

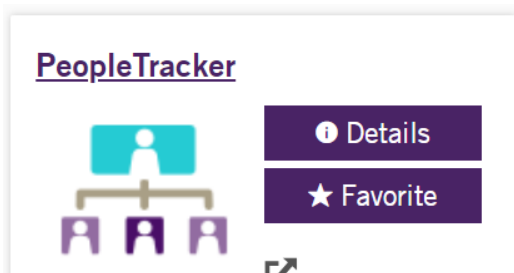
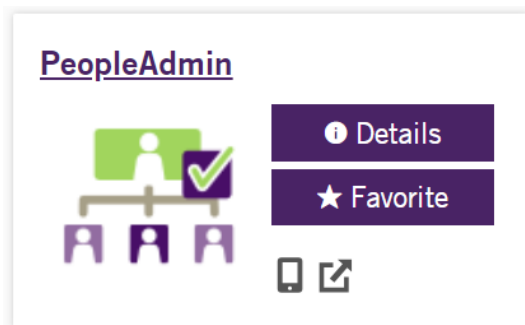
Creating Position Descriptions

Log into the e-weber portal

Type “PeopleAdmin” in the search bar. Both icons below will appear. “People Tracker” is the old (5.8) version. Performance Reviews (PREP) will still be done in PeopleTracker until further notice.

Note: Bookmarks need to be updated, as well as links and quicklinks posted on other sites and correspondence.

PeopleAdmin (PA7) is the replacement system for PeopleTracker. It is fully operational for creating Position Descriptions, Job Postings and Searches. These instructions are designed to help with the transition. Click on the PeopleAdmin app to begin.



Opens to the **HOME PAGE:**

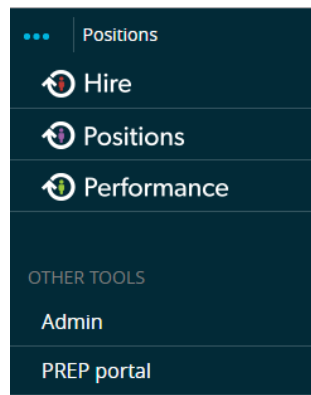
- Be sure you are in the correct user type for the action you are taking (i.e. Supervisor to Create, Modify, and Audit a position description).
- Required fields are noted by an Asterisk.
- ORANGE bar at the top of the screen indicates you are in the position descriptions module (POSITIONS).
- BLUE bar at the top of the screen indicates you are in the job postings module (HIRE).
- The “Next” button at the bottom of each page automatically saves your key strokes. However, if you come back to a completed page and make changes, you must hit the SAVE button before NEXT.

NEW Position Description

Click on the dropdown “User Group” menu located in the upper right corner and select correct user type—Supervisor.



Click on the three light blue dots in the upper left corner and select “Positions.” The top banner will turn from blue to orange.



Next, select the “Position Description” Tab on the menu bar in the upper middle portion of the screen. A dropdown menu will appear. Select the type of position you want to create: Staff, Faculty or Executive.



Click on Create New Position Description.



Type the name of the position in the space next to "Working Title."

The Organizational Unit will pre-populate to your assigned Division, Business Unit and Department. (There are some exceptions. If you have questions call HR).

Click on the "Start Action" button in the upper right corner of the screen.



POSITION DETAILS:

Notes:

- The check list on the upper left side of the screen tracks the entire progress. (See image below)
- In the end, if all check boxes are GREEN then you are good to go. If any items have an orange exclamation point, please click on the item and make the prompted corrections.
- You may use these links to navigate to each page or simply use the Previous and Next buttons on the bottom of each page.
- Remember if you make ANY changes to a page, you must hit SAVE before NEXT.
- After completing all pages, click on "Action Summary" to see all pages at once. You may click the edit link by each area to make additional changes.

| Editing Action |
|-----------------------------|
| ✔ Position Details |
| Proposed Job Duties |
| ✔ Context and Environment |
| ✔ Supplemental Documenta... |
| ✔ Budgetary Responsibili... |
| ✔ Supervisory Responsibi... |
| ✔ ADA Essential Job Func... |
| ✔ Seated Employee |
| ✔ Supervisory Position |
| Action Summary |

JUSTIFICATION:

Follow instructions on the screen to type in the box labeled “Justification” to explain your reason for creating the new position description.

