

OPP Policy 005: Creating a New Craft

Effective Date: 9/21/18

Policy Statement

The Office of Physical Plant (OPP) recognizes that there may be circumstances that result in needing a new Craft (e.g. 305 Electrical) established in the OPP systems.

Purpose

This document outlines the required steps to establish a new craft given the needs of the business. Specifically, this document outlines the application process, approval process, and system update needs.

Process

- 1) Upon a new Technical Service Job Description being created the Director will determine if a new OPP Craft is needed.
- 2) An OPP Director must complete a formal email request to add a new Craft.
 - a) The email must include:
 - i) **Workday Job Code(s)**
 - (1) Go to <https://psuportal.neocaseonline.com/Default.aspx>
 - (a) Select HR Tools drop down
 - (b) Select "Technical Service Job Descriptions"
 - (c) Fill in details needed to determine the job description number and select search
 - ii) **Job Description(s) (Title)**
 - iii) **Flat Rates**
 - (1) The Director will work with the A&FS Director to identify flat rates for the new position.
 - b) The Director sends an email to the OPP Maximo Team (OPPmaximo@psu.edu) and to the WRC supervisor.
 - c) The WRC & appropriate Planners will identify the details that are needed to be added in Abacus, including:
 - i) Code
 - ii) Name
 - iii) Staff only (Yes/No)
 - d) The WRC Supervisor will send the details to the OPP Payroll and Telecom Office (opppt@psu.edu).
 - e) The OPP Payroll and Telecom Office will update the following in Abacus:
 - i) Job profile(s)
 - ii) Add New Craft details (from email)
 - iii) Assign flat rates
 - f) OPP Payroll and Telecom will reply to all parties that this has been completed.