



How to Modify a Position Description



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When to use PeopleAdmin to Modify a Position

- To ensure that position descriptions are up to date with all relevant information pertinent to a particular position.
- To update or correct a position description which might have typos or “old” information.
- To update job duties and position summaries for job postings.
- To update job duties after a reclassification.
- To update job duties for performance evaluations.



How to Log In to PeopleAdmin

Visit <https://my.untsystem.edu> and log into the system with your EUID and password combination (single sign on) used to log on to your computer.

Locate the PeopleAdmin widget and select the Applicant Tracking & Position Management link.

PeopleAdmin

Applicant Tracking & Position Management

- Access classifications descriptions
- Manage position description
- Create and manage job posting
- Manage applicants
- **Apply for a Job**



How to Log In to PeopleAdmin Cont.

If you are not routed directly to PeopleAdmin, you may need to re-enter your credentials.

UNT | SYSTEM™

Login to PeopleAdmin, Inc.

Username

> [Forgot your password?](#)

> [Need Help?](#)

Password

Don't Remember Login

Login

 PEOPLEADMIN



How to Access the Position Management Module



In order to view and update position descriptions, you will need to ensure that you are in the Position Management module. You can change modules by clicking the three dots in the top left corner and then make a selection.

Please ensure that you are logged in under the correct user group. To switch user groups, click the dropdown menu located at the top right hand corner of the screen and select the appropriate one.

Only the following User Groups are able to initiate position modifications:

- Initiator
- Supervisor
- Department Head



How to Locate a Staff Position Description



Click on Position Descriptions and select the relevant job category (staff, faculty or executive) for the position you wish to view or modify.

Note: Position Requests refer to those that are in draft or are awaiting approval by the supervisor or department head.



How to Locate a Staff Position Description Cont.

Staff Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Search interface showing a search term "00001039" and filter options for "Add Column", "Department", and "Status" (Draft, Active, Locked).

Once you have made a selection, the system lists all the position descriptions to which you have access.

Staff Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Search interface showing a search term "Office Support Associate" and filter options for "Add Column", "Department", and "Status" (Draft, Active, Locked).

If you are the initiator for several departments or belong to a large unit, you may search for a specific position by using the entire position number, incumbent name or position title (position number will yield the best results).

You may also use the different filter options to refine your search.



How to Locate a Staff Position Description Cont.

Staff Position Descriptions

[+ Create New](#)

To add a new column to the search results, select the column from the drop down list.

Saved Searches

Add Column:

Department:

Status:

Ad hoc Search Position Description Library

Ad hoc Search **1** Save this search? Selected records **0** Clear selection?

<input type="checkbox"/>	Classification Title	Working Title	Position Number	Department	Supervisor	Status	Created Date	(Actions)
<input type="checkbox"/>	Office Support Associate	Office Support Associate	00001039	UNT-Auxiliary Services-Gen-163000	Asst I		October 25, 2019 at 10:09 AM	Actions

After the position has been identified, select the title in order to view the relevant information.



How to Locate a Staff Position Description Cont.

You will be taken to the summary page of the position description, scroll down the page to view all the details.

Position Description: Office Support Associate (Staff)
Current Status: Active
Position Type: Staff
Department: UNT-Auxiliary Services-Gen-163000
Created by: System Account

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

Summary | History | Associated Classification

The History tab shows a record of all updates made to the position along with any notes or comments. The Associated Classification tab allows you to view the classification description for that position.



How to Begin Modifying a Staff Position Description

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

To make edits, select the “Modify Position Description” link found at the top right side of the screen.

Start Modify Position Description Position Request on Office Support Associate?

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

Start

Once you click Start and begin modifying a position description, other users will not be able to update the position description. In addition, changes submitted via ePar for this position will not load until the position modification is complete.



Editing Position Details

Editing Position Request

- Position Details
- Position Documents
- Position Request Summary

Position Details All required fields must be completed before submission.



ABC [Check spelling](#)
* Required Information

Employee Information

Employee First Name
Employee Last Name
Employee ID

The position description will be pulling information from EIS so if there is a current incumbent, their information will populate here.

Position Information

Classification Title Office Support Associate
Working Title Office Support Associate
Position Number 00001039
Department UNT-Auxiliary Services-Gen-163000
* Job Location
FTE 1.000000
Budgeted Annual Salary \$25,688.040
* Approving Supervisor
This field is required.

Indicate the city where the position will primarily be located (not the business unit or campus but where the position actually sits).

Select the approving supervisor here.

Please select the appropriate Supervisor to approve this modification.



Editing Position Details Cont.

This position provides integral back office assistance to the Auxiliary department by aiding all coordinators and supervisory staff in their day to day functions.

Insert a brief summary of the primary responsibilities of the position. The position summary should be no more than four sentences and will be visible on any job posting. Do not include job duties in this section.

This field is required.

