PEOPLEADMIN 7 USER GUIDE



HUMAN RESOURCES DEPARTMENT

Position Management Create A New Position Description

EPA Faculty & Non-Faculty, SPA, Graduate Assistants, and Temporaries

MODULE III

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Create a New Position Description

Login to PeopleAdmin at <u>https://jobs.nccu.edu/hr</u>. Requests for position changes, modifications, update/reclassify are completed in the orange Position Management side. Requests for postings and hiring proposals are completed in the blue Applicant Tracking side.

Before a posting can be created you must have an approved position description. To begin, select the **Position Management** module by hovering over the Applicant Tracking heading located at the top right hand section of the screen and select **Position Management**.

	Home	Postings Applicants	Hiring Proposals	Onboarding Events	My Profile	Imbox PeopleAdmin Vatch List APPLICANT TRACKING •
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The heading of page will turn to orange.

A "skeleton" or "shell" of your position description (PD) may already be loaded in the system. To start the process and check for an existing PD, hover over Position Description on the **Navigation Bar** and select the type of position to be created EPA Faculty and Non-Faculty.

	4	(inbox) PeopleAdmin Watch List Position MANAGEMENT *
Home	Position Descriptions	Classifications My Profile Help
	SPA	Tammy Jones, you have 3 messages. HR Admin 💌 C log
	SPA Position Requests	
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	EPA Position Requests	
Welcome to your Online Recruitment System		Shortcuts
Inbox (6 items need your attention)		
Displaying items for group "HR Admin".		View Failed Document Conversions Report Create New SPA Posting Create New EPA Posting

In the search bar, search for the position you want to update and/or recruit for:

SF	PA Position Descriptions		
	SPA Position Requests	K	
	Open Saved Search v Search:	Search More search options	

You can expand the search field and/or limit your results by choosing "**more search options.**" If you have started to update a position description and saved it, click on "**draft**" to see your work.

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SPA Position D			Search Filde search option	701	Create New	Position Description
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If the position you wish to update is listed, select the button on the left or click on any blue link. If you do not see the position listed, please contact HR for assistance.

Ad hoc Search O Approved Position Description								
Ad hoc Search (1 Item Fo	Ad hoc Search (1 Item Found) Save this search?							
Role Tide	Pos	ition Title	Department	Position Number	Employment Category	Agency	(Actions)	
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If you are creating a brand new position, and a skeleton or shell PD is not already loaded, follow the steps below. If the shell of the position description is loaded, follow the instructions to "Update/Reclassify" in a separate guide.

Click Create New Position Description

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/		Home Position Description	s Classifications My Profile			
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SPA Position Des	scriptions				Create New Positi	on Description
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Click on New Position Description in the pop up window

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				Tammy Jones, you have 3 messa;		
	Create New		×			
Open Saved Search + Search:	Choose the position requ	est you would like to start				
	New Position Description	>				

New positions can either be **cloned (copied)** from an existing position description or created from **scratch**.

To create a new position by cloning an existing position:

Identify the position to be cloned from the list of Approved Position Descriptions at the bottom of the screen. Review the position description to ensure it is accurate by hovering over the Actions button and choose View. Use the back button on your browser to return to the previous screen.

To clone the position, click the radio button next to the selected position description and click on the orange "Create New Position Description" button in the top right section.

NOTE: The fields on the new position will pre-populate with all the information from the existing position (except the position number) and can be edited as needed.

						PeopleAdmin Position MANAGEMENT
		Home Position Desc	iptions Classifications My Profile Help	p		
Position Descriptions / SPA / New Position	n Description				Tammy Jones, you have 3 message	es. HR Admin 💌 C Io
New Position D					Start Position Request	Cancel
Working Title						
Organizational Location *	Unit	Select a	Location			
Division *		(v				
Department *		(v				
Clone an existing Position Filter these results	Description?					
All Position Descriptions	0					
Saved Search: "All Pos	ition Descriptions" (605 Items Foun		4 5 6 7 8 9 20 21 Next	t →		
Working Title	Position Number	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
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SPA Workflow Test_2	2012002PD	SPA	User2		Active	Actions

To create a new position from scratch:

Click on "Create New Position Description" tab and click on "New Position Description."

Enter the Working title in the **Position Title** field. Select the **Department [Banner Orgn]** from the drop-down list. Click on the "Start Position Request" button in the top right section. Once you select "**Start Position Request**" the position description will be locked for editing.

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	Home Position Descriptions Classifications My Profile Help	Tammy Jones, you have 3 messages. HR Admin 💌 C logout
Position Descriptions / SPA / New Position Description		
New Position Description		Surt Position Request
Working Title		
Organizational Unit		
Location *	Select a Location	
Division *		
Department *	(w)	
Clone an existing Position Description? Filter these results		

Classification

You may skip this step if you do not know the role title, or, you may propose and select a role title by scrolling through the list of Role Titles or creating a filtered search. To create a filtered search click on "**Filter these results**" and a feature box will pop-up to enter criteria. The role title will default for cloned positions. <u>Note:</u> The final determination of Role Titles is based on a classification/compensation review by Human Resources.

To view details about the role title, hover over the Actions and choose View Classification.

		Home Position Descriptions Class	sifications My Profile Help	(Inbox) PeopleAdmin Watch List Position MANAGEMENT
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SPA	Classifications			Create New Classification
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	Classifications Saved Search: "SPA Classifications" (114 Items Found)	• - Previous 1 2 3	3] (4) [Next →	Actions
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Click the radio button next to the selected Role Title and click the button in the top right corner to go to the **Position Details** tab. PeopleAdmin will auto save your work each time you click the next button.

