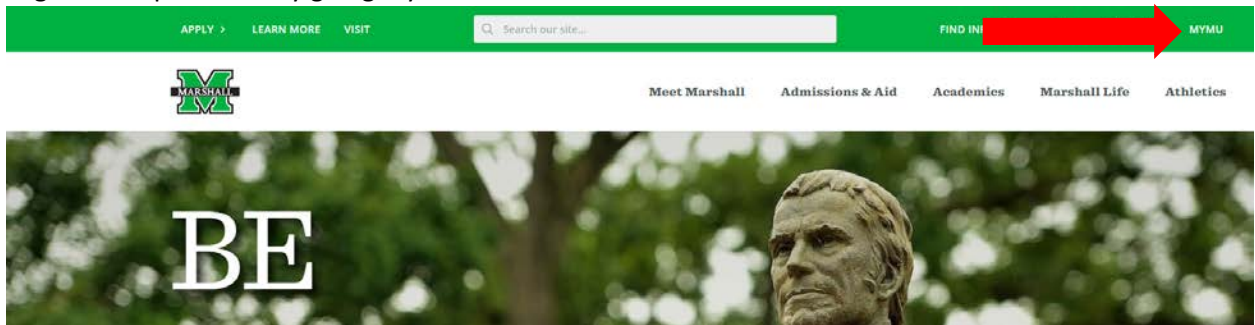


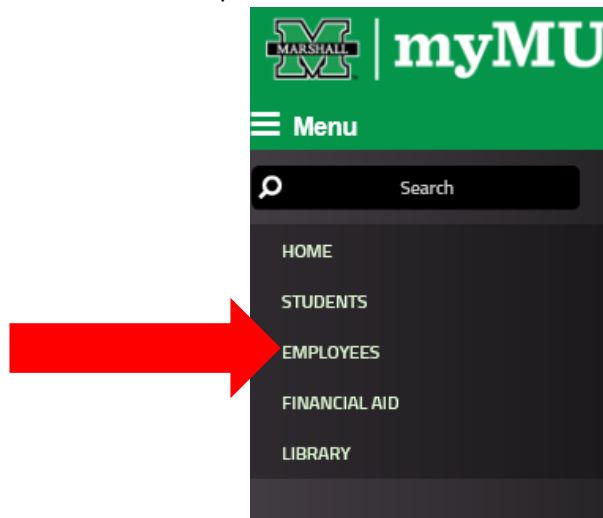


Modifying a Position in PeopleAdmin in the Position Management screen (Orange screen)

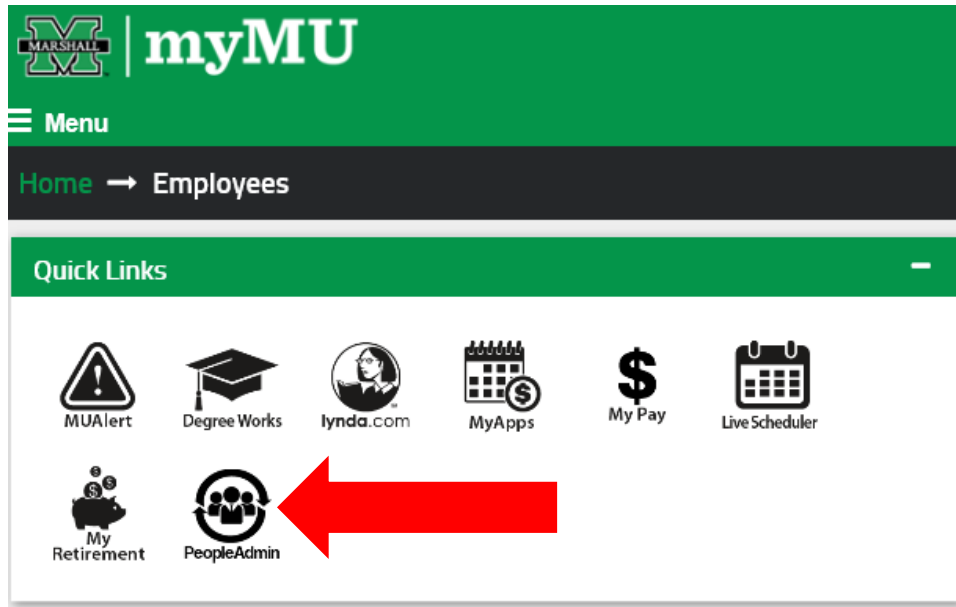
1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



2. You will be defaulted to the Employee Group on the **Applicant Tracking** (“Hire”) screen, so you will need to select the User Group of **Dean/Director** and select the **Position Management** screen.