Next, scroll down and fill in the orange required boxes and the additional boxes, if needed.

Note: Background checks will be determined by Human Resources.

POSITION INFORMATION:

Scroll down and fill in all required fields and others that are applicable to your description.

FUNDING INFORMATION

Click on the “Add funding Information Entry” at the bottom of the screen to provide the index and org code that will be used to fund this position. Note: This information is required.

[Add Funding Information Entry](#)

Index
Org
Percent

Click Save and/or Next when done. Note: You may click Add Funding Information Entry to enter additional funding sources. If you inadvertently click on the button and create unnecessary additional fields, click on the Remove Entry checkbox under the entry you wish to remove and hit Save or Next.

PROPOSED JOB DUTIES:

Follow the instructions on the screen to add a minimum of 3 specific job functions/duties and include the estimated percentage of time dedicated to each function. This section is required.

When finished click Save and/or Next

CONTEXT AND ENVIRONMENT:

Follow the instructions on the screen and answer all ten required questions. If any box is not applicable, please type N/A in the space provided. Then click Save and/or Next

SUPPLEMENTAL DOCUMENTATION:

Note: Most supervisors will NOT use this page. Human Resources is the primary user.
Click Save and/or Next

BUDGETARY RESPONSIBILITIES:

If the employee is not the named person responsible for a budget, skip this page by hitting Save and/or Next. If they are responsible for monitoring or managing some aspect/s of the budget, but are not the named person responsible, add it as a duty on the Proposed Job Duties tab. Click Save and/or Next

SUPERVISORY RESPONSIBILITIES:

If the employee in the position will supervise others, click the Add Supervised Positions Entry button and add Title, Classification Type and the Number of people in each listed position or position type. Click Save and/or Next

ADA ESSENTIAL JOB FUNTION: (Required)

Follow the instructions for each section and check the appropriate essential functions.
If the employee will perform the listed activity even if only occasionally, you must check it.
Click Save and/or Next

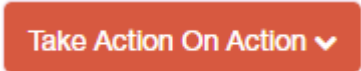
SEATED EMPLOYEE:

Skip this tab. There will not be a seated employee in a new position description.

SUPERVISORY POSTITION:

Search for the supervisor. Click on Filter these Results. (All supervisors in your area will be available in the search engine). Click on the circle next to the supervisor’s name, then click Save and/or Next

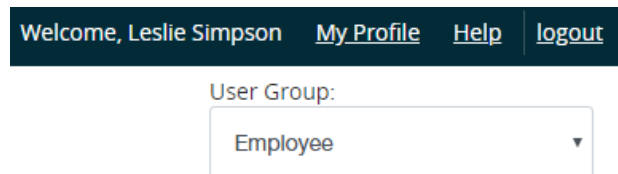
When all areas have a green check mark, roll cursor over the Take Action On Action button on the upper right side of the screen and choose Submit (Move to Human Resources).



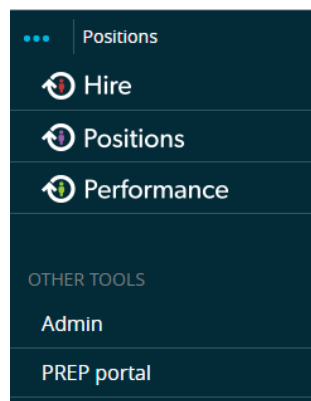
HR will email when the position description has been reviewed and approved.
Log back into PeopleAdmin in the e-portal for further action.

