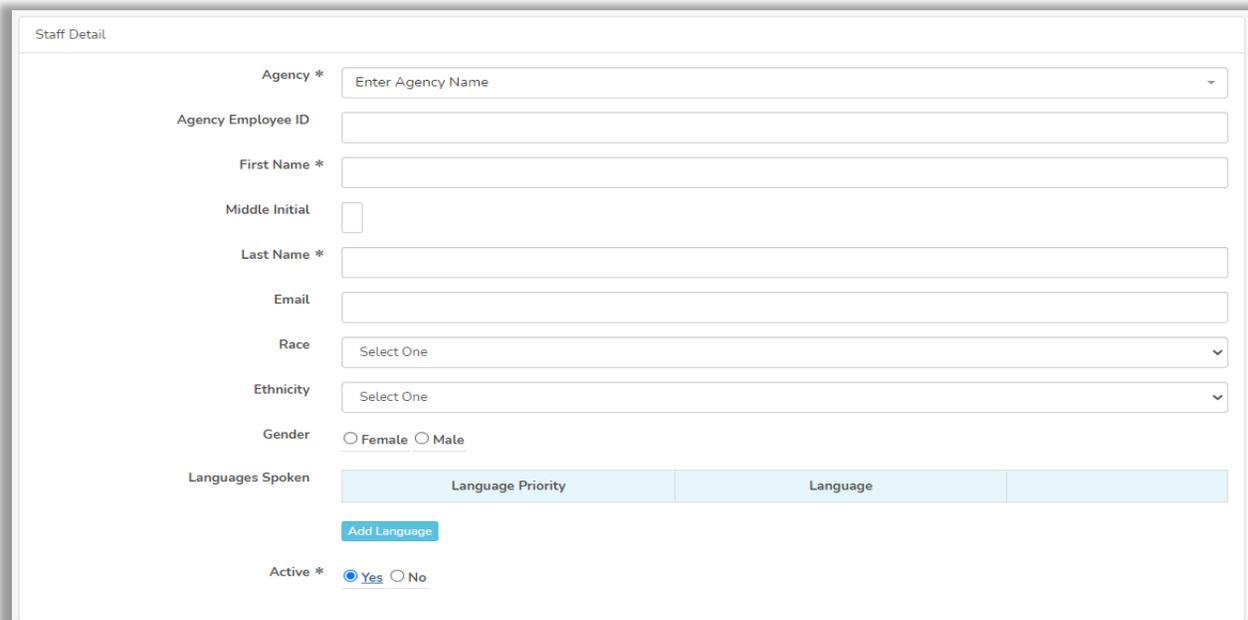# 3.0 Adding a New Position to Active Budget

Adding a New Position to an Active Budget

1. Check to see if the staff member that is to fill this new position has been created.
   a. If they have yet to be created, click on drop down menu in the top right and choose **FISCAL**.
   b. On the sub-menu click on **STAFF > New Staff**.
   c. Complete the form.
   d. Hit **Save**

Staff Detail

Agency *	Enter Agency Name
Agency Employee ID	
First Name *	
Middle Initial	
Last Name *	
Email	
Race	Select One
Ethnicity	Select One
Gender	○ Female ○ Male
Languages Spoken	Language Priority / Language
	Add Language
Active *	⦿ Yes ○ No

2. Once you have a staff member created to fill the position, click on **POSITIONS** in the sub-menu and then **New Position**.

3. Complete the forms (DO NOT PUT AN END DATE; do so will prevent you from filling the position if the current assigned staff member leaves).

