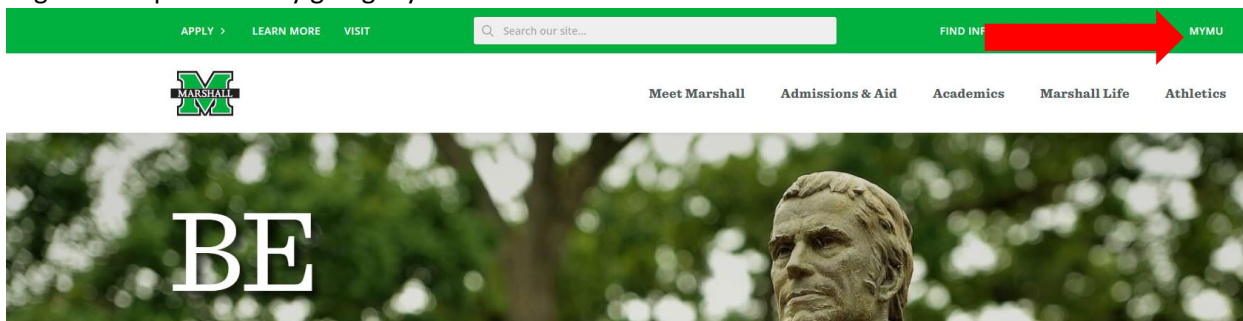
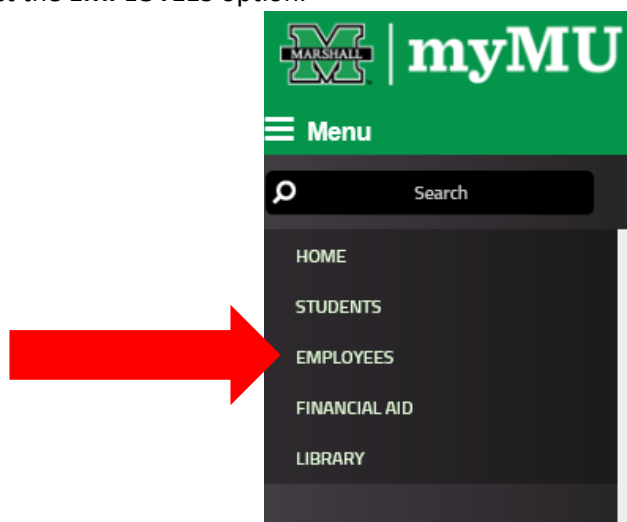


Creating a Position in the Position Management Screen (Orange Screen)

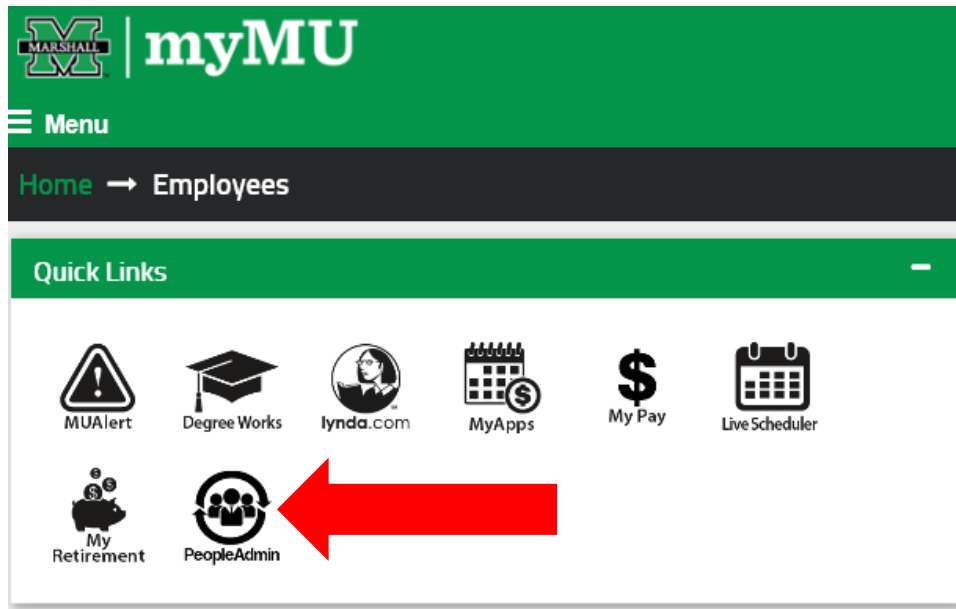
1. Log into PeopleAdmin by going myMU.



