

How to View and Approve Positions Requests (Orange screen)

1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.

myMU ≡ Menu			
Q	Search		
HOME			
STUDENTS			
EMPLOYEES			
FINANCIAL AI	D		
LIBRARY			

Then select the PeopleAdmin button.



2. You will be defaulted to the Employee Group on the **Applicant Tracking System** (blue) screen, so you will need to select the User Group of **Vice President** 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.

PeopleAdmin			User Group: Vice President
Home	Postings -	Hiring Proposals 👻	Shortcuts -
Welcome	to your Online F	tecruitment System	
Alerts (2 alerts from the administrator) TYPE MESSAGE		ministrator)	42 Filled Postings
			Last 30 days

b. Selecting the Position Management Screen:

You will click on the "dots" next to Applicant Tracking System and then select Position

	Management.		
#1	+++ Applicant Tracking System		Welcome, Alisha
	Applicant Tracking System		
	Position Management	#2	
	OTHER TOOLS	ine Recruitment Syste	

3. You will click on the **Position Description** tab and select the correct Position Type <u>Requests</u> to view the position that needs to be approved.

People	Admin			User Group: Dean/Director
Home	Position Descriptions Classifications			
Welcome to	Non-Classified/Classified Exempt Non-Classified/Classified Exempt Position Requests			
Inbox	Classified/Non-Exempt Classified/Non-Exempt Position Requests	ing Proposals 5	Position Requests 9	0 Filled Postings Last 30 days
Onboarding	Faculty Faculty Position Requests			
SEARCH	MURC MURC Position Requests		Filters	

4. After you have selected the correct **Position Type** <u>Request</u>, type in the position number and select the position by clicking on the blue text. (Please note: You will not find your position if you are under the incorrect position type).

Position Requests / Non-Classified/Classified Exempt

Non-Classified/Classified Exempt Position Requests

Saved Searche	sv		Search	Q Hide Search Options 🗸			
	Add Column:	Add Column	v				
			_				
Ad hoc Search	X save this search	earch					
No foc Scarci C	Jare dis search		Previous 1 2 3	4 5 6 7 8 9 Next-	Ĵ.		
anner osition lumber Po	sition Title		Department		Status	Created Date	
01929 HR	Rep		Human Resources -	MU1065	Vice President	September 13, 2018 at 10:32 AM	

- 5. You will be on the Summary page of the position request. Please review **ALL** information to ensure that it is correct.
 - a. If the information is <u>correct</u>, you can move it forward to the next level (Human Resources Review) by clicking on the orange "*Take Action on Position Request*" and selecting the "*Human Resources Review (Move to Human Resources Review).*"

Modify Position De Current Status: Vice President Position Type: Non- Classified/Classified Exempt Department: Human Resources- MU1065	Created by: Alisha Harbour Owner: Vice President	Edit	Take Action On Position Request Keep working on this Position Request Wolking working Return (move to Dean/Director) human Resources Review (move to Human Resources Review)
Position Justification	Edit	·	Canceled (move to Canceled)

b. If the information is <u>incorrect</u>, you can send back to the individual who created the position by clicking on the orange "Take Action on Position Request" and selecting the "Return (move to Dean/Director)." Please follow up with an email to the individual who created it with the information that needs to be corrected.

Modify Position Description: HR Rep (Non-Classified/Classified Exempt) Edit Current Status: Vice President	Take Action On Position Request 🗸 Keep working on this Position	
Position Type: Non- Classified/Classified Exempt Department: Human Resources - MU1065		Reguest worknow acrows Return (move to Dean/Director) human Resources Review (move to Human Resources Review)
Position Justification Edit		Canceled (move to Canceled)

c. You can also cancel the position request if the position is no longer valid/needed.

Modify Position De Current Status: Vice President Position Type: Non- Classified/Classified Exempt Department: Human Resources- MU1065	escription: HR Rep (Non-Classified/Classified Exempt) Edit Created by: Alsha Harbour Owner: Vice President	Take Action On Position Request Keep working on this Position Request Workitow Actions Return (move to Dear/Director) human Resources Review (move to Human Resources Review)
Position Justification	Edit	Canceled (move to Canceled)