CLONE an Existing Position Description

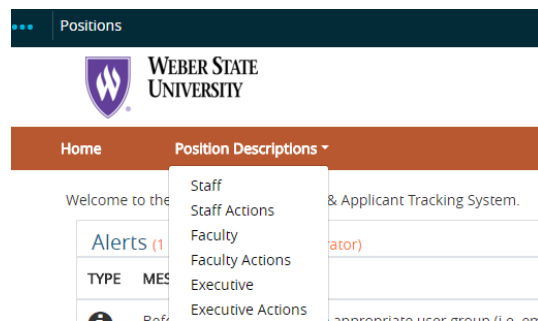
Click on the dropdown “User Group” menu located in the upper right corner and select correct user type—Supervisor.



Click on the three light blue dots in the upper left corner and select Positions. The top banner will turn from blue to orange.



Next, select the Position Description Tab on the menu bar in the upper middle portion of the screen. A dropdown menu will appear, select the type of position you want to create (i.e. Staff, Faculty or Executive).



Click on Create New Position Description--an orange button on the upper right of your screen.

[+ Create New Position Description](#)

Scroll down to view the list of all previously created and currently available job descriptions. You may only clone from this list.

Click on the radio button to the left of the title of the position you want to clone.

Scroll to the top of the page and click Start Action—orange button.

Alternately, you can click on the title of the position and when it opens, click Clone this Position Description in the upper right of the screen under Take Action of this Position Description



The Organizational Unit will pre-populate to the assigned Division, Business Unit and Department.

POSITION DETAILS:

Type why this position is needed in the Justification field.

The Position Information and qualifications will pre-populate.

Review the information carefully and change as needed.

Take note of required fields.

Review the information on each the following pages, hitting Next to advance

If you make any changes to these pages, click SAVE before NEXT.

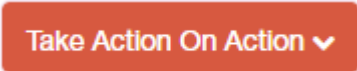
| Editing Action |
|-----------------------------|
| Position Details |
| ✔ Proposed Job Duties |
| Context and Environment |
| ✔ Supplemental Documenta... |
| ✔ Budgetary Responsibili... |
| ✔ Supervisory Responsibi... |
| ADA Essential Job Func... |
| ✔ Seated Employee |
| ✔ Supervisory Position |
| Action Summary |

Use this guide in the upper left corner to monitor progress and navigate directly to pages.

ACTION SUMMARY:

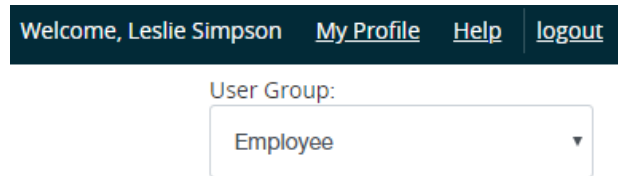
Scroll through the summary and make sure all sections contain a green check mark. If any sections have an orange flagged with an orange exclamation mark, click on the [Edit](#) links to make the prompted corrections. Click SAVE and then NEXT.

Once all corrections have been made, hover over the Take Action on Action button select Submit to Human Resources from the drop-down menu

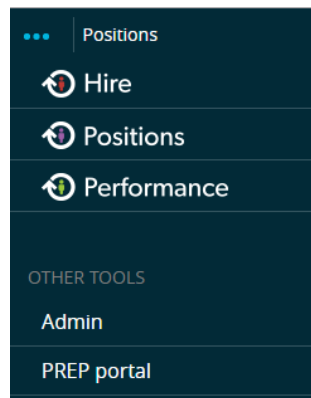


Modify or Audit an Existing Position Description

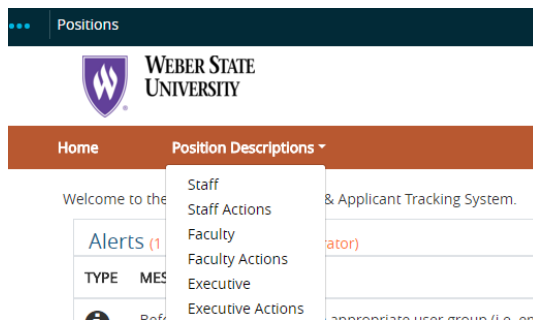
Click on the dropdown “User Group” menu located in the upper right corner and select correct user type—Supervisor.