3-4 sentences providing an overview of the position responsibilities. Individual job duties will be captured in Job Duties section below.

Supervisory Responsibilities (Position)

Insert specific supervisory responsibilities of the position.



Editing Position Details Cont.

Minimum qualifications and Knowledge, Skills, and Abilities are populated from the classification description. These fields cannot be edited (contact HRComp@untsystem.edu if changes are required).

Minimum Qualifications

High school diploma and three years of moderately responsible and varied office administration or business management experience; or any equivalent combination of experience, education, and training.

Knowledge, Skills and Abilities

- Advanced customer service skills.
- Knowledge of Microsoft Office.
- Knowledge of accounting/budgeting procedures.
- Ability to work under pressure, to adjust to constant changes, to handle multiple tasks, and to coordinate the work of others.
- Ability to keep complex records, to assemble and organize data of complex nature, and to prepare and submit reports in acceptable formats.
- Ability to conceptualize, plan and organize multiple programs and assignments effectively.
- Ability to work on complex and confidential tasks utilizing judgment, tact, and resourcefulness.
- Skill in developing and maintaining good working relationships.
- Knowledge of policies, practices, procedures and terminology of assigned function.

Preferred Qualifications

* Associates degree.
* At least 2 years previous experience in a professional office setting.

Insert any preferred qualifications here.



Editing Position Details Cont.

Required License /
Registration /
Certification

* Physical Requirements

- Carrying
- Cleaning
- Climbing
- Crawling
- Driving
- Kneeling
- Lifting up to 10 pounds
- Lifting up to 25 pounds
- Lifting up to 50 pounds
- Lifting or moving up to 75 pounds
- Pulling
- Pushing
- Reaching
- Sitting
- Squatting, Stooping, Bending
- Standing
- Twisting
- Walking
- Writing
- Grasp
- Talk or Hear

This field is required.

Please indicate typical physical requirements for this position.

Security Sensitive

This is a security sensitive position.

Position Request
Number

Insert any required licensure or certifications pertinent to the position.

Indicate the regular physical requirements of the job. Contact your Campus HR representative for assistance in selecting appropriate physical requirements.



Editing Position Details Cont.

Job Duties

These are the job duties required of the position.

Add Job Duties Entry

Competencies

These are the competencies and related observable behaviors required of the position.

Add Competencies Entry

Click on the “Add Job Duties Entry” button to begin adding job duties. It is recommended to list no more than 8 – 10 job duties. Please only list duties requiring greater than 5% of the incumbent’s time. It is important to note that job duties will be displayed in job postings.

Job duties for positions may be utilized as a part of the Performance Management Module.

Competencies are optional, please consult with a Campus HR representative before adding competencies.



Position Documents

Editing Position Request

- Position Details
- Position Documents**
- Position Request Summary

Position Documents

Save << Prev Save & Continue

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

Document Type	Name	Status	(Actions)
Organizational Chart			Actions ▾
Memo			Actions ▾
Other			Actions ▾
Other 1			Actions ▾
Other 2			Actions ▾

This section allows you to upload the organizational chart and any other documents that correspond with the modifications being made to the position (example, PIQs, Position Summaries and memos).



Summary of Edits

 **Modify Position Description: Office Support Associate (Staff)** [Edit](#)

Current Status: Draft

Position Type: Staff | Created |
Department: UNT-Auxiliary Services-Gen-163000 | Owner: K

Summary | History | Settings

Position Details [Edit](#)

Employee Information

Employee First Name	
Employee Last Name	
Employee ID	

Position Information

Classification Title	Office Support Associate
Working Title	Office Support Associate
Position Number	00001039
Department	UNT-Auxiliary Services-Gen-163000
Job Location	Denton Currently: blank
FTE	1.000000
Budgeted Annual Salary	\$25,688.040
Approving Supervisor	Melinda Lilly

The final page is the Position Description summary, here you will view the details of the position description along with any changes that you have made.

If further edits are required you may select the edit link to make any corrections.

While viewing the details, the summary displays the edits made along with previous data.



The Approval Process

Once changes are completed, hover over the “Take Action On Position Request” button found on the top right side of the screen and click the appropriate approval action.

Depending on your departmental policy and the nature of the changes being made, you have four approval options to choose from:

1. Cancel (move to Canceled) when edits are no longer required or entered in error.
2. Approve and move to the Supervisor for review and approval.
3. Approve and move to the Department Head/Chair for review and approval.
4. Approve and move it to position approved, which means that all edits are finalized and no other approvals are necessary.

When submitting to a Supervisor or Department Head/Chair for approval, comments may be entered for their review.