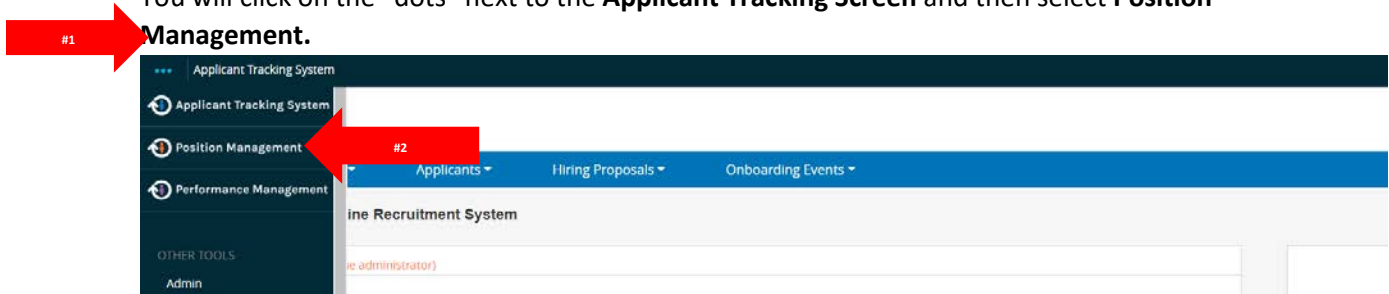
- a. **Selecting the Correct User Group:**

You can do so by using the drop down menu under your name on the upper right hand side of the screen to select the user group.

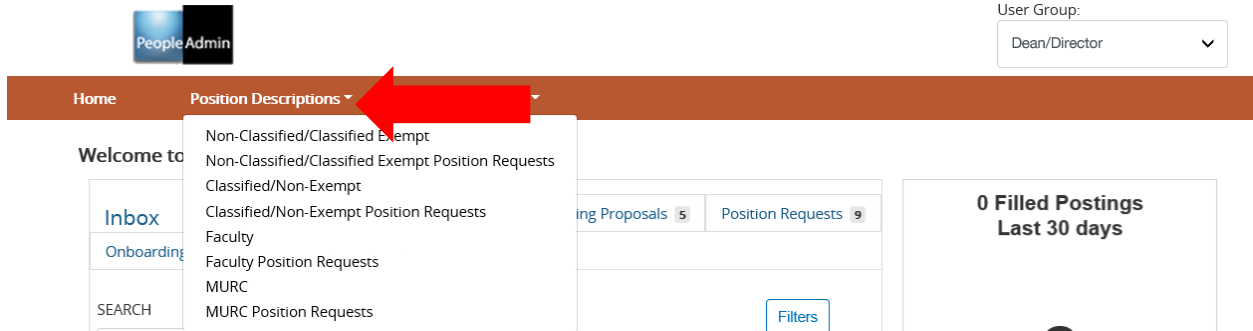


- b. **Selecting the Position Management Screen:**

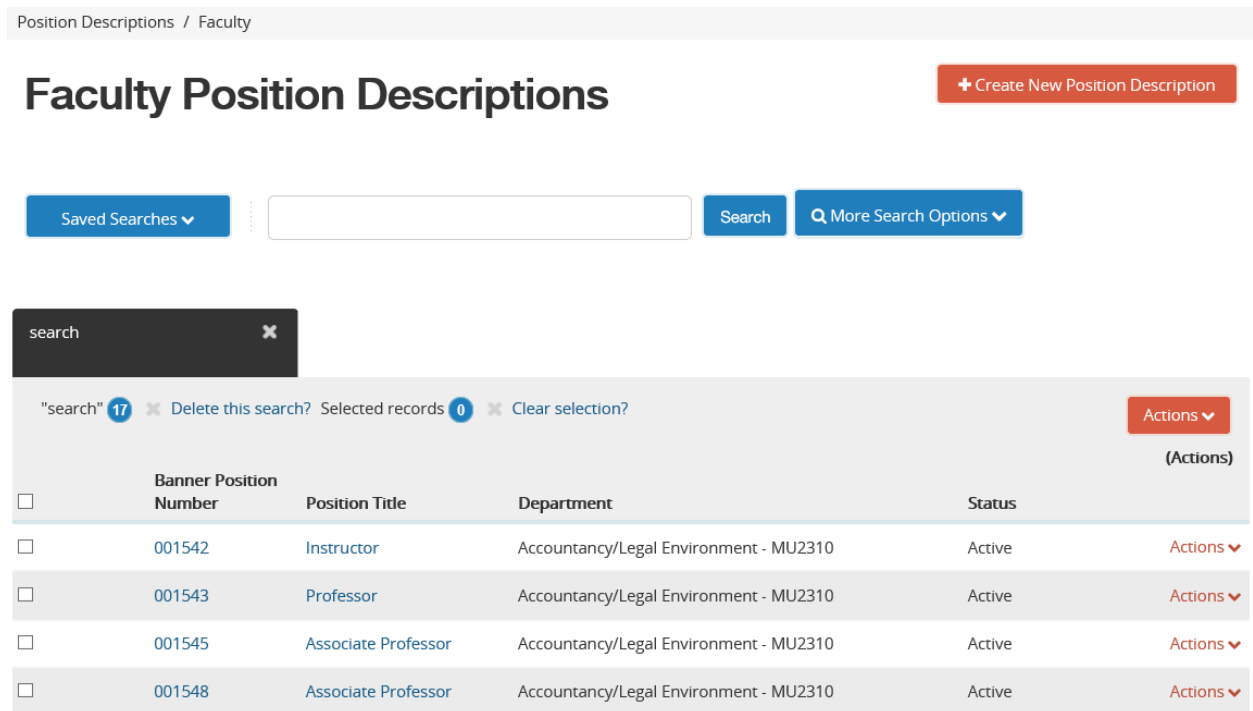
You will click on the “dots” next to the **Applicant Tracking Screen** and then select **Position Management**.




