Applicable to: Priests/Religious & Lay Employees

April 2022

## \*Position must be set up PRIOR to Requisition, **Job Posting and New Hire Set-Up**

#### FOR AOD TO SET UP A POSITION

Send this form to People.Support@archden.org if support is needed to set up a position.

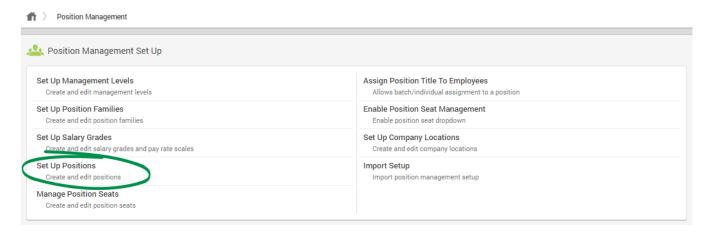
**Business Manager Name:** Click or tap here to enter text.

**Parish/Entity:** Click or tap here to enter text.

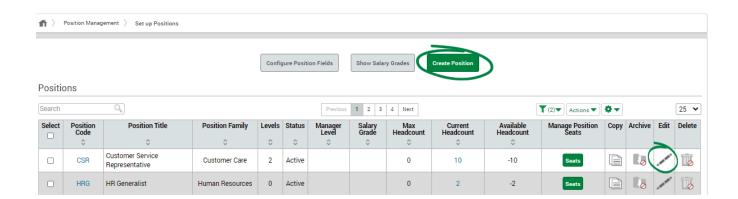
| Job Description attached  | ☐ Yes ☐ No If you answered No, your job advertisement will have NO content   |
|---|--|
| Position Title if different than Job Description                              | Click or tap here to enter text.   |
| DOL Status  | ☐ Full-Time ☐ Part-Time  |
| Has there been a change in<br>Business Manager or Pastor in<br>the last year? | ☐ Yes ☐ No  If yes, please state the former and new employee name so workflows can be verified: Click or tap here to enter text. |

#### FOR BUSINESS MANAGERS TO SET UP A POSITION

Please set up positions specific to your location. Do not use the numbered generic positions previously set-up and listed on the Set-Up Positions dashboard.



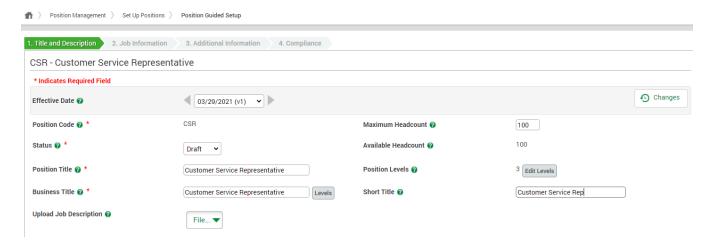
On the Set-Up Positions screen, each previously created position will display. To edit a position, click the pencil icon in the Edit column. Or, click "Create Position" to create a new position.



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### Step 1: Title and Description

On Step 1: Title and Description, enter general position details, such as the available headcount and job description.

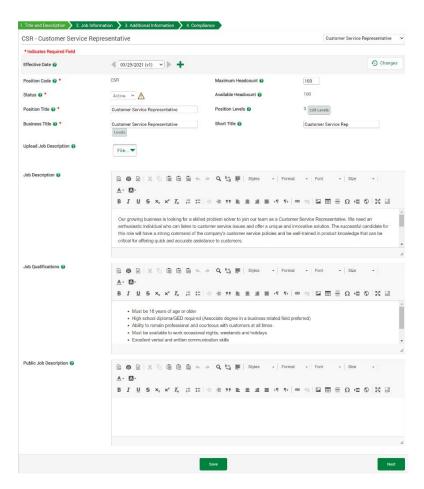


- Effective Date: The date this position will be effective.
- Position Code: A unique alphanumeric code up to five characters.
- Status: Leave as "Draft" until you're ready to use this position. When you are ready to post, select "Active." In the future, to archive this position, set the status to "Inactive." Alternatively, set the status to "Frozen" If you are no longer using the position but need to report on it. When attempting to change the position's status to draft, frozen or inactive, a warning will display to alert you that the position title is currently tied to a job template, requisition or active job and cannot be changed.
- Position Title: The position's official title. SET UP POSITION SPECIFIC TO YOUR LOCATION.
- Business Title: The title employees would put on their business card.
- Upload Job Description: Click "File" and select whether to browse your computer for the file or upload a job description from cloud storage. If "Display Job Description" is selected in ESS Access Profiles, the uploaded job description will display in Employee Self-Service®. If you have Applicant Tracking enabled, the uploaded job description will flow to the Career Portal.
- Maximum Headcount: The maximum number of employees that can be assigned the position. Paycom recommends you enter only the number of positions for which you have budgeted.
- Available Headcount: The difference between the maximum headcount and the actual headcount.
- Position Levels: N/A at this time
- Short Title: The title's abbreviated version, often used for reporting purposes.