You will select the **EMPLOYEES** option.



Then select the PeopleAdmin button.



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

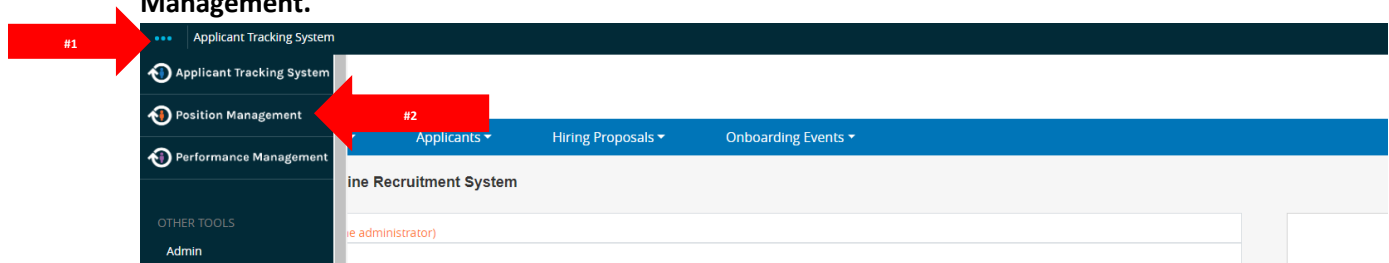
a. Selecting the Correct User Group:

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.

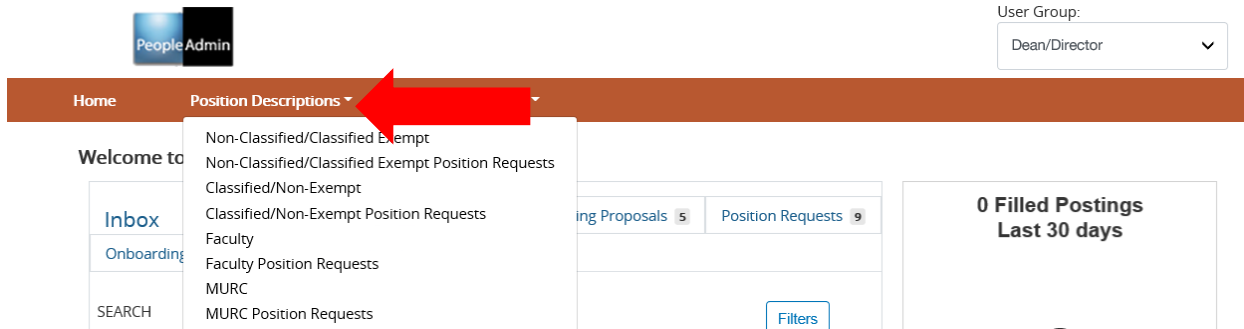


b. Selecting the Position Management Screen:

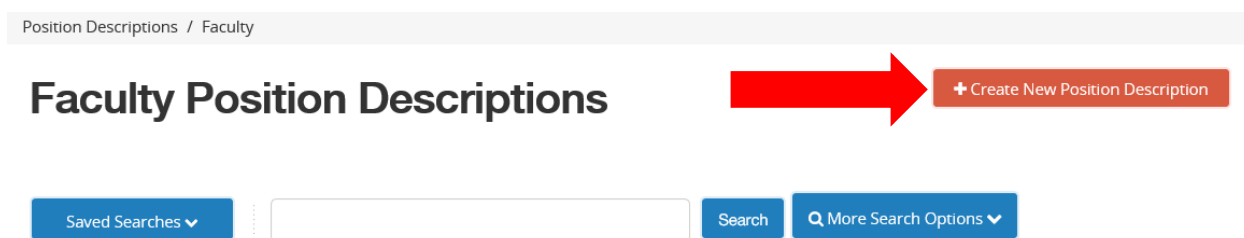
You will click on the “dots” next to **Applicant Tracking System** and then select **Position Management**.



