



## Create New Position

1. Open the Tyler Menu, then...
  - a. **Human Resources/Payroll**
  - b. **Human Resources**
  - c. **Position Control & Budgeting**
  - d. **Position Inquiry**
2. Select **Position Change** on the MUNIS Menu
3. Select the **Add** button
4. TAB and the **Position** number will be assigned
5. Enter a **Description** for the position
6. Enter **Status** as active
7. Enter the date desired in **Create Date**
8. Enter **Job Class**, use 3 dot help if necessary...
9. Enter correct **Group/BU** if necessary
10. Enter **Location**
11. Enter **Max Employees** as 1
12. Select appropriate **Personnel Status** (*use dropdown arrow*)
13. Enter **Org and Object**
14. Select **Comments** Tab
15. Add appropriate comment (*Important for Budget*)
16. Select **Accept**
17. Release for approval