

# Create or Close a Non-Employee Position






## For Managers

Create a position within a supervisory organization to add to headcount that can be filled by non-employees only. A position contains key job information such as job profile, job family, individual types and location. This will also cover how to close a Position.

### Create Position

| Action |   | Steps  |
|--------|---|--|
| 1      | <p>Create Non-Employee Position</p>   | From home screen click the <b>Create Non-Employee Position</b> application.  |
| 2      |   | Verify that the supervisory organization in which you will create a position is correct and then click OK.   |
| 3      | <p>Supervisory Organization Fred Hutchinson Cancer Research Center (Jill [redacted])</p> <p>Position Request Reason <input type="text" value="× Create Position &gt; Create Position &gt; Non-Employee"/></p> <p>Job Posting Title * <input type="text" value="NE-[redacted]"/></p> <p>Number of Positions * <input type="text" value="1"/></p> | <p>The <b>Position Request Reason</b> will be automatically filled in</p> <p>Enter a <b>Job Posting Title</b>. The Job Posting Title will serve as the Business Title and must be in the format of "NE-XXXX"</p> <p>Enter the number of positions you will create with this request.</p> |

|   |  |  |
|---|--|--|
| 4 | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Hiring Restrictions</b></p> <hr/> <p>Availability Date <span style="color: red;">*</span> <input type="text" value="MM / DD / YYYY"/> </p> <p>Earliest Hire Date <span style="color: red;">*</span> <input type="text" value="MM / DD / YYYY"/> </p> <p>No Job Restrictions <input type="checkbox"/></p> <p>Job Profile <span style="color: red;">*</span> <input type="text"/> </p> </div> <div style="width: 45%; text-align: center;"> <p>Qualifications</p> </div> </div> | <p>Click the <b>Calendar</b> icon  to select an <b>Availability Date</b> and an <b>Earliest Hire Date</b>. Both <b>Availability Date</b> and <b>Earliest Hire Date</b> should be the same date as the date of position creation or non-employee start date, whichever is earlier.</p> <p>Click the <b>Prompt</b> icon  to select a Job Profile for the position. To find a non-employee job profile enter <i>NE</i> in your search. Be sure to select the job profile that is part of the company that you will want this position to reside in.</p> |
| 5 | <p>Job Description Summary <input type="text"/></p> <p>Job Description <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">             Format <span style="font-size: 0.8em;">▼</span>   <b>B</b> <i>I</i> <u>U</u> <span style="color: blue;">A</span> </div> <input type="text"/></p>   | <p>You can enter a <b>Job Description</b> and <b>Job Description Summary</b> in the text fields. However, these are not required for a non-employee position</p> <p>The <b>Job Description</b> text may be formatted.</p>  |
| 6 | <p>Location <input type="text"/> </p> <p>Time Type <input type="text"/> </p> <p>Individual Type <span style="color: red;">*</span> <input type="text" value="× Individual"/> </p> <p>Individual Sub-Type <span style="color: red;">*</span> <input type="text"/> </p>  | <p>Click the <b>Prompt</b> icon  to select a <b>Location, Time Type, Individual Type</b> (your only option is individual), and <b>Individual Sub-Type</b>. Please use a <i>non-employee</i> sub type. The options allow for fixed terms where you set an end date and an option without an end date.</p>   |
| 7 | <div style="background-color: #f7941d; border-radius: 15px; padding: 10px 20px; display: inline-block; color: white; font-weight: bold;">Submit</div>  | <p>No information is required on the <b>Qualifications</b> tab.</p> <p>Click <b>Submit</b>.</p>  |

|    |   |   |
|----|---|---|
| 8  | <p>Up Next</p>  <p>Change Organization Assignments</p> <p>Open</p> | <p>Click <b>Open</b> to initiate the <b>Change Organization Assignments</b> task.</p>   |
| 9  | <p>Company</p> <p>Company *</p> <hr/> <p>Cost Center</p> <p>Cost Center *</p>   | <p>Click the <b>Edit</b> icon  and then click the <b>Prompt</b> icon  to select the <b>Company</b> for the position.</p> <p>Click the <b>Edit</b> icon  and then click the <b>Prompt</b> icon  to select the <b>Cost Center</b> for the position.</p> |
| 10 | <p>Submit</p>   | <p>Click <b>Submit</b>.</p>   |








# Close Position

## For Managers

Close a position to permanently remove headcount from your supervisory organization.

### Close Position

| Action |   | Steps  |
|--------|---|--|
| 1      |  <input type="text" value="close position"/>   | Type <i>Close Position</i> in the Search bar to access the <b>Close Position</b> task.   |
| 2      | Position * <input type="text"/>   | Click the <b>Prompt</b> icon  to select the <b>Position</b> you will close and then click <b>OK</b> .   |
| 3      | Close Reason <input type="text"/><br>Close Date * <input type="text" value="MM/DD/YYYY"/>  | Click the <b>Prompt</b> icon  to select a <b>Close Reason</b> .<br>Click the <b>Calendar</b> icon  to select a <b>Close Date</b> . |
| 4      | <input type="button" value="Submit"/>   | Click <b>Submit</b> .  |