Click on the three light blue dots in the upper left corner and select “Positions.” The top banner will turn from blue to orange.



Next, select the “Position Description” Tab on the menu bar in the upper middle portion of the screen. A dropdown menu will appear. Select the type of position you want to modify or audit: Staff, Faculty or Executive.



Click on the title of the position you want to modify or audit from the list. You’ll be able to view the details of the existing position description. Click on either Modify Position Description or Audit Position Description from the list in the upper right corner under Take Action on Position Description.



A new page will appear and you will be asked to verify you want to take the selected action. Please note that taking this action will lock the position description from all other updates until the action is completed. If you want to proceed, click Start.

POSITION DETAILS:

Notes:

- The check list on the upper left side of the screen tracks your progress. (See image below)
- In the end, if all check boxes are GREEN then you are good to go. If any items have an orange exclamation point, please click on the item and make the prompted corrections.
- You may use these links to navigate to each page or simply use the Previous and Next buttons on the bottom of each page.
- Remember if you make ANY changes to a page, you must hit SAVE before NEXT.
- After completing all pages, click on "Action Summary" to see all pages at once. You may click the edit link by each area to make additional changes.

| Editing Action |
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| ✔ Position Details |
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| ✔ ADA Essential Job Func... |
| ✔ Seated Employee |
| ✔ Supervisory Position |
| Action Summary |

REASON FOR MODIFICATION:

Follow instructions on the screen to type in the box labeled “Reason for Modification” to explain your reason for modifying or auditing the position description.

POSITION INFORMATION:

Next, scroll down and make any necessary changes.

Note: Background checks will be determined by Human Resources.

PROPOSED JOB DUTIES:

Follow the instructions on the screen to edit or add specific job functions/duties and include the estimated percentage of time dedicated to each function. This section is required.

When finished click Save and/or Next

CONTEXT AND ENVIRONMENT:

Follow the instructions on the screen to add or edit information for all ten required questions. If any box is not applicable, please type N/A in the space provided. Then click Save and/or Next

SUPPLEMENTAL DOCUMENTATION:

Note: Most supervisors will NOT use this page. Human Resources is the primary user.

Click Save and/or Next

BUDGETARY RESPONSIBILITIES:

If the employee is not the named person responsible for a budget, skip this page by hitting Save and/or Next. If they are responsible for monitoring or managing some aspect/s of the budget, but are not the named person responsible, add it as a duty on the Proposed Job Duties tab. Click Save and/or Next

SUPERVISORY RESPONSIBILITIES:

If the employee in the position will supervise others, click the Add Supervised Positions Entry button and add Title, Classification Type and the Number of people in each listed position or position type. Click Save and/or Next

***ADA ESSENTIAL JOB FUNTION: (Required)**

Follow the instructions for each section and check the appropriate essential functions.

If the employee will perform the listed activity even if only occasionally, you must check it.

Click Save and/or Next

SEATED EMPLOYEE:

Skip this tab.

SUPERVISORY POSTITION:

If not supervisor is listed, search for the supervisor. Click on Filter these Results. Click on the circle next to the supervisor's name. Click Save and/or Next. Note: If you are unable to find the correct supervisor, contact HR.

*When all areas have a green check mark, roll cursor over the Take Action On Action button in the upper right side of the screen and choose Submit (Move to Human Resources) if you are modifying the position description. Choose Submit (Move to Vice President) if the position is being audited.

Take Action On Action ▼

HR will email you when the position description has been reviewed and approved.