At the bottom of the screen, enter the job description and qualifications in the corresponding text boxes.

- Job Description: If you did not upload a job description, enter the job's roles and responsibilities in this text box. If a description is saved within the Public Job Description text box, the information within this textbox remains within the position so you can save internal HR details.
- Job Qualifications: Job qualifications outline the education, experience, skills and personal qualities needed for the job. If you have Applicant Tracking, the qualifications you enter flow to the Career Portal.
- Public Job Description: Enter the position's public job description. If you have Applicant Tracking, this should be the description you want to display to applicants on the Career Portal. If left blank, the information from the Job Description text box displays on the Career Portal.

When finished, click "Next."



Step #1: Set Up Position

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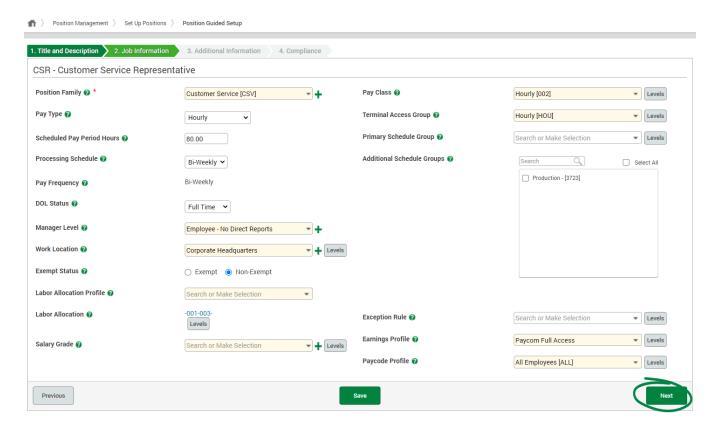
## Step 2: Job Information

On Step 2: Job Information, enter the following:

- Position Family: Select the position family that best fits the position.
- Pay Type: Select whether the position is hourly, salary or commission only.
- Scheduled Pay Period Hours: Enter the typical number of hours an employee in the position will work in a given pay period.
- Processing Schedule: Select the processing schedule that will be used to pay employees assigned to the position. Once selected, the corresponding pay frequency will automatically populate in the Pay Frequency field.
- DOL Status: Select whether this position is full-time, part-time, temporary or seasonal.
- Manager Level: Select the appropriate management level to determine the position's level of authority in a hierarchy.
- Work Location: Select the position's location. Only locations saved in Company Maintenance > Locations/Establishments will be available for selection.
- Exempt Status: Select whether the position is exempt or non-exempt based on FLSA specifications.
- Labor Allocation Profile: Select the appropriate labor allocation profile from the drop-down menu.
- Labor Allocation: Click the blue "Add Allocation(s)" link to view all available labor allocation categories.
- Salary Grade: N/A at this time
- Pay Class: Select the position's pay class. If additional pay classes are needed, contact your dedicated Paycom specialist.
- Terminal Access Group: If the position is required to clock in/out, select the appropriate terminal access group from the drop-down menu. If additional terminal access groups are needed, contact your dedicated Paycom specialist.
- Primary Schedule Group: N/A at this time
- Additional Schedule Groups: N/A at this time
- Exception Rule: N/A at this time
- Earnings Profile: This only applies to employees with web time sheet access in Employee Self-Service®. Leave this blank to allow employees to see all earnings. If a default profile exists, it will apply to all employees with no earning profile selected.

Click the green "+" icon located next to some options to add additional selections without leaving the page.

When finished, click "Next."



NEW HIRE PROCESS

Step #1: Set Up Position

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## Step 3: Additional Information

On Step 3: Additional Information, enter the following:

- Budgeted: Select whether the position is budgeted. This information is used for reporting whether a position falls within an allotted budget.
- Key Position: Select whether the position is a key position. This information is used for reporting whether a position is critical for your organization to function effectively. Benefits Eligibility Profile: If you have Benefits Administration enabled, select the group of eligible benefit plans for the position.
- ABBR Calculation Rule: N/A at this time
- 401(k) Hours Calculation Rule: N/A at this time
- Checklist(s): Check the box next to each checklist you want assigned to employees tied to the position. Assigned checklists display in Form 16: Checklists.
- Competency Groups: If you have Performance Management enabled, select the appropriate competency group from the drop-down menu to tie the appropriate competencies to the position. To set up additional Competency Groups, click "Competency Management" from the Performance Management menu.
- Confidential Position: Select whether the position is confidential. This information is used for reporting whether a position requires access to confidential information.
- Eligible to Work from Home: Select whether the position is eligible to work from home. This information is used to determine whether a position may allow employees to telework and/or work from home.
- Document Group: Should default to Employees All
- Annual Benefits Base Rate: This read-only field is the annual compensation used to determine rates and coverage for salary-based benefits.
- Accrual Profile: Accrual profiles determine the amount and type of accruals awarded to employees. Select the appropriate profile from the drop-down menu.

