Position Management
EPA (Faculty and Non-Faculty) and SPA

MODULE II

Create a New Position Description

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Create a New Position Description

EPA (Faculty-Non Faculty), SPA, Graduate Assistant and Temporary

Login to PeopleAdmin at [https://jobs.nccu.edu/hr](https://jobs.nccu.edu/hr). Select the Position Management module by hovering over the Applicant Tracking heading located at the top right hand section of the screen. The heading of the page will turn to orange.

To start the process, select “Position Management” from the top right corner drop down menu. Note: The navigation bar will change from the color blue to orange.
Note: The EPA choices display positions with current actions in progress.

Select **Create New Position Description**

Click on the orange **Create New Position Description** button located on the top right corner of the page:

New positions can either be **cloned (copied)** from an existing position description or created from **scratch**.
To Create a New Position by Cloning (Copying) an Existing Position

Identify the position to be cloned (copied) 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 Start Position Request button located in the top right corner of the page.

**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.
To Create a New Position From Scratch

Enter the Working title in the **Position Title** field. Select the location, division, department from the drop-down list. Click on the orange Start Position Request button located in the top right corner of the page.

Classification Details

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.

**Note:** The final determination of Role Titles is based on a classification/compensation review by Human Resources.
To view details about the working title, hover over Actions and choose View.

Click the radio button next to the selected Working Title and hover over to edit in the drop down button in the top right corner to go to the Position Details tab.
Complete all required information that did not default from Classification details and use the “next” button to continue through the Position Documents tab. Click the Summary tab to review edits.

**Employee Details**

**Position Details**
Position Funding Information

ADA Checklist
Supervisory Position

Position Documents

Other documents may also be attached, i.e., relevant memos, position budget justification, etc. To attach a document, hover the cursor over the button next to the document type.

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.

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.

- A list of documents previously uploaded will appear here.
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.

To initiate the approval queue, hover over the “Take Action On Position” button and chose from the list of available actions.

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.
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.

Note: You have the ability to add this action to your watch list by checking the box located in the Comment section.
Login to PeopleAdmin at [https://jobs.nccu.edu/hr](https://jobs.nccu.edu/hr). Select the Position Management module by hovering over the Applicant Tracking heading located at the top right hand section of the screen. The heading of page will turn to **orange**.

To start the process, select “Position Management” from the top right corner drop down menu. **NOTE:** The navigation bar will change from the color **blue** to **orange**.
**Note:** The Actions choices display positions with current actions in progress.

Hover over the Action tab, and click “View”. 
Click on Modify Existing Position Description – Reclassification and/or Salary Adjustment Request.