mark icon). Below these fields is a 'Workflow Notes' section with a small brown icon and the text 'There's nothing here so far.'.

30 Enter "40" for the Entity for Chattanooga.

4 Additional Info

Position Salary Budget

*Sequence	001		Program	
Entity	40	Entity	Activity	
Fund			Distribution Amount	
Department			Distribution Cost %	
Account			Wage Type	

Workflow Notes

 There's nothing here so far.

[Continue](#)

31 Enter the Fund number.

4 Additional Info

Position Salary Budget

*Sequence	001		Program	
Entity	40		Activity	
Fund	110000	Fund	Distribution Amount	
Department			Distribution Cost %	
Account			Wage Type	

Workflow Notes

 There's nothing here so far.

[Continue](#)

32 Enter the Department number.

4 Additional Info

Position Salary Budget

Sequence	001	Program	
Entity	40	Activity	
Fund	1100001	Distribution Amount	
Department	485000	Distribution Cost %	
Account		Wage Type	

Workflow Notes

There's nothing here so far.

Continue

33 Enter the Program number.

ails

Submit Cancel

Edit

nfo

Budget

Program		OK	Cancel
Activity			
Distribution Amount			
Distribution Cost %			
Wage Type			

Account

34 Enter the Activity number. If known, enter the Distribution amount.

The screenshot shows a software window with a title bar and several sections. At the top, there is a section labeled 'Additional Info'. Below it is a 'Salary Budget' section. The main area contains several input fields and dropdown menus. On the right side, there are 'OK' and 'Cancel' buttons. The 'Program' dropdown is set to '210'. The 'Activity' dropdown is set to '4037'. The 'Distribution Amount' field is empty. The 'Distribution Cost %' field is empty. The 'Wage Type' dropdown is empty. Below the input fields, there is a section labeled 'With Notes' which contains a message: 'There's nothing here so far.' and a 'Continue' button.

35 Enter 100% in the Distribution Cost.

This screenshot is similar to the previous one, but the 'Distribution Cost %' field now contains the value '100.00'. The 'Wage Type' dropdown is still empty. The 'With Notes' section still displays 'There's nothing here so far.' and the 'Continue' button. A search bar for 'Wage Type' is visible at the bottom right of the input area.

36 Select the Wage type. 1REG if paid monthly or 1HRL if paid bi-weekly.

The screenshot shows a web form titled "Request a New Position" with a dark header bar containing "Submit" and "Cancel" buttons. Below the header, there is a section for "Budget Details" with an "Edit" button. The main form area is divided into "Additional Info" and "Salary Budget". The "Salary Budget" section contains several input fields. A dropdown menu is open, displaying a list of wage types: 1REG, 1ADA, 1ALU, 1FEL, 1FPY, 1HRL, 1LWP, and 1PRP. An orange circle highlights the "1REG" option. A "Cancel" button is visible in the top right corner of the dropdown menu.

37 Click "OK" to move to Requisition Details.

The screenshot shows the same web form as in step 36, but now the "Wage Type" dropdown menu is closed and set to "1REG". An orange circle highlights the "1REG" option in the dropdown. Another orange circle highlights the "OK" button in the dropdown menu. The "Program" field is set to "210" and the "Activity" field is set to "4037". The "Distribution Cost %" field is set to "100.00". The "Submit" and "Cancel" buttons are visible in the top right corner of the form.

38

If you want to add workflow notes, click on "Add". Once done, click on "Continue" to move to the next section.

Position Salary Budget

Sequence 001
Entity 40
Fund 1100001
Department 485000
Account 512100

Program 210
Activity 4037
Distribution Amount
Distribution Cost % 100,00
Wage Type 1REG

Workflow Notes

There's nothing here so far.

Continue

5 Requisition Details

6 Comments and Attachments

39

Select the "Recruiting Type" from the drop-down menu.

4 Additional Info

5 Requisition Details

*Recruiting Type

Select a value
Select a value
Non-Exempt Staff
Exempt Staff
Faculty
Temporary
Student
Executive Search
Contingent

*Organization
Select a value

*Primary Location
Select a value

Legal Employer
UT System

Grant-funded role

Background Check Department Code

Job Shift

Continue

40

The hiring manager will pre-populate to the requestor's name. This can be updated to the correct name.

