One of your first decisions when starting a new recruitment is to decide which position number you plan to use. This guide will help you determine whether you should follow a process to (1) use an active existing position number, (2) use an inactive existing position number, or (3) create a new position number.

You should also have an annual process to review and inactivate any vacant full-time faculty, staff, post-doc, and 12-

Your HR Rep/Business Manager will have access to the query in PeopleSoft. It will list all positions within a department and provides the information needed to make this determination.

They will also have access to the query in PeopleSoft to help identify positions to inactivate each year.

Effective use of this guide will make the new Axiom multi-year salary tool significantly easier to use.

1.

a. If you are required to use PeopleAdmin for your recruitment

Full-time faculty	PeopleAdmin	Action type = Recruitment/Waiver-New	Action type =	HR Faculty Services Facultyservices@uvm.edu
Classified staff	recruitment/ waiver	Position	Recruitment/Waiver-Existing Position	HR Class & Comp hrs@uvm.edu
		Leave position # blank, note in comments that new position	Note in comments that position needs to be	Payroll Services
Part-time faculty	PeopleAdmin and/or ePAR per <u>Guide to</u> Salaried NTT Faculty	In PeopleAdmin, Action type = Recruitment/Waiver-		
	on Payroll			



