Cloning a Position

Cloning a position is a feature that allows for the creation of a new position by copying the data from an existing active and approved position. Prior to cloning, verify the details of the position to be cloned, especially the position description. Some fields can be modified when cloning a position. The Detailed Position Description cannot be changed for a cloned position.

When the position is cloned, it will be considered new and have a unique position number. Compensation previously reviewed the classification of the existing position, therefore, the cloned position will not require review. The cloned position will automatically be saved as “Active” and “Approved.”

Follow these steps for cloning a position.

Navigate to: Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

1. Click the Add a New Value tab.
2. Click <Add>.
3. Click <Initialize> on the Description tab.

4. In the new “Default Position Data” pop-up window, enter the date the position will become effective in the Effective Date field.
   a. Note: Future dates are NOT allowed for positions. Cloned positions are considered ‘new’.
5. Enter the number of the existing position that will be cloned in the Position Number field.
   a. Note: Only select “Approved” and “Active” positions to clone.

6. Click <OK>.
7. Update open fields on the Description tab if applicable.
   a. Note: Changes can be made only to those fields that are open and allow changes.
Cloning a Position (cont.)

8. Enter comments (include the following as best practice).
   a. Capture the original position number that was cloned.
   b. Indicate what modifications were made on the cloned position.

9. Click the **Specific Information** tab.
   Note: Changes can be made only to those fields that are open and allow changes. See the “Position Pages Field Names and Definitions” job aid for additional information on these fields.
   a. Update **Max Head Count** if applicable.
   b. Update **Classified Indicator** if applicable.
   c. Update **FTE** value if applicable.
   d. Check or uncheck **Adds to FTE Actual Count** if applicable.

10. Click <Save>.

The cloned position will automatically be saved as “Active” and “Approved.” Note: The position will be labeled as “Cloned Position.”