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	Home Position Descriptions Classifications	My Profile Help	
			Tammy Jones, you have 3 messages. HR Admin 💌 C logout
Classifications / SPA			
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Open Saved Search • Search:	Search More search options		
SPA Classifications			
Saved Search: "SPA Classifications" (114 Items Found)			Actions
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		(niter) PeopleAdmin (Water Last Position MANAGEMENT *
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		Cetato New Classification
	Create New	
Open Saved Search:	What would you like to use to create this new classification?	
	Create from Position Type Includes only the information that applies across the entire position type. A new classification from a position type is almost completely blank.	
Saved Search: "SPA Classifications" (114 Items Found)	Create from Classification Uses an existing classification as a template and automatically copies in more Constion.	Adm
Classification Job Title	Classification some Lawsupdated	(Actions)

Position Details

Complete all required information that did not default from Classification Details.

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	Home Position Description	ns Classifications My Profile Help
ifications / SPA / test / Edit		Tammy Jones, you have 3 messages. (HR Admin 💌 🗷)
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Editing Classification	Classification	Save Next>>
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	Job Family Please select This field is required.	Your name will auto populate but Multiple Hiring
	Position/Classification test	Officials can be added at the time of creation. If a
	Title	hiring official is not available in the list, please
	* Schematic Code Please select This field is required.	contact HR for assistance.
	hdghg	A
	* Description of Work	
		×
		A
	Competencies	
		 This field is required.
	* Salary Range This field is n	equired.
	- Market Rate - Contributing This field is n	equired.
	* Market Rate - Journey This field is n	equired.

Use

Next>>

buttons to continue to the Internal Documents Tab.

Internal Documents

Updated organization charts are required for all position actions. Other documents may also be attached, i.e., relevant memos, position budget justification, etc. To attach a document, hover the cursor over the Actionse button next to the document type.

Document Type	Name Status	(Actions)
Organizational Chart (Required)		Actionsv
Position/Budget Justification		Actions
Memorandum		Actions
Classification/Compensation Review Form		Actions
	Save <> Prev	Next>>

The following drop down choices will appear for you to select:



Select **Upload New** to upload a document from your files. Click on submit. All uploaded files must be converted to PDF and you should see a message "PDF Complete" when the files have successfully uploaded.

Upload a test
To upload your document, provide a name and description of the document. To choose a file to upload, click the Choose File button and select the file from your computer. When you are ready to submit your document, click the Submit button.
Name test 10-03-12 08:23:52
Description
File to upload Browse.
Submit

Note: Only the user that uploaded a document can remove the document. For positions requesting a full class/comp review with request for an in-band adjustment or pay raise, please complete the **Class/Comp Review Form** (available on the PeopleAdmin home page) and upload the completed document.

Select **Create New** to open the system format editor to create a document. Once you are finished, click on Submit, then Confirm.

Select **Choose Existing** to link a document that was previously attached by selecting the document from the list, then click on Submit, then Confirm.

Your Previously Uploaded Docume	nts
A list of documents previously uploaded will appear here.	

Use buttons to continue the **Action Summary**.

Summary

The Summary tab provides the opportunity to review the position request and make any changes before submitting it for further approval. The top section provides information about the action, i.e. current status, position type, who created the action and the owner, etc.

		Home Position De	scriptions Classifications	My Profile Help	(Watch List)	PeopleAdmin POSITION MANAGEMENT *
					Tammy Jones, you have 3 message	IS. HR Admin 💌 C logout
Classification: test (SPA) Classification: test (SPA) Current Status Approved Position Types SPA Summary History	Edit Created by: System Account				Take Action On Glassification +	0
Classification gas						
Job Family	TBD					
Position/Classification Titl	le tost					
Schematic Code	PlaceHolder					
Description of Work	hdghg					
Competencies	test					
Salary Range	test					
Market Rate - Contributing	g test					
Market Rate - Journey	test					
Market Rate - Advanced	tost					
Minimum Education/Experie	nce bhbby					

To initiate the approval queue, hover over the available actions.

Take Action On Action • button and choose from the list of

and the second			mbox PeopleAdmin Water Len Positrion MANAGEMENT
		Home Position	Descriptions Classifications My Profile Help
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	Job Family Position/Classification Title	test	
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	Description of Work	hdghg	
		test	
	Competencies	test	
	Salary Range		
	Salary Range Market Rate - Contributing	test	
	Salary Range	test	

Once the action is selected, a comment box will appear and a comment may be added that will be incorporated into the e-mail notification sent to the next approver. **Please keep in mind these comments will become part of the position record and cannot be removed**.

If you want to monitor the progress and easily access it later, add the action to your Watch List. You will be able to view it quickly from your home screen. Select **Submit** to move the action to the next stage of processing. **Do NOT click on an action in your Watch** List to make changes after you have started routing the action for approval.

Information messages will appear at the top of the screen to let you know your action has been routed to your selected approver or to alert you to an error. Successful transitioned messages appear in Green and Error messages appear in Red. Red error messages must be corrected before the action can transition to the the next step.

Title was successfully updated.		
		Watch List Position Manage
	Home Position Descriptions Classifications My Profile	Help
		Tammy Jones, you have 3 messages. HR Admin
Classifications / SPA		
SPA Classifications		Create New Classificati
Open Saved Search + Search:	Search More search options	
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