New Position
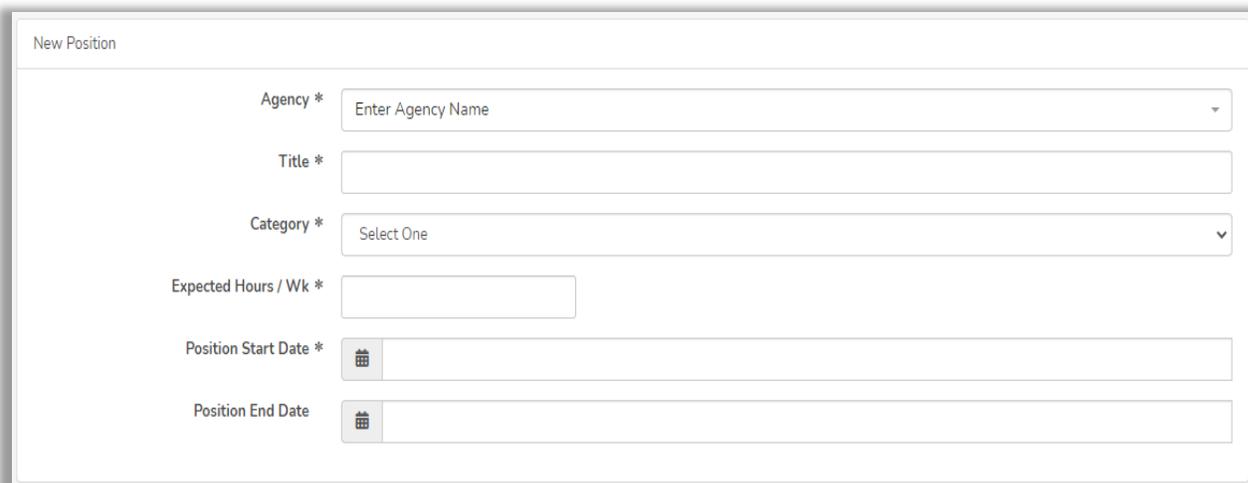
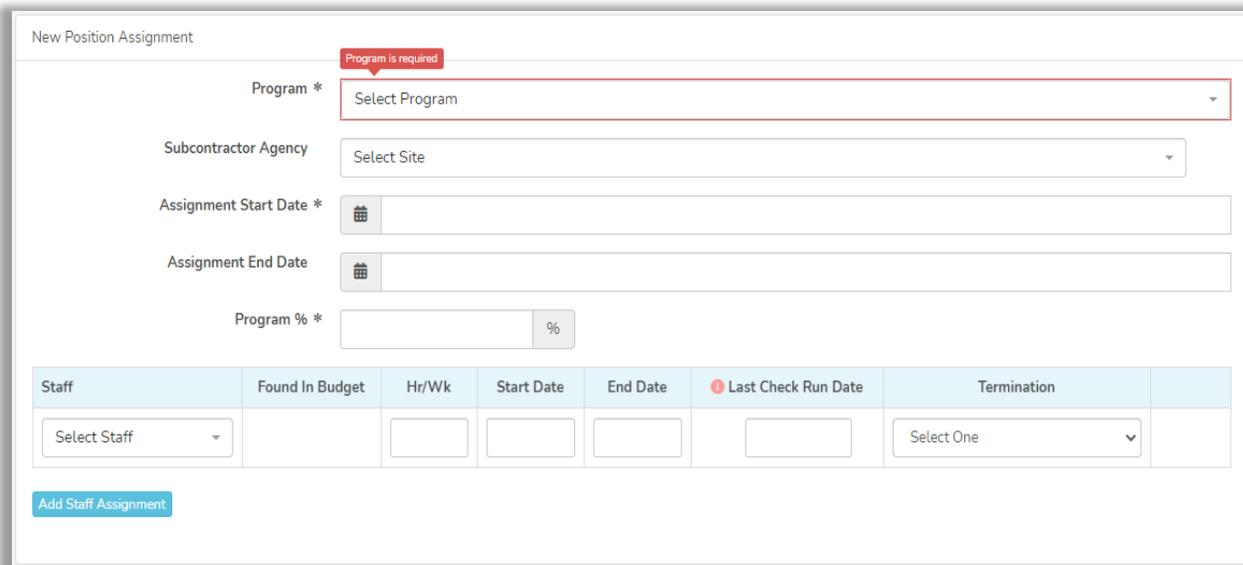|	
Agency *	Enter Agency Name
Title *	
Category *	Select One
Expected Hours / Wk *	
Position Start Date *	🗓
Position End Date	🗓

4. Hit **Save**.

5. A second part of the form will load, complete this section. Choose the select the staff member that was added to SAMIS for this position. (DO NOT ADD AN END DATE).
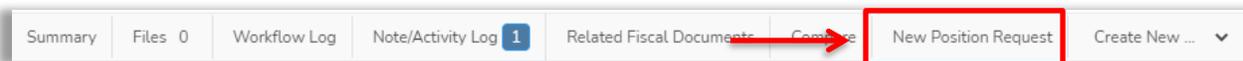
New Position Assignment

Program is required	
Program *	Select Program
Subcontractor Agency	Select Site
Assignment Start Date *	📅
Assignment End Date	📅
Program % *	%

Staff	Found In Budget	Hr/Wk	Start Date	End Date	⊖ Last Check Run Date	Termination	
Select Staff						Select One	

Add Staff Assignment

*In the event that a new staff member is to fill this position, add an end date and termination reason, then click **Add Staff Assignment**. For audit and billing purposes do not delete the previous staff member.

6. Hit **Save Assignment**.

7. You should receive the following message, click on **New Position Request**.

Assignment has been added. However, an approved budget for the current fiscal already exists.

You must submit a New Position Request for this new assignment to be included in the existing approved budget.

9. This will take you to a page that will show you a list of positions that need to be approved. Click on the position you would like to submit for approval.
* To get to this page from your budget, click **New Position Request** on the menu under the program name.

Summary	Files 0	Workflow Log	Note/Activity Log 1	Related Fiscal Documents	Complete	New Position Request	Create New ... ⌄

10. Complete the line items and hit **Save and Submit to CSC**.