3. You will click on the **Position Description** tab and select the correct **position type** to begin creating your position in PeopleAdmin.



4. After you have selected the correct **Position Type**, type in the position number and select the position you wish to modify by clicking on the position number or title. (Please note: You will not find your position if you are under the incorrect position type).







3. At the **Position Description** page, you will click on **“Modify Position Description.”**


 **Position Description: Assistant Professor (Faculty)**

Current Status: Active

Position Type: **Faculty** | Created by: **System Account**

Department: **Accountancy/Legal Environment - MU2310**

 Print Preview (Employee View)
 Print Preview
 View Supervisor
 **Modify Position Description**



Summary | History | Associated Classification

✔ Classification

Classification Information

Classification Title	Assistant Professor
Classification Code	F0200

- You will get to the Start Modify Position Description Position Request on [Position Title] screen, you will click on the blue “Start” button.

Start Modify Position Description Position Request on Assistant Professor?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

[Start](#)

- At the **Position Justification** screen, you will enter the reason you are changing the description of this position and enter the justification for the need of the change and the need of the position. After you have entered the information, you will click the “**Next**” button.

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Position Documents
- Position Request Summary

Position Justification

Save
Next >>

[Check spelling](#)
* Required Information

Reason for Modification

Reason for Position Modification

Re-classification

Update Job Description

Update Budget Details

Request Review of Existing Position

Change in Job Responsibilities

Change in FTE

Position Justification

Without this position, we are unable to offer sufficient courses. |

* **Justification of Need**

- At the **Classification** screen, you will select the correct classification for the position by using the “radio” buttons next to the classification. You will click “Save” after it saves you will see the details about the classification. (Continued on next page).
 If the classification is correct, you will click on the “**Next**” button.

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Position Documents
- Position Request Summary

Classification

Save
<< Prev
Next >>

Selected Classification

Classification Details

Classification Information

Classification Title	Assistant Professor
Classification Code	F0200
FLSA	Exempt
EEO	20

Classifications - Filter these results

Faculty Classification Search ✕

"Faculty Classification Search" 13

Classification Code	Classification job Title	EEO	Created Date	FLSA	(Actions)
<input type="radio"/>	F0050 Post-Doctoral Teaching Fellow	20	November 14, 2013 at 04:58 PM	Exempt	Actions ▾

- At the **Position Details** screen, you will enter the title, Banner Position number, job description, required qualifications, and other information about the position that is required. You will scroll down to see all information that is required (with an *asterick) and optional information that can be included in the position details. Once you have entered the information, you will click on the “**Next**” button.

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Position Documents
- Position Request Summary

Position Details Save << Prev Next >>

[Check spelling](#)
* Required Information

Classification Details

Classification Title Assistant Professor

Classification Code F0200

FLSA Exempt

Position Information

* **Position Title**

Banner Position Number

E-Class F9 - Faculty 9-month .53 or >

Department Accountancy/Legal Environment - MU2310

* **Job Description**

Position is responsible for delivering legal environment courses required of all BBA students in the LCOB, plus a Graduate course in the MS in Accountancy, and an Undergraduate course in management with an emphasis in health care.

8. At the **Position Budget Information** screen, you will enter the budget information for this position. After you enter the budget information if it has changed, you will click “Save” after it saves, then click the “Next” button.

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Position Documents
- Position Request Summary

Position Budget Information Save << Prev Next >>

[Check spelling](#)
* Required Information

Budget Summary

Budget Fund

Budget Org

Percentage Funded

Remove Entry?

