UNIVERSITY OF SOUTH CAROLINA
Human Resources

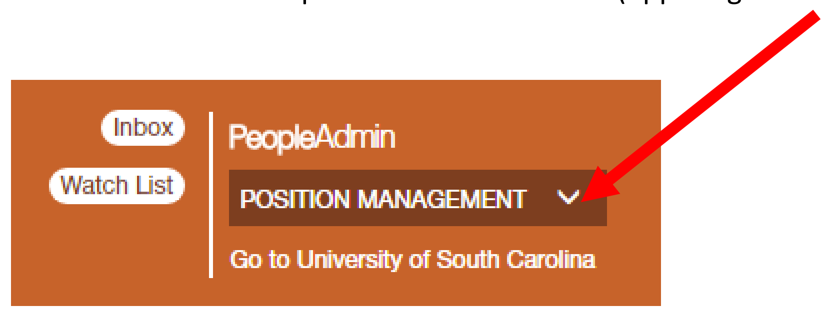
PeopleAdmin Quick Reference Guide

Position Management

Viewing, Creating & Modifying Position Descriptions

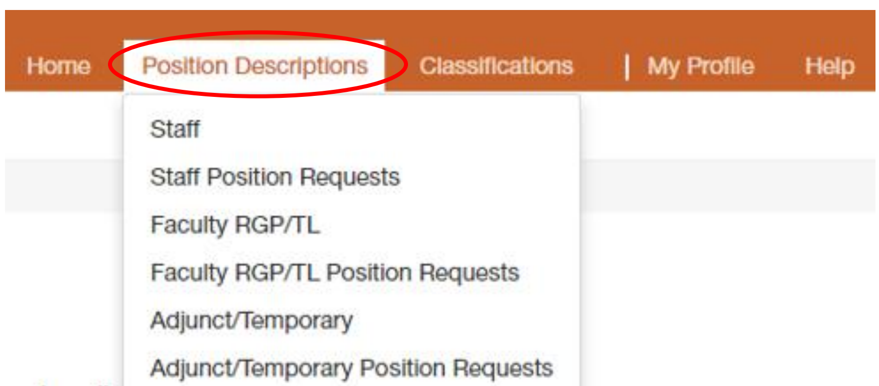
Viewing a Position Description

1. Select POSITION MANAGEMENT from the drop down module selector (upper right side of the screen).



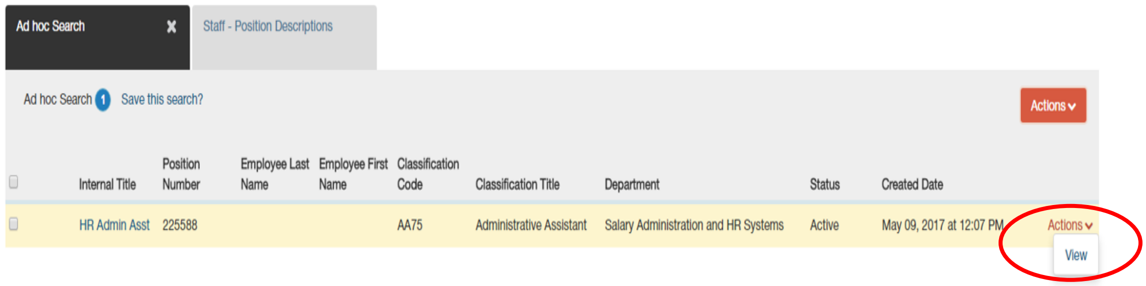
2. Hover over Position Descriptions (PDs) in the orange header and select the appropriate position type from the drop down. Position types with PDs are staff, faculty research grant (RGP)/ time-limited (TL) and adjunct/temporary.

   ➢ Please note: The Position Request options in the drop down are request for newly created PDs and modified PDs.