4 Additional Info

5 Requisition Details

*Recruiting Type
Temporary

*Number of Openings
Limited 1

*Hiring Manager
Rachel Riehle Senior Employment Specialist

*Recruiter
Select a value

Tenure Track

Hiring Range

LDA Position

*Organization
Select a value

*Primary Location
Select a value

Legal Employer
UT System

Grant-funded role

Background Check Department Code

Job Shift

Continue

41

If you would like to update the position information to match the hiring manager's info, click on "Yes".

on Details

*Organization
Select a value

ings

Warning

Do you also want to change the department, legal employer, and primary work location of the job requisition to those of this hiring manager?

Yes No

Professor and Head

Background Check Department Code

Job Shift

Continue

nts and Attachments

=%252FWEB-INF%252Foracle...

42

Select the appropriate recruiter for the position from the drop-down menu. Rachel Riehle will be the recruiter for faculty positions.

The screenshot shows a web form titled "5 Requisition Details". The form is divided into two columns. The left column contains fields for "Recruiting Type" (Temporary), "Number of Openings" (Limited, 1), "Hiring Manager" (Christine Smith Professor and Head), "Recruiter" (Select a value), "Tenure Track", "Hiring Range", and "LDA Position". The right column contains fields for "Organization" (Select a value), "Primary Location" (Select a value), "Legal Employer" (UT System), "Grant-funded role", "Background Check Department Code", and "Job Shift". A "Continue" button is located at the bottom right of the form. An orange circle highlights the "Recruiter" dropdown menu.

43

Click "Yes" or "No" if the position will be on tenure track.

The screenshot shows the same "5 Requisition Details" form. The "Recruiter" dropdown menu is now filled with "Rachel Riehle Senior Employment Specialist". The "Tenure Track" dropdown menu is open, showing options: "No", "No", "Yes", and "Search...". An orange circle highlights the "Yes" option. The "Continue" button is visible at the bottom right.

44 If the hiring range is known, enter the information.

5 Requisition Details

*Recruiting Type
Temporary

*Number of Openings
Limited 1

*Hiring Manager
Christine Smith Professor and Head

*Recruiter
Rachel Riehle Senior Employment Specialist

Tenure Track
No

Hiring Range

LDA Position

*Organization
Select a value

*Primary Location
Select a value

Legal Employer
UT System

Grant-funded role

Background Check Department Code

Job Shift

Continue

6 Comments and Attachments

45 Select "UT Chattanooga Campus BU, University of Tennessee" for the Organization.

Personal Info Edit

Requisition Details

*Recruiting Type

*Number of Openings

*Hiring Manager

*Recruiter

Tenure Track

Hiring Range

LDA Position

*Organization

Name	Type
University of Tennessee	Enterprise
Tennessee Language Center Req BU, University of Tennessee	Business Unit
UT AgResearch Req BU, University of Tennessee	Business Unit
UT Chattanooga Campus BU, University of Tennessee	Business Unit
UT County Technical Assistance Service Req BU, University of Tennessee	Business Unit

Background Check Department Code

Job Shift

Continue

Comments and Attachments

46

Enter "Chattanooga, TN" for the Primary Location.

Additional Info Edit

Requisition Details

Posting Type Temporary	*Organization UT Chattanooga Campus BU, University of Tennessee
Number of Openings Number of Openings: 1	*Primary Location Select a value
Posting Manager Christine Smith Professor and Head	Legal Employer UT System
Recruiter Mel Riehle Senior Employment Specialist	Grant-funded role
Job Range	Background Check Department Code
Position	Job Shift

47

If the position is grant-funded, select "Yes". If you know the background check department code, you may enter the information. For "Job Shift", select the correct shift.

Requisition Details

*Organization UT Chattanooga Campus BU, University of Tennessee
*Primary Location Chattanooga, TN, United States
Legal Employer UT System
Grant-funded role
Background Check Department Code
Job Shift

Continue

48

Click "Continue". You may add Comments and Attachments in the next section. Once done, click "Submit" at the top to initiate the position creation process.

5 Requisition Details

*Recruiting Type Temporary	*Organization UT Chattanooga Campus BU, University of Tennessee
*Number of Openings Limited 1	*Primary Location Chattanooga, TN, United States
*Hiring Manager Christine Smith Professor and Head	Legal Employer UT System
*Recruiter Rachel Riehle Senior Employment Specialist	Grant-funded role No
Tenure Track No	Background Check Department Code
Hiring Range	Job Shift Day Shift
LDA Position No	

Continue

6 Comments and Attachments