Add Budget Summary Entry

Save << Prev Next >>

9. At the **Supervisory Position** screen, if the supervisor has changed for this position, you will select the correct supervisor for the position using the “radio” button. You will click on the “Next” button.

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position**
- Supplemental Questions...
- Position Documents
- Position Request Summary

Supervisory Position Save << Prev Next >>

Selected Supervisor

Job Title	Assistant Professor view
Position Number	000406
Position Type	Faculty
Org Unit	Criminal Justice - MU2662
First Name	Samuel
Last Name	Dameron
Email	emailaddress@zed.zed

Position Descriptions - Filter these results

Faculty Position Descriptions ✕

"Faculty Position Descriptions" 11/10

-- Previous 7 2 3 4 5 6 7 8 9 ... 38 39 Next --

Position Title	Department	Status	Actions
<input checked="" type="radio"/> Assistant Professor	Criminal Justice - MU2662	Active	Actions ▼
<input type="radio"/> Asst Football Coach-Defense	Football - MU7044	Active	Actions ▼
<input type="radio"/> Professor	COHP-Nursing - MU9510	Active	Actions ▼
<input type="radio"/> Clinical Instructor	COHP-Nursing - MU9510	Active	Actions ▼

10. At the **Supplemental Questions for Posting** screen, currently you do not have to enter anything at this screen. Just click the "Next" button.

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...**
- Position Documents
- Position Request Summary

Supplemental Questions for Posting Save << Prev Next >>

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status	Actions
----------	----------	----------	----------	--------	---------

Save << Prev Next >>

11. At the **Position Documents** page, you can upload your PIQ, job description, organizational chart or another document pertaining to the position.

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Position Documents**
- Position Request Summary

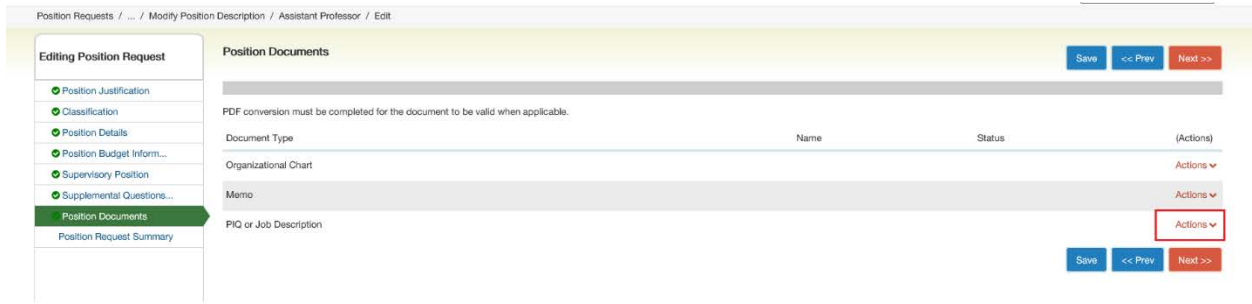
Position Documents Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	Actions
Organizational Chart			Actions ▼
Memo			Actions ▼
PIQ or Job Description			Actions ▼

Save << Prev Next >>

To upload a document, you will hover your mouse over the “Actions” and then select the “Upload New” option.



You will then click the gray “Browse” button, find the file you wish to upload and then click on the blue “Submit” button.



Click on the “Next” button.



12. On the **Summary** page, please review your changes. Once you are satisfied use the “Take Action on Position Request” and “Approve (move to Vice President).”

Position Requests / ... / Modify Position Description / Assistant Professor / Summary

Alisha Harbour, you have 0 messages. Current Group: Human Resources

Modify Position Description: Assistant Professor (Faculty) [Edit](#)

Current Status: Draft

Position Type: Faculty Created by: Alisha Harbour
Department: Accountancy/Legal Owner: Alisha Harbour
Environment - MU2310

Summary History Settings

Position Justification [Edit](#)

Reason for Modification

Reason for Position Modification: Re-classification, Update Job Description

Position Justification

Justification of Need: Need a full-time position.

Classification [Edit](#)

Classification Information

Classification Title	Assistant Professor
Classification Code	F0200
FLSA	Exempt

Take Action On Position Request

- Keep working on this Position Request
- WORKFLOW ACTIONS
 - Canceled (move to Canceled)
 - Approve (move to Vice President)**
 - Canceled (move to Canceled)
- MOVE DIRECTLY TO...
 - Dean/Director
 - Vice President
 - Human Resources Review
 - Approved
 - Canceled

13. Once it has been approved through the position management work flow. You will begin your posting on the **Applicant Tracking System** (blue) screen.