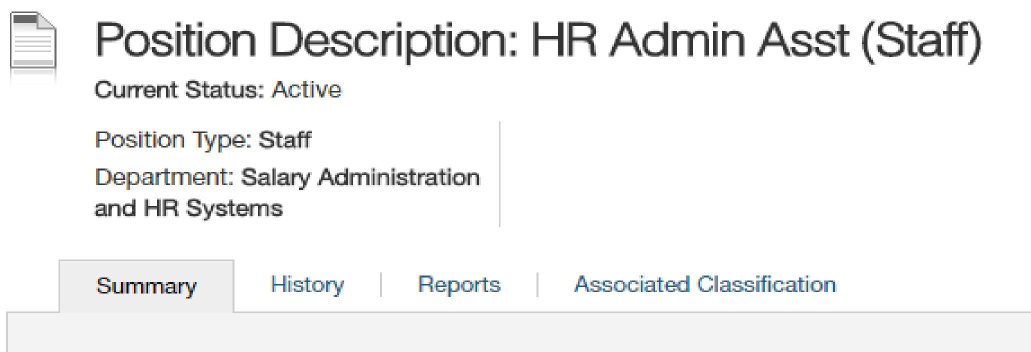


3. Search for the appropriate PD (by position number, name, etc.)

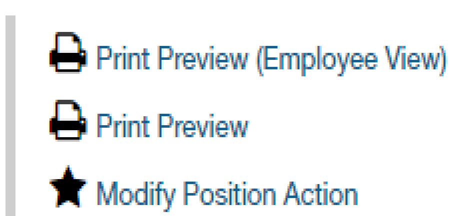
4. Identify the correct PD and hover over the Actions drop-down for that position (right side of the screen) to select View.



- The PD will open to the summary tab, separating each section of the description. You will also have the History tab, which details each change that has occurred, and the Reports tab, which provides two versions of the PD for acquiring the employee/supervisor's actual or electronic sign off for their personnel file. The Associated Classification tab is a section in the PD summary as well.



- You also have two options on this screen. On the left top of the Position Summary, you may view the PeopleAdmin delivered PD (which is much longer than those available in the Reports tab), or you may begin a Modify Position Action.

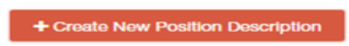


Creating a New Position Description

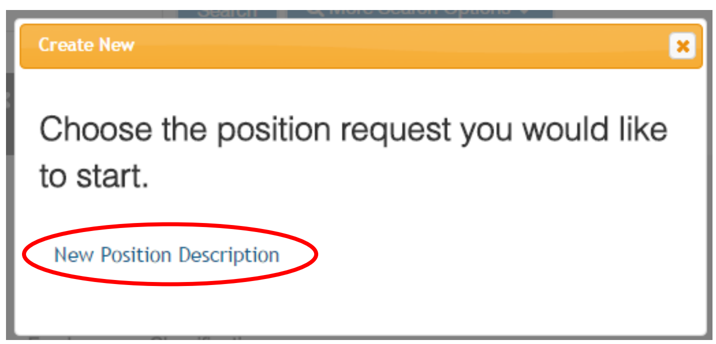
The following user types can create a new position description:

- Initiator
- Department HR Contact
- College/Division HR Contact

1. From the Position Descriptions drop down, select the appropriate position type for the PD you will be creating. Click + Create New Position Description on the right side of the screen.



2. Click on New Position Description on the Create New pop up box.



3. Complete the Internal Title and Organizational Unit fields.

4. From here, you can either start with only the classification fields completed for you, or you may scroll down and Clone an existing position that is very similar to the new PD you are creating.

Clone an existing Position Description?

Filter these results

	Internal Title	Position Number	Employee Last Name	Employee First Name	Classification Code	Classification Title	Department	Status	Created Date
◉	Administrative Assistant	001829			AA75	Administrative Assistant	Division of Human Resources Department	Active	June 25, 2017 at 01:34 PM

5. Click Start Position Request. Complete the various required fields on each tab.

Editing Position Request
- Position Justification
- ✔ Classification
- Position Details
- Funding Information
- ADA Checklist
- ✔ Seated Employee
- ✔ Supervisory Position
- ✔ Position Documents
- Position Request Summary

➢ You will notice many fields are starred and highlighted in red. This is to let you know they are required and you will not be able to move forward with your PD modification until the fields are completed. The text just below the field describes the information needed for that field.

* Work County   Please select ▾
This field is required.
Please select the county where the position is located.

