Quick Reference Guide: Posting Requirements (Staff Positions)

Keep in mind

- Benefits eligibility is determined by both employee type of primary position and total scheduled weekly hours (i.e., positions with an employee type of Staff with 20 or more scheduled weekly hours are benefits eligible).
- A competitive search process (i.e., posting positions), provides the opportunity for internal mobility-lateral movement for qualified candidates to build strong institutional capacity.

1. Positions Required to Post for a 7 Calendar Day Minimum:
   a. All benefits eligible full-time and part-time positions, including both new and vacancy.
   b. All Promotional Activity, including:
      i. Competitive: a competitive search is required when employees are similarly situated, or share the same job profile at the University. HR Partners can review the RPT: Similarly Situated Staff Employees in Workday to determine if employees are similarly situated.
      ii. Benefits ineligible to benefits eligible: a competitive search is required when an increase in scheduled weekly hours results in a benefits ineligible employee becomes benefits eligible.
         Non-competitive: used under extremely rare circumstances to reflect a posting exception.
         HR Partners submit a posting exception request via Create/Edit Position Business Process in Workday. There they will document the justification for the exception. The request will be routed to the Affirmative Action Office for approval. Through Workday, the HRP will receive confirmation if the request was denied or approved. Office of Equal Opportunity Programs pulls a report annually to support the annual Affirmative Action Audit.
   c. All union positions.

2. Positions Optional to Post:
   a. Temporary, Seasonal and Part-Time Non-Benefits Eligible (less than 20 hours per week) positions are NOT required to post
      i. A position is considered temporary if it is expected to continue for less than 12 months.
      ii. A temporary employee cannot work for more than 999 hours within a year from the anniversary of their initial date of hire.
      iii. Part-Time Non-Benefits Eligible is defined as an employee working less than 20 hours per week
b. Please indicate that the scheduled weekly hours will be less than 20 in the job description summary when creating/editing the position in Workday; therefore confirming that the position is not benefits eligible and not required to post.

💡 For additional details, please review the Life Cycle of a Job, available on HR Connect.