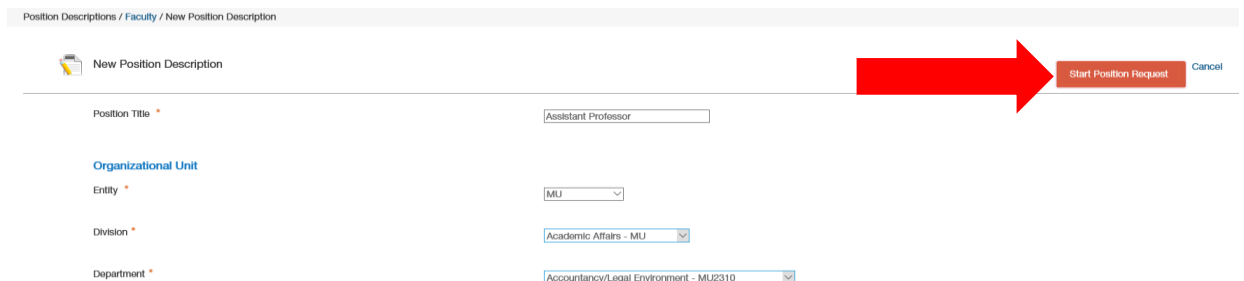
3. You will click on the **Position Description** tab and select the correct **position type** to begin creating your position in PeopleAdmin.



4. You will select the “+Create New Position Description” orange button to create your new position.



5. The **New Position Description** screen is where you will enter the position title, entity (MU or MURC), division, and department for this position. Once you have entered all of the information you will click on the “**Start Position Request**” on the right side.



6. The Position Justification screen is where you will enter the justification of need in the box- highlighted red, it will not let you continue until you have entered text into this box. After you have entered your justification, you will hit “**Next**” on the right side of the screen.

Position Requests / ... / New 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 Justification Save Next >>

[Check spelling](#)

* Required Information

Position Justification

* Justification of Need

This field is required.

Save Next >>

- The **Classification** screen is where you will add the classification of the position you are creating. You will select the classification using the “radio” buttons. After you selected your classification, click “Next”.

Position Requests / ... / New 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

Classification Save << Prev Next >>

Classifications - Filter these results

Faculty Classification Search

*Faculty Classification Search:

	Classification Code	Classification Job Title	EEO	Created Date	FLSA	
<input type="radio"/>	F0050	Post-Doctoral Teaching Fellow	20	November 14, 2013 at 04:58 PM	Exempt	Actions ▼
<input type="radio"/>	F0080	Athletic Coach	20	November 14, 2013 at 04:58 PM	Exempt	Actions ▼
<input type="radio"/>	F0090	Clinical Faculty	20	November 14, 2013 at 04:58 PM	Exempt	Actions ▼
<input type="radio"/>	F0100	Instructor	20	November 14, 2013 at 04:58 PM	Exempt	Actions ▼
<input type="radio"/>	F0110	Asst Professor/Librarian II	20	November 14, 2013 at 04:58 PM	Exempt	Actions ▼

- The **Position Details** screen is where you will add the banner position number, e-class, job description, qualifications and so on. You must complete everything highlighted in red and that tells you it is a required field to continue to the next step. Click “Next.” If you have forgotten to complete a section, it will give you an error at the top of the screen letting you know something still needs to be completed on this page.

Position Requests / ... / New 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 Details Save << Prev Next >>

[Check spelling](#)

* Required Information

Classification Details

Classification Title

Classification Code

FLSA

Position Information

* Position Title

* Banner Position Number

* E-Class

* Job Description

This field is required.

* Required Qualifications

This field is required.