Take Action On Position Request ▾

Keep working on this Position Request

WORKFLOW ACTIONS

Cancel (move to Canceled)

Initiator (move to Initiator)

Approve (move to Supervisor)

Approve (move to Department Head/Chair)

Position Approved (move to Position Approved)

Take Action

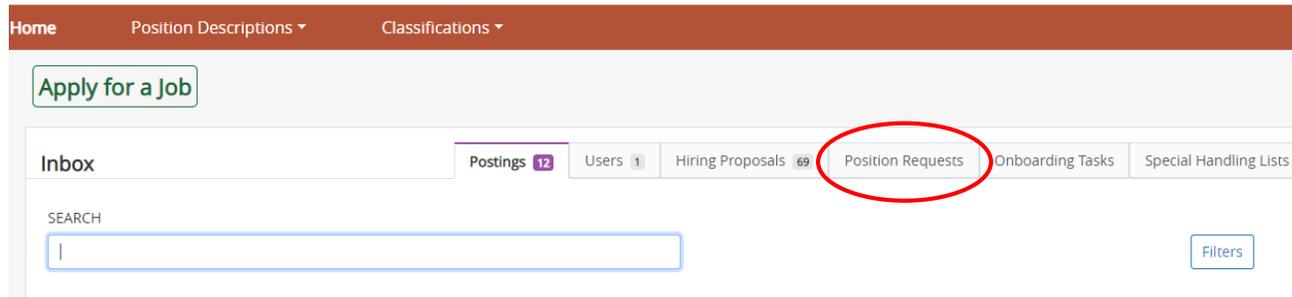
Approve (move to Supervisor)
Comments (optional)

Submit

Cancel



Supervisor/Department Head Approval



Once a position request has been sent to a supervisor or department head for approval, it will show up in the “Position Requests” tab within the inbox section of the home page.



A supervisor or department head may also access the pending position requests by clicking the “Position Descriptions” link and selecting the relevant position type request. This will then display the list of position requests that are awaiting approval.

The approver will review the changes from the summary page and then click the “Take Action On Position Request” button and either approve the modifications, send it back to the initiator for corrections or send it to the department head for further approval.



Faculty and Executive Positions

Position Descriptions ▾

- Staff
- Staff Position Requests
- Faculty
- Faculty Position Requests
- Executive
- Executive Position Requests

The process of locating a Faculty or an Executive position description is similar to that of Staff positions.

Be sure to select the correct category to begin the position search.

Faculty Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾ Search

Add Column:

Department:

Status:

Executive Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾ Search

Add Column:

Department:

Status:



Executive Positions

1. Enter information in all required fields marked red.
2. Enter minimum and preferred qualifications.
3. Enter any job duties and competencies.
4. Click save and continue then attach any relevant documents.
5. Click save and continue to review all the information that was entered.
6. Hover over the “Take Action On Position Description” button and select the necessary approval or cancel option.



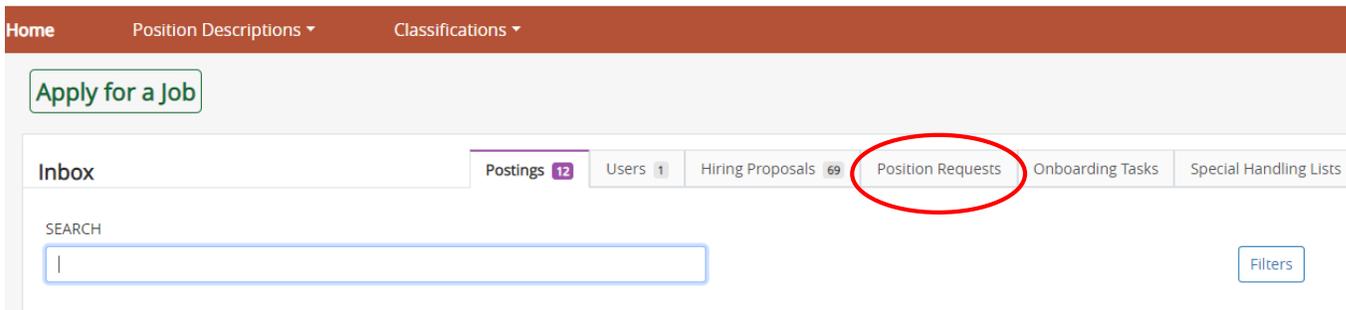
Faculty Positions

1. Enter information in all required fields marked red.
2. Enter any job duties within the position summary section.
3. Enter minimum and preferred qualifications.
4. Click save and continue then attach any relevant documents.
5. Click save and continue to review all the information that was entered.
6. Hover over the “Take Action On Position Description” button and select the necessary approval or cancel option.



Supervisor/Department Head/Chair Approval

The approval process for Faculty and Executive Positions is the same as that for staff positions.



Once a position request has been sent to a Supervisor, Chair or Department Head for approval, it will show up in the “Position Requests” tab within the inbox section of the home page. A number will typically display how many items require approval, simply click the tab to display pending requests.



A supervisor or department head may also access the pending position requests by clicking the “Position Descriptions” link and selecting the relevant position type request. This will then display the list of position requests that are awaiting approval.