



How Do I?

Create a New Position

PeopleAdmin

Note: This action should only be used to create a new position that does not have an established position number. Please contact Human Resources at X-5496 if you cannot find the desired position in the dropdown menu in step 3 prior to beginning this action.

1. Login to the PeopleAdmin System with your W# and university password.
Make sure you use a capital W when entering your login ID. When you log in, you will see a page listing all your current postings. If you have no current postings, it will state, "No Active Postings."
2. Select **Begin New Action** under Position Descriptions on the left side of the page.
A Begin New Action box will display your options.

Action	Description
New Position Description Start Action	Use this action to request a new position.
Modify Existing Unclassified/Faculty/Classified Position Description Start Action	Use this action to request an update or reclassification of an existing position.
Advertise and Replace for Existing Unclassified & Faculty Positions Start Action	Use this action to request to advertise and replace an existing unclassified or Faculty position.
Advertise and Replace for Existing Classified Positions Start Action	Use this action to request to advertise and replace an existing classified position.
Advertise and Replace for Existing Graduate Assistants Start Action	Use this action to request to advertise and replace an existing graduate assistant position.

3. Select **Start Action** from below New Position Description.
The Proposed Classification tab is highlighted and a Search Classifications box displays.

4. Select the correct job code title from the dropdown menu in the Official Job Code Title field.
The official job code title will not always match the actual position title. You will have the opportunity to create the position title later in the process. If you are unsure of the job code title to select, contact Human Resources at X-5651.

5. Click the **Search** button.
An Official Job Code Title box will display similar to the one below.

6. If you would like to view a summary of the selected job code, select **View Summary** on the right side of the box.
A new window will open displaying a summary of the position. Review the information and close the new window to return to the Official Job Code Title box.
7. To continue creating the new position, click **Select and Continue** below the Official Job Code Title you selected.
The classification details are displayed.
8. Review the classification details for accuracy. If you believe they are inaccurate, click the **Change Classification** button to be returned to the Official Job Code Title field to make a different selection.
9. If the classification details are accurate, click the **Continue to Next Page** button.
The Position Details tab is highlighted.
10. Complete the desired information on the page.
All of the fields you are able to change contain either dropdown menus from which to select an option or a white box into which you can key information. This is the page where you will key in the new position title.
11. In the Department information section, select your name in the Not Selected box and move it to the Selected box by clicking the > button to ensure you are able to access this position request again.
This applies to the "Hiring Manager" user. Dept Head, Dean/Director, and all other higher level users will not be located here and DO NOT need to be selected. You may select additional Hiring Manager users and move them in the same manner as needed.

12. When you have completed the necessary information on this page, click the **Continue to Next Page** button. *The Proposed Job Duties tab is now highlighted.*

13. Click the **Add New Entry** button. *An Add New Entry box displays.*

14. Add job duty information to the Add New Entry form.

15. Click the **Add Entry** button. *An Existing Entries form displays to show all of the job duties and the percentage of time spent on each currently associated with that position number.*

16. If the percentage is less than 100%, click the **Add New Entry** button and add additional job duties and the percentage of time spent on each. *It is recommended that you add an entry for "Other Duties as Assigned" for 3-5% of the unclassified employee's job duties. **Note:** You have links available to View, Edit, and Delete all entries prior to proceeding to the next screen.*

17. When you have completed the list of required duties and the percentages for each, click the **Continue to Next Page** button. *The Physical Requirements tab is now highlighted.*

18. Complete the fields on this page as it pertains to the position number. *You may complete either all or just the fields that pertain to the position. For assistance completing this section, contact Human Resources at X-5651.*

19. When you have completed all the desired fields on the Physical Requirements page, click the **Continue to Next Page** button. *The Supplemental Documentation tab is now highlighted. Use this page to attach any documents you would like to become part of the position record. These documents will not be part of the posting reviewed by applicants. If you do not have any documents to attach, click the **Continue to Next Page** button.*

20. To attach a document, select **Attach** from the Attach / Remove field of the document type to be attached. *You will have the option to select a **Browse** button to locate the desired file for uploading or a text box in which to paste the document. Once you have used the desired option, click the **Attach** button. You will be returned to the main Supplemental Documentation page.*

21. Click the **Confirm** button to attach the document. *You will now have the option to view the document you have attached by selecting **View** from the View Document field. Your document displays in .pdf format.*

22. Repeat this process for attaching any additional documents. When you are done, click the **Continue to Next Page** button. *The Comments tab is now highlighted.*

23. If desired, complete the Hiring Manager's Comments field by keying in information the hiring manager feels the next level approver needs to know. *Make sure to include the date you made the comment and you name or initials. This will help the next level of reviewer identify who made these comments when reviewing the summary.*

24. Click the **Continue to Next Page** button. *The Action History tab is now highlighted. This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.*

25. Click the **Continue to Next Page** button. *The completed Position Request summary form will display.*

26. Review the information on the form to ensure its accuracy. *If you see something incorrect, you can select **Edit** at the top of the page to return to the Current Classification tab, from which you can select the tab containing the information you need to edit. You can also print the form if desired using the Printer-Friendly link at the top of the page.*

27. If the form is incomplete, you can select the radio button next to Save Action Without Submitting and click the **Continue** button to return to it later with additional information. **Note:** *If you return to the position request and want to save it again, your option will just be "Save." This is not an error and does continue to save the action without submitting forward for review/approval.*

Proposed Classification	Position Details	Proposed Job Duties	Physical Requirements	Supplemental Documentation	Comments	Action History
3 Records						
Attach / Remove	Document Type	Attached Document	View Document			
Attach	Organizational Chart	Not Attached				
Attach	Comments/Memo	Not Attached				
Attach	Other Documents	Not Attached				
<input type="button" value="RETURN TO PREVIOUS"/> <input type="button" value="CONTINUE TO NEXT PAGE"/> <input type="button" value="SAVE AND STAY ON THIS PAGE"/>						

28. If the form is complete, you can select the radio button next to Send to Dept Head and click the **Continue** button and then the **Confirm** button.

*An Action Status box will display confirming that the position request was sent to the dept head. The department head will receive an e-mail message advising him or her that action needs to be taken on the position request. **Note:** If this action was created by a Department Head, he or she will select the radio button next to Send to Dean/Director.*