Enter Supervisor’s ID Number, or use the Lookup option to locate using name.

Verify Department number corresponds with the desired OAA unit to ensure correct approver workflow.

Choose the Action type Fill Existing Position.

This HR Action type is used for:
Position has been or will soon be vacated and will need to be replaced with a new employee through the posting process. Title and description may stay the same or be revised.
In order to post a position with a Preferred Internal Candidate, the preferred employee must meet the following Criteria:
1. Currently employed within same department as vacant position
2. Currently in a Regular or Term appointment (not Temporary)

Click here to utilize OHR’s Title Deck for assistance with determining the appropriate job code, pay range, exempt status, etc. Please contact your unit HR representative or the OHR Compensation Department for additional guidance.
HR Action Request – Fill Existing Position

Org/Department number is used for various reporting, access, and HR functions. For assistance with identifying the correct funding source, please contact your HR department.

Attach completed OAA Position Template to provide the position description details and desired posting information.

For more information and helpful tips regarding position descriptions, please see OHR’s Talent Management job aids and resources.
The OAA Position Template is a tool created to assist in the collection of position and job opening information required for system entry. Please complete the document in its entirety and attach to the HRA. If no changes are needed in the description, duties and/or education/experience sections, please note on the form.

Additional Information may be added to the HRA to supplement the form and communicate details with your Service Center representatives.

**Appointment Type Details:**
- Regular = ongoing appointment
- Temporary = 12 months or less
- Term = longer than 12 months, but not longer than 3 years
HR Action Request – Create New Position

Save, Review and Submit!

If you are not yet ready to submit, you may return to the HRA later by clicking "Save For Later".

Once you are ready to submit the HRA for approval, please click "Save and Continue" and then "Submit".

**Note:** Fill Existing Position requests will workflow to the department HR approver and then to the Service Center for final approval and processing. If changes or additions are needed after submitting, please contact your HR Service Center representative.

Please see the OAA Payroll & Transaction Calendar for weekly position update and job opening deadlines.