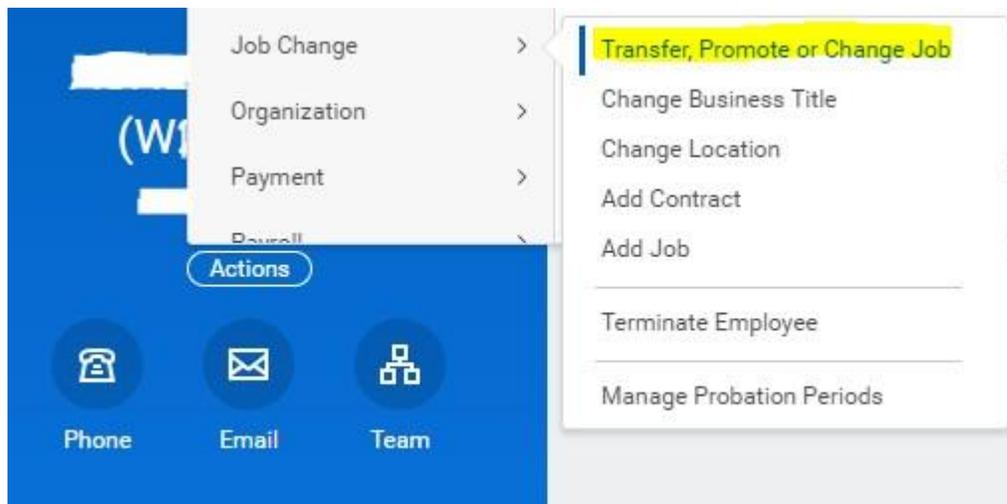


Quick Guide: Split a PIN

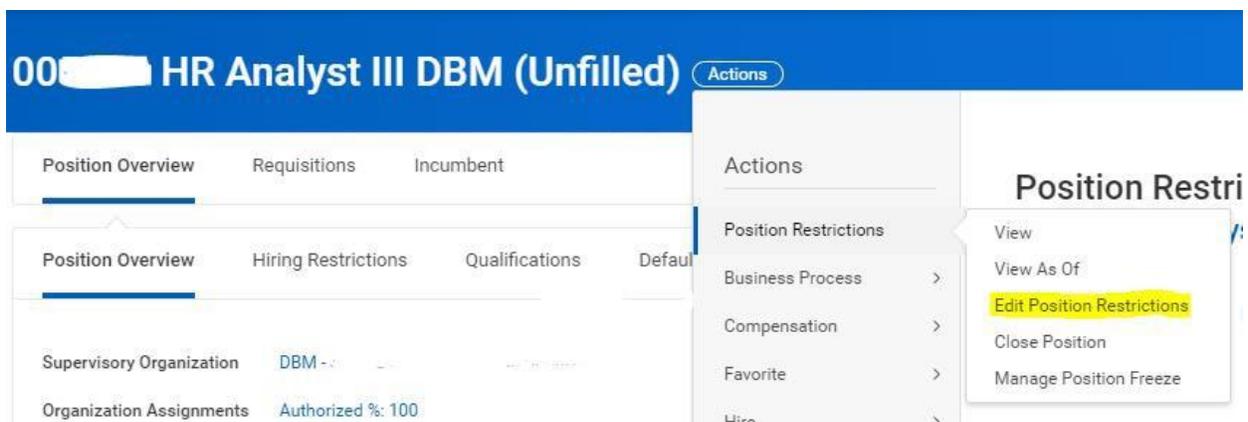
Part 1: Update FTE% on Employee (If current PIN is filled)

- Needed if current FTE% is greater than New Authorized%
- Job Change: **Actions > Job Change > Transfer, Promote or Change Job > Data Change > Change in FTE** (See Quick Guide for FTE changes)



Part 2: Complete Edit Position Restrictions Process on current PIN

- Needed to adjust Authorized% accordingly
- EPR: **Actions > Position Restrictions > Edit Position Restrictions > Change in Position > Split a PIN**



Steps:

1. Select “Change in Position > Split A Position” – Position Change Reason

Position

Organization

Position Change Reason

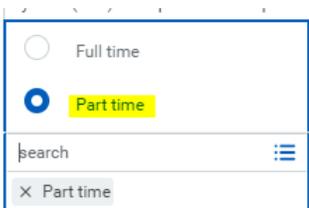


2. Earliest Hire Date = Effective date of the change

3. Change Time type to Part Time

Location

Time Type



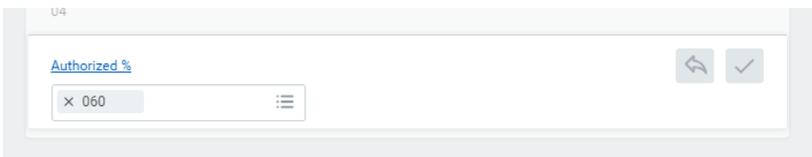
4. Hit Submit

5. Open the “Change Organization Assignments” screen, scroll to Authorized % field and adjust per the split details

U4

Authorized %

X 060



6. Hit submit.

Part 3: From the Sup Org, Create a new PIN

- Staffing Change: **Actions > Staffing > Create Position**

Actions

Job Application >

Job Change >

Organization >

Reports >

Roles >

Staffing

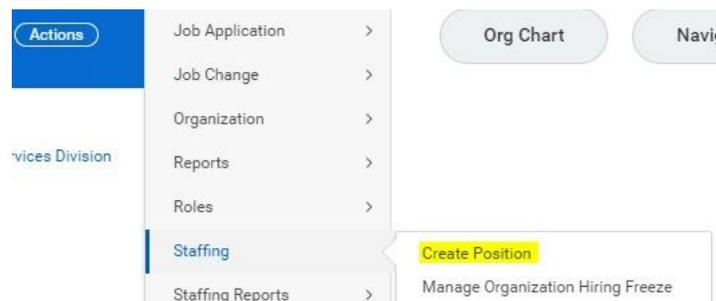
Staffing Reports >

Org Chart

Navi

Create Position

Manage Organization Hiring Freeze



Steps:

1. Select “Split A Position” – Position Request Reason

Supervisory Organization DBM - 01

Position Request Reason

Job Posting Title *

Number of Positions *

Hiring Restrictions

Availability Date

Earliest Hire Date

search

← Create Position > Position Re...

Create Position > Position Request > Non-Budgeted Permanent

Create Position > Position Request > Off-Cycle (BPW Approval)

Create Position > Position Request > Split A Position

2. Availability date and Earliest hire date should match the dates on the original PIN.

3. Find/Enter the Job Profile.

4. Enter remaining field data:

- Location
- Time Type
- Worker Type
- Worker Sub-Type

5. Leave a comment referencing the new position being created from splitting a PIN and include the original position number in the comment.

6. Hit Submit.

7. Open the “Change Organization Assignments” screen and enter all data

8. Hit submit.

Part 4: Complete New PIN Costing Allocations

- Go to inbox and complete “Assign Costing Allocation for Create Position”
- Assign Fund codes to newly created PIN (See Modify Costing Allocations Job Aid for details, if needed)