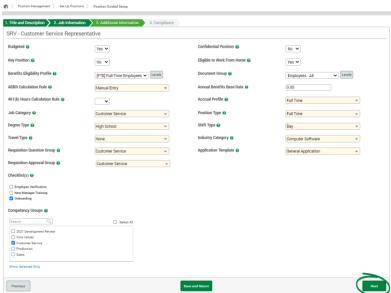
If you have Applicant Tracking enabled, the following fields will display to house additional position details.

The following fields are not required but consider completing for your own information.

- Job Category: Job categories are managed within Applicant Tracking Job Field Management and allow you to categorize job listings. Select the appropriate job category from the drop-down menu.
- Degree Type: Degree types are managed within Applicant Tracking Job Field Management and allow you to describe the level of education required for the position. Select the appropriate degree type from the drop-down menu. If left blank, the Degree Type will display as "Undisclosed" on the Career Portal.
- Travel Type: Travel types are managed within Applicant Tracking Job Field Management and allow you to specify the amount of travel the position requires. If left blank, the travel type will display as "Undisclosed" on the Career Portal.

- Requisition Question Group: Requisition question groups are managed on the Applicant Tracking Requisition Question Templates screen and determine which questions display when creating a new requisition for the position. This field does not require action at this time.
- Requisition Approval Group: Requisition approval groups are managed on the Applicant Tracking Requisition Approval Groups screen and allow you to outline which users are responsible for approving and posting job requisitions. Select the appropriate approval group from the drop-down menu. IMPORTANT NOTE: PLEASE CONFIRM THAT YOUR APPROVAL GROUP MEMBERS ARE CURRENT. If you do not need to have approval for the position, you can omit clicking on the group. The job can then be posted directly from the Requisition without having approval.
- Position Type: Position types are managed within Applicant Tracking Job Field
  Management and are used to classify your organization's jobs. Select the
  appropriate position type from the drop-down menu. This information is nice to
  have but NOT necessary to complete.
- Shift Type: Shift types are managed within Applicant Tracking Job Field Management and are used to classify the work periods at your organization. Select the appropriate shift type from the drop-down menu.
- Industry Category: Industry categories are managed within Applicant Tracking Job Field Management and are used to categorize job listings by industry. Select the appropriate industry category from the drop-down menu. This information is nice to have but NOT necessary to complete.
- Application Template: Select the appropriate application template from the dropdown menu to determine the information applicants must submit when they apply for the position. This automatically defaults to our general application template.

When finished, click "Next."

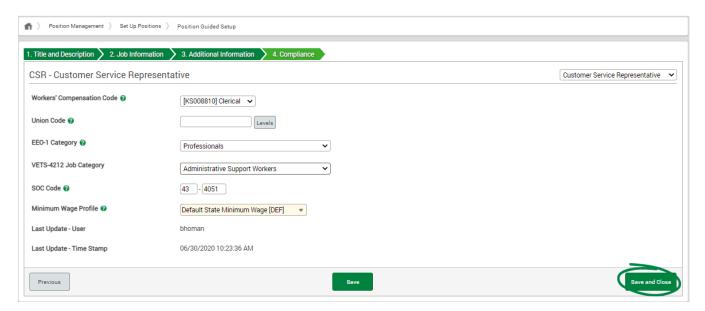


# Step 4: Compliance

On Step 4: Compliance, enter the following:

- Workers' Compensation Code: Select the position's code from the drop-down menu.
- Union Code: N/A
- EEO-1 Category: Use the drop-down menu to categorize the position according to the EEOC guidelines.
- VETS-4212 Job Category: Use the drop-down menu to select the appropriate VETS-4212 category.
- SOC Code: Enter the position's six-digit Standard Occupational Classification (SOC) code. To determine a position's code, visit the U.S. Bureau of Labor Statistics website. This step is not necessary but can be completed if desired.
- Minimum Wage Profile: Not programmed at this time, therefore leave blank.

#### When finished, click "Save and Close."



After you've completed your position(s), go to the Set-Up Positions menu and ensure the position(s) is ACTIVE opposed to in DRAFT.