Quick Guide: Split a PIN

Part 1: Update FTE% on Employee (If current PIN is filled)

- Needed if current FTE% is greater than New Authorized%
- Job Change: **Actions > Job Change > Transfer, Promote or Change Job > Data Change > Change in FTE** (See Quick Guide for FTE changes)
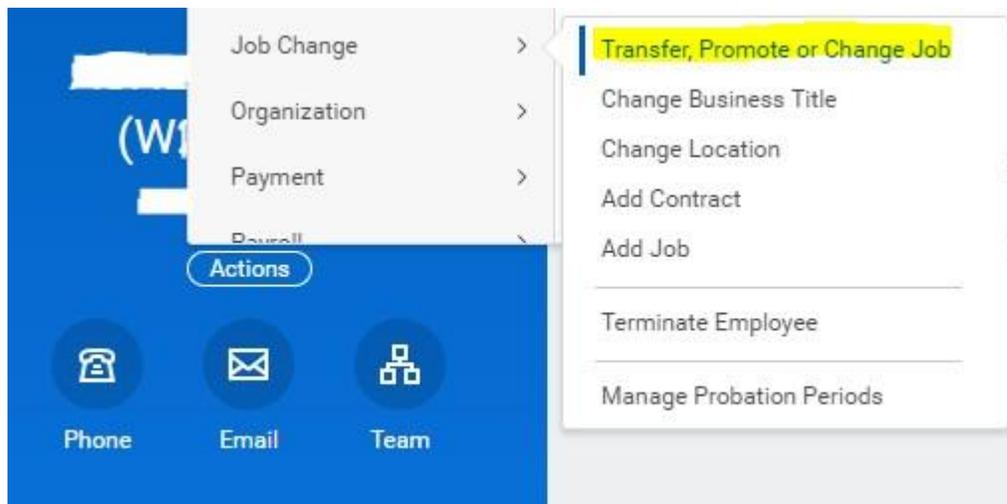
Part 2: Complete Edit Position Restrictions Process on current PIN

- Needed to adjust Authorized% accordingly
- EPR: **Actions > Position Restrictions > Edit Position Restrictions > Change in Position > Split a PIN**

Updated: 2/24/2020
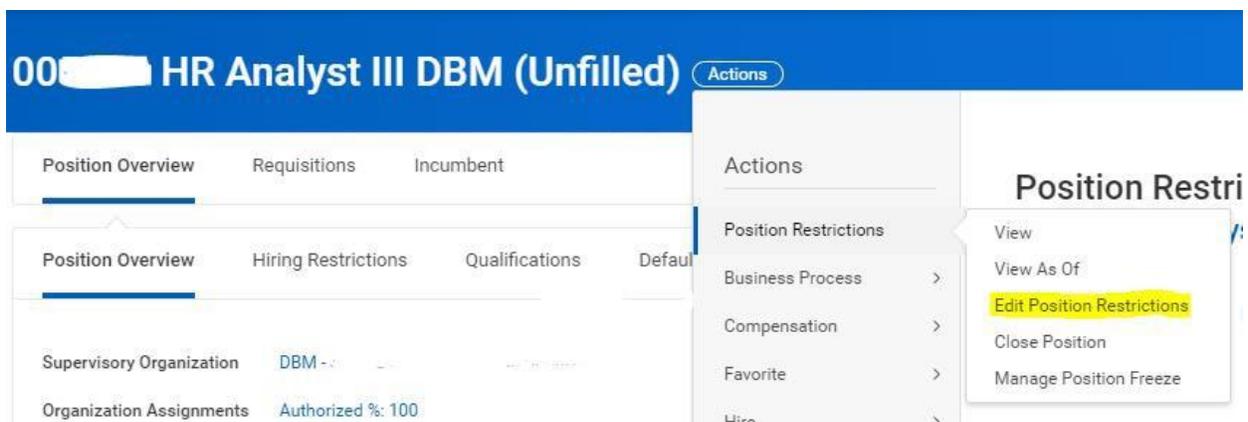
Steps:

1. **Select "Change in Position > Split A Position" – Position Change Reason**

2. **Earliest Hire Date = Effective date of the change**
3. **Change Time type to Part Time**
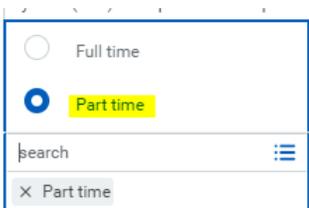
4. **Hit Submit**
5. **Open the "Change Organization Assignments" screen, scroll to Authorized % field and adjust per the split details**
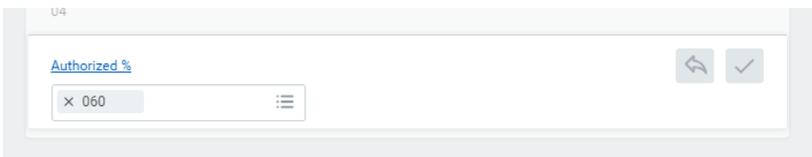
6. **Hit submit.**

Part 3: From the Sup Org, Create a new PIN

- Staffing Change: **Actions > Staffing > Create Position**
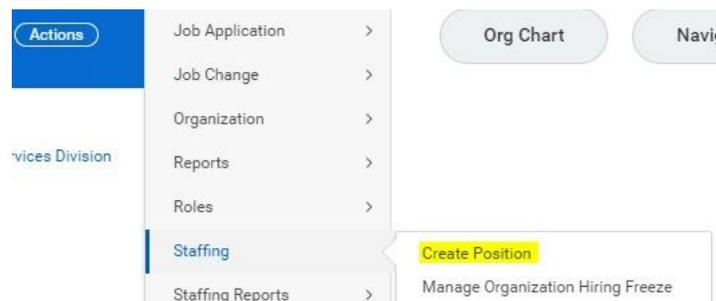
Steps:

1. **Select "Split A Position" – Position Request Reason**

2. **Availability date and Earliest hire date should match the dates on the original PIN.**
3. **Find/Enter the Job Profile.**
4. **Enter remaining field data:**
   a. Location
   b. Time Type
   c. Worker Type
   d. Worker Sub-Type
5. **Leave a comment referencing the new position being created from splitting a PIN and include the original position number in the comment.**
6. **Hit Submit.**
7. **Open the "Change Organization Assignments" screen and enter all data**
8. **Hit submit.**

Part 4: Complete New PIN Costing Allocations

- Go to inbox and complete **"Assign Costing Allocation for Create Position"**
- **Assign Fund codes to newly created PIN** (See Modify Costing Allocations Job Aid for details, if needed)