Creating Positions

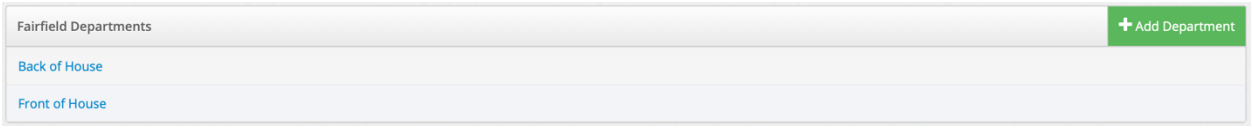
Positions are an important part of ADP Schedules as they allow schedulers to ensure the right people are working at the right time.

To add a new position to a department, follow these steps:

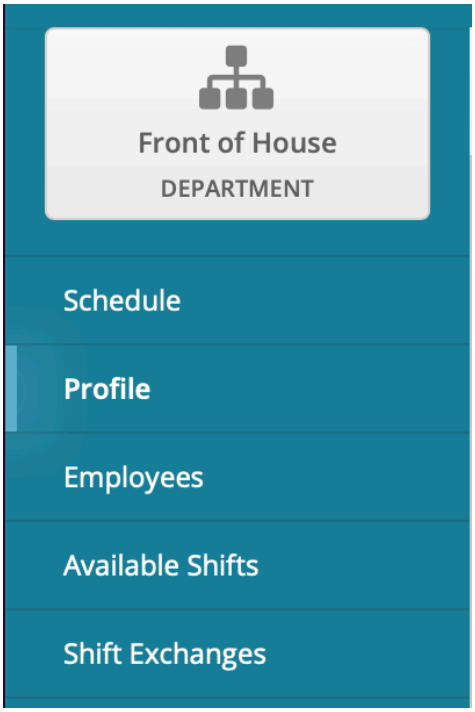
Select the **Departments** link from the top navigation bar.



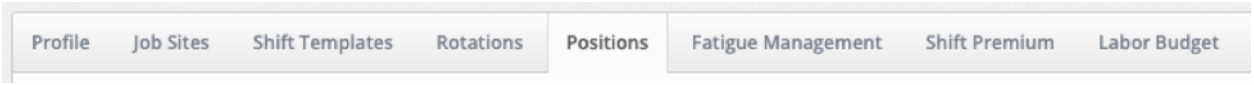
Select the department name that you would like to add a position to.



Click on **Profile** on the left side navigation bar.



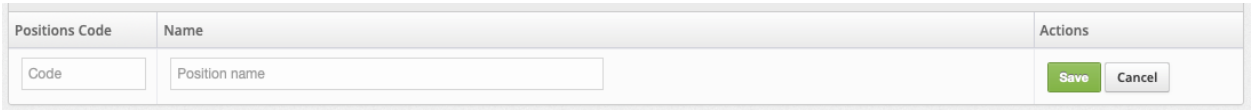
Click on the **Positions** tab.



Click on the green **Add Position** button.



Fill in the Position name and then click **Save**.



Your new position has been added to this department. You can now assign this position to your employees by editing the profile of existing users or adding this to new employees as you create them. If you would like to learn more about how to add, edit or delete positions from an employee's profile, please read our article on Managing an Employee's Positions.