****IMPORTANT – IN THE POSITION DETAILS SECTION, YOU MUST NOW BREAK DOWN THE JOB DUTIES IN THE JOB DUTIES SECTION. THE NEW PERFORMANCE MANAGEMENT MODULE IN PEOPLEADMIN WILL NOW PULL THESE JOB DUTIES TO BE GRADED DURING THE EVALUATION PERIOD.**

THESE SHOULD BE THE ESSENTIAL JOB DUTIES THAT AN EMPLOYEE MUST PERFORM ON THE JOB.

TO ADD NEW JOB DUTIES, YOU WILL CLICK ON THE BLUE “ADD JOB DUTIES ENTRY” IN THE JOB DUTIES SECTION.

Job Duties

These are the job duties for required of the position.

For multiple job duties, please list them as separate entries by clicking on the add duties button.

Description of Job Duty

*Serves as primary contact and support to university hiring managers/directors in the filling of vacant position utilizing PeopleAdmin.
*Will provide one-on-one training and consultation with hiring authorities and applicants in the system processes and workflows.

Remove Entry?

Description of Job Duty

*Participate as an HR representative in the implementation of the new performance management system. Serve as the primary contact regarding PeopleAdmin PM system.
*Conduct individual or group training on the system and interact with supervisors and employees who have concerns or issues about the system.

Remove Entry?

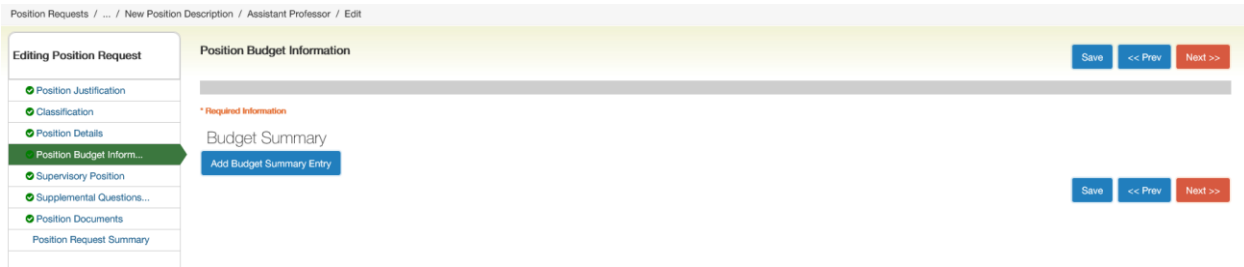
Description of Job Duty

-Process emeritus employee notifications.
-Process dependent tuition waiver and verify dependent status.
-Enter benefit deductions into Banner accurately.
-HR customer service as back up on front desk as necessary.

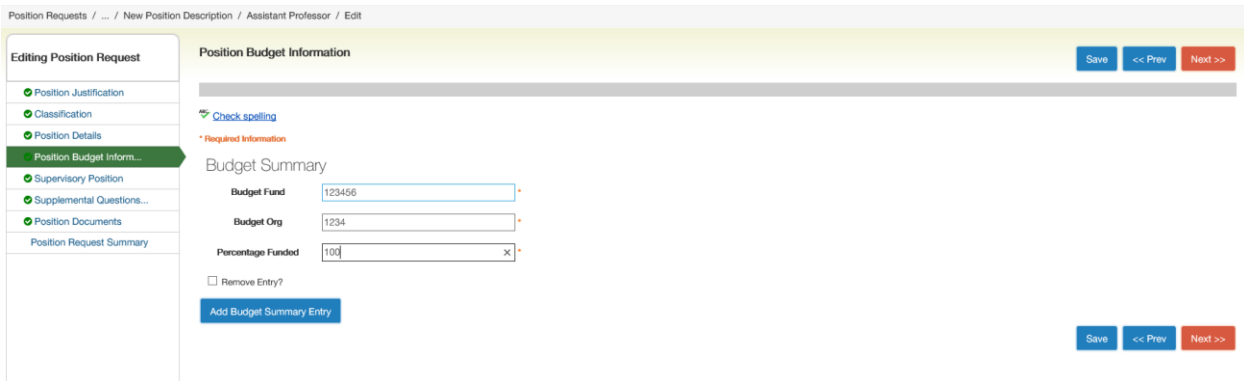
Remove Entry?

