

PEOPLEADMIN TRAINING

INITIAL KEYING OF CURRENT POSITIONS (EWPs/PDs) – NOT ADVERTISING

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All EWPs for Classified Staff and PDs for Administrative/Professional Faculty must be entered into PeopleAdmin. PeopleAdmin will become the repository for EWPs/PDs and will provide electronic storage and retrieval of the documents. EWPs/PDs may be keyed into PeopleAdmin at any time and the Posting and Hiring Proposal sections can be avoided since the position will not be advertised at this time.

To enter current EWPs/PDs, please complete the following steps:

1. Click on **Begin New Action** under the **Position Descriptions** heading.
2. Select **Start Action** under **New Position Description**.
You will now be on the **Search Classifications** screen. You may search for the classification of the position by either role code or role title. Role title will be the easiest for most people as you may not know the role code for the position. Select the role title from the dropdown on which the position will be based and click on **Search**.
3. Once you have identified the role title desired, click on **Select and Continue**.
4. You will now be on the **Classification Details** tab which will display the classification information for the role title you selected. If the classification is correct select **Continue to Next Page**. If the classification is incorrect, select **Change Classification** and repeat steps 3 and 4.
5. You will now be on the **Positions Details** tab. You will complete the information on this tab and each subsequent tab. Please note that required fields will be marked with an asterisk. You will receive an error message and you will not be able to move forward if you do not complete every required field. **Please note that you must now select an application type: Staff (for Classified positions) or Faculty (A/P and Teaching Faculty positions).**
6. Continue appropriate entries on the remaining tabs using the **Continue to Next Page** button to navigate through the request.
 - Budget Info – click on **Add New Entry** and enter the budget code(s) and percent for each code.
 - Major Responsibilities of Position – click on **Add New Entry** and complete the percent of time and the narrative for each major responsibility for the position.
 - Employment Conditions – complete the information for the employment conditions, physical requirements, and mental and cognitive requirements. Be sure to indicate for each requirement whether it is essential, marginal, or not applicable.
 - Supplemental Documentation – you may attach a memo, organizational chart, etc. to this document here.
 - Requisition Form – skip over this tab since you will not be advertising this position at this time.

Comments – use this tab to key in any comments you may want HR to know about the position.

7. You will now be on the View New Position Description Summary page. Please review the PD. If you need to make any corrections, click on **Edit** and you be taken back into the tab view and may make your changes. Once all changes have been made you will have two options: **Save Action Without Submitting** or **Submit Action to Level 2**. Click on **Save Action Without Submitting**. The system will assign an action number. Record that action number and send an email to Lisa Lorton indicating that you just keyed in a new position description. Also include the action number assigned by PeopleAdmin, the employee's name and position number in the email so HR can add that information to the PD and approve it.
8. Once HR has approved the EWP/PD you will be notified of such and you may click on **Search Positions** under the **Position Description** heading on the left side of your screen.