# Position Management

**Update/Reclassify an Existing Position**

## MODULE IV

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update/Reclassify An Existing Position</td>
<td>2</td>
</tr>
<tr>
<td>Position Action Justification</td>
<td>3</td>
</tr>
<tr>
<td>Classification Selection</td>
<td>4</td>
</tr>
<tr>
<td>Employee</td>
<td>4</td>
</tr>
<tr>
<td>Position Details</td>
<td>5</td>
</tr>
<tr>
<td>Position Funding Information</td>
<td>5</td>
</tr>
<tr>
<td>Job Duties</td>
<td>6</td>
</tr>
<tr>
<td>ADA Checklist</td>
<td>6</td>
</tr>
<tr>
<td>Supervisory Position</td>
<td>7</td>
</tr>
<tr>
<td>Position Documents</td>
<td>7</td>
</tr>
<tr>
<td>Summary</td>
<td>8</td>
</tr>
</tbody>
</table>
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, hover over Position Description on the **Navigation Bar** and select the type of position to be updated or reclassified → SPA Position Request or EPA Position Request.

Hover over the Action Link on the right of the position you want to modify then click on View. Click on the applicable action.
A confirmation screen will pop-up to notify you once you start this type of action, the position description will be locked from other updates. Click **Start** to continue the process.

**Position Action Justification**
Classification Selection

To request a change in the Classification Title click the radio button next to the proposed Classification Title and click “View Classification”. **Note:** Classification Titles are determined based on a classification/compensation review by HR.

To view the Classification Title hover over the Actions and choose “View Classification”.

Employee

This tab provides information for the current employee in the position.
Select the reason for the action under the Action Type by clicking in the check box. Any changes, including minor changes, will follow the process below.

Update the other fields as required or appropriate and use the next button to continue the position details tab.

**Note:** While in the Editing mode you can access a specific tab directly instead of by clicking on the tab name on the left side under Editing Action.

**Position Details**

The current incumbent information will default under Position Details. Update the other fields as required and use the next button to continue to the Position Funding Information tab.

**Position Funding Information**

Update the other fields as required and use the next button to continue to the ADA Checklist Form.
Job Duties

Edit existing job duties. Additional duties may be added by clicking on the Add Duties Entry button, duties may be deleted by checking the box next to “Remove Entry”. Make sure the percentage adds to 100%. Use the Next >> buttons to continue the ADA Checklist Form.

ADA Checklist Form

Update the other files as required and use the next button to continue to the Analyst’s Notes.
Supervisory Position

Update the other fields as required and use the next button to continue to the Position Documents tab.

Position Documents

Updated organizational charts are required for all position actions. Documents may 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.
Summary

The Summary Tab provides the opportunity to review the position request and make any changes before submitting it for further approval. The overall Summary shows the Summary, History, and Settings (Posting Settings) in a tab view format.

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 that these comments will become part of the position record and cannot be removed.
If you want to monitor the progress and access it easily later, add the action to your Watch List. You will be able to view it quickly from your home screen. Select **Submit**.

Note: You have the ability to add this Action to your watch list by checking the box located in the Comment section.

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.

**Action was successfully transitioned**

**Department can't be blank**