[Add Job Duties Entry](#)

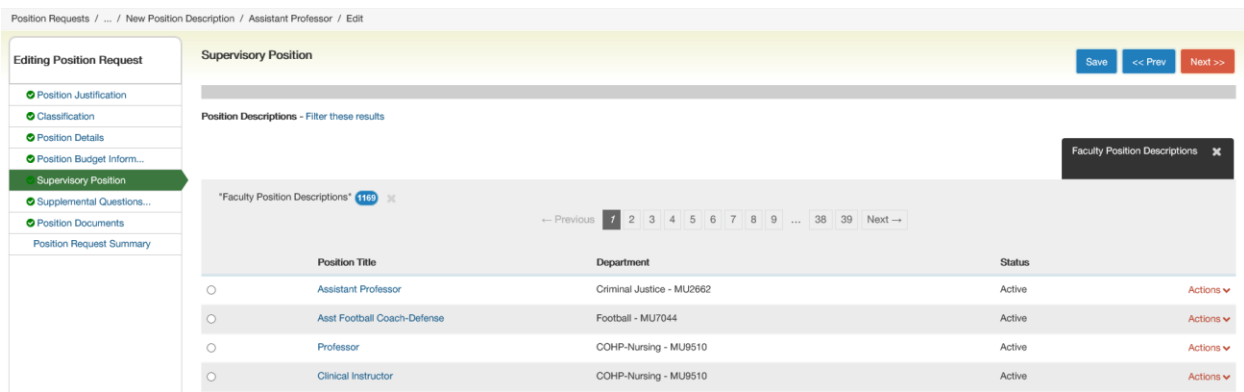
9. The **Position Budget Information** screen is where you will add the budget summary. You may enter it using the blue button **“Add Budget Summary.”**



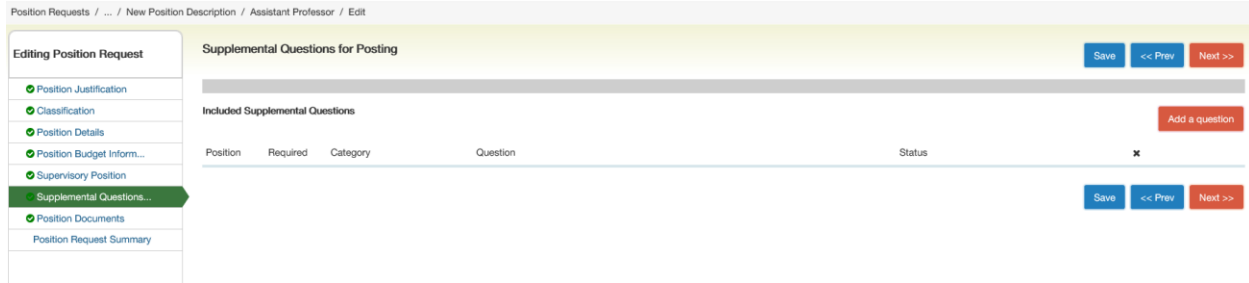
10. You will enter your budget summary in the appropriate fields. You can find your budget information on the freeze committee form. Click **“Next.”**



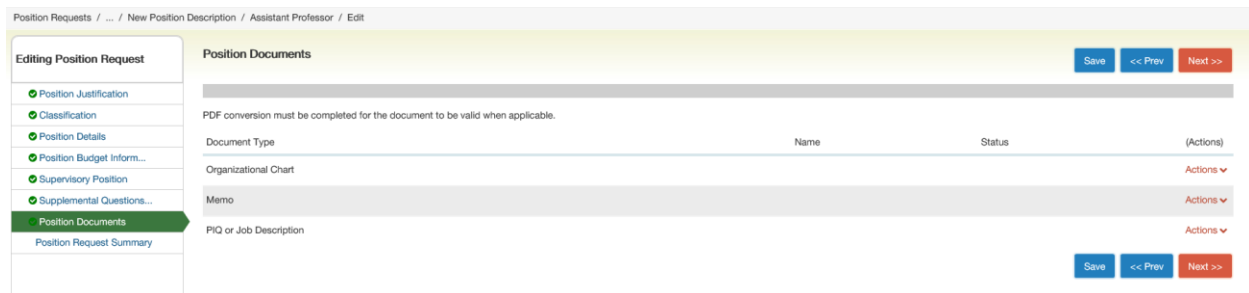
11. The **Supervisory Position** screen is where you will select the supervisor of this position by using the **“radio”** buttons. After you click on the radio button with the appropriate supervisory role, click **“Next.”**



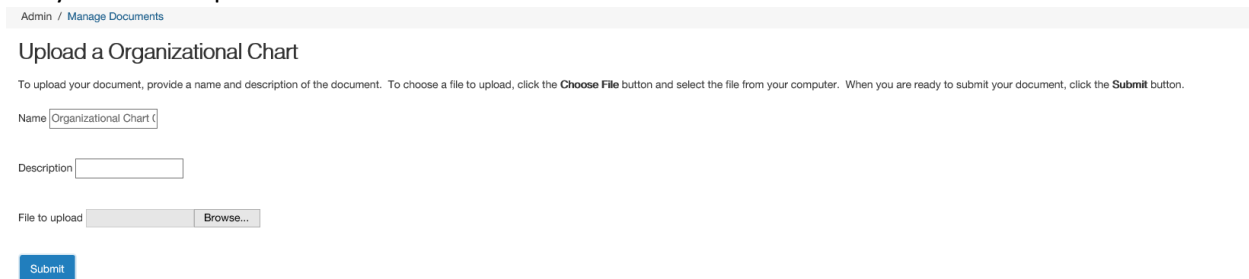
12. The **Supplemental Questions** screen is where you can add questions that will exclude/include applicants. You do not have to complete this section of the position management. If you do not wish to add any questions, just click the **“Next”** button.



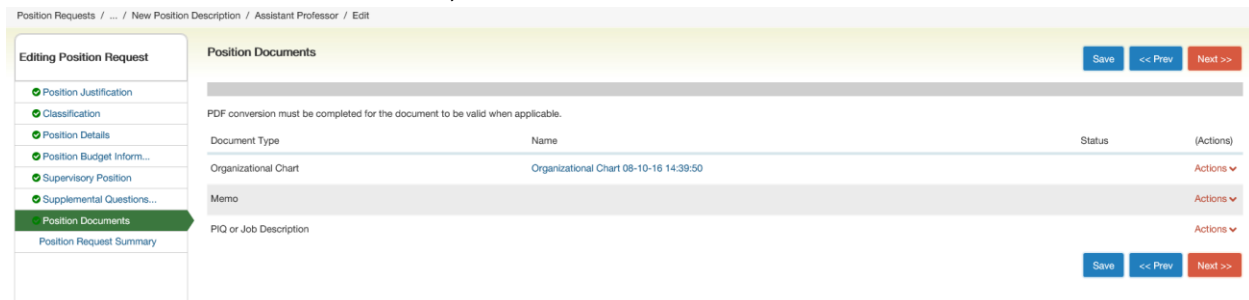
13. The **Position Documents** screen is where you will upload documents pertaining to this position. You will hover your mouse over the actions tab next to the document that you wish to upload and select **“Upload New.”**



14. If you have a document to upload, select the **“Browse”** on the File to Upload and find the document you wish to upload. Click on the **“Submit”** button.



15. Once it reaches the below screen, click **“Save”** after it saves then click on **“Next.”**



16. The **Summary** page is your completed product. Review your position and once you are satisfied with your position, send it onto the next step in the workflow. You can send it in the workflow by using the orange button named **“Take Action on Position Request.”**



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

Current Status: Draft

Position Type: **Faculty**

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

Created by: **Alisha Harbour**

Owner: **Alisha Harbour**



- Take Action On Position Request ▾
- Keep working on this Position Request
- WORKFLOW ACTIONS
- Canceled (move to Canceled)
- Approve (move to Dean/Director)
- Approve (move to Vice President)
- Canceled (move to Canceled)

[Summary](#) | [History](#) | [Settings](#)

✔ Position Justification [Edit](#)

Position Justification

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