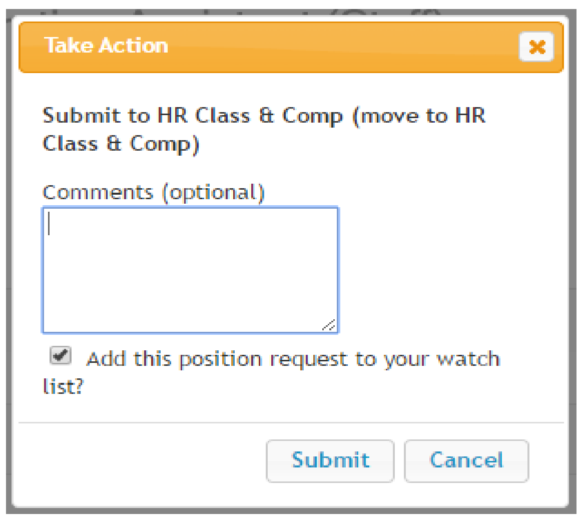
➢ As you make your way through the tabs, it is important that you either click Save before moving to another tab to the left, or click Next to save and move to the next tab. For example, if you have just completed the Position Details and you click the ADA Checklist tab without saving, the system will give you a warning message asking if you would like to Cancel and return to the current tab and save your work, or click OK and lose any unsaved information in that section.

- When you have navigated through all the tabs and are on the Position Request Summary page, any tabs that have exclamation points next to them indicate that there is required information missing that must be completed before moving forward.

- You can go directly to that tab to complete these required fields by selecting the Edit button next to the tab title.

6. Once completed, from the Position Request Summary page, toggle over Take Action on Position Request, and select the appropriate next step in [the workflow].

- A Take Action box will pop up and allow you to add comments to accompany your request. The comments will then appear in the email message sent to the next approver in the workflow and become a **permanent part of the position description record that cannot be removed.**



- Once the position has been approved by HR Classification and Compensation, you will receive an email notification, and will then be able to view the completed position description.

Modify an Existing Position Description

1. In the Position Management module, select the appropriate position type from the Position Description drop-down box.

2. Search for the position description you would like to modify (search by position number, name, etc).

3. Click View from the Actions drop-down to the right side of the search results. The Position Description Summary is displayed. Now, you may click the right side of the screen.

   - The system will display the following prompt. Click **Start.**

4. Complete the various required fields on each tab of the request.

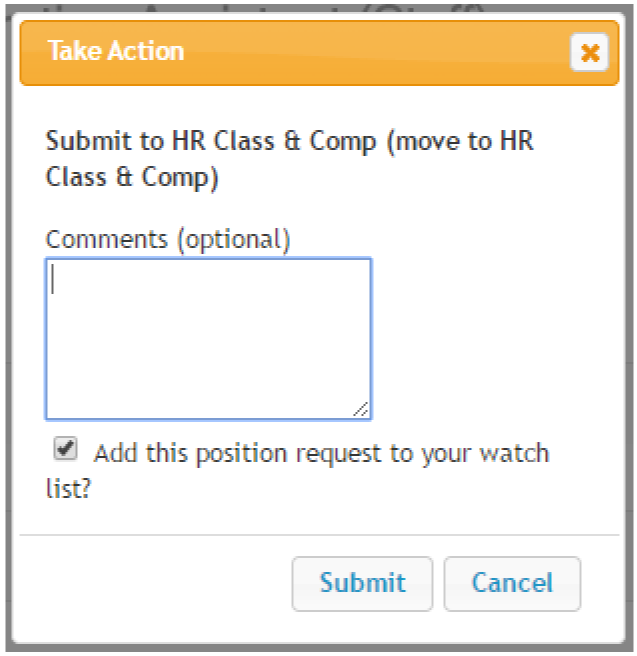
   - The Modify PD Action form will open and looks very similar to when you created a new position description. Additional fields you will be required to complete are: Reason for Position Modification, Please explain the request to modify the position, Requested Salary, Current Salary Supplement, and Total Salary. Once these required fields are completed, you will be able to modify any fields on the PD (as applicable to the modification request).

   - When all the tabs have been completed/updated as necessary and you are on the Position Request Summary page, any tabs that have exclamation points ! next to them indicate that there is required information missing that must be completed before moving forward.

   - You can go directly to that tab to complete these required fields by selecting the Edit button next to the tab title.

5. Once complete, from the Position Request Summary page, toggle over Take Action on Position Request, and select the appropriate next step in [the workflow](#).

- A Take Action box will pop up and allow you to add comments to accompany your request. The comments will then appear in the email message sent to the next approver in the workflow and also become a **permanent part of the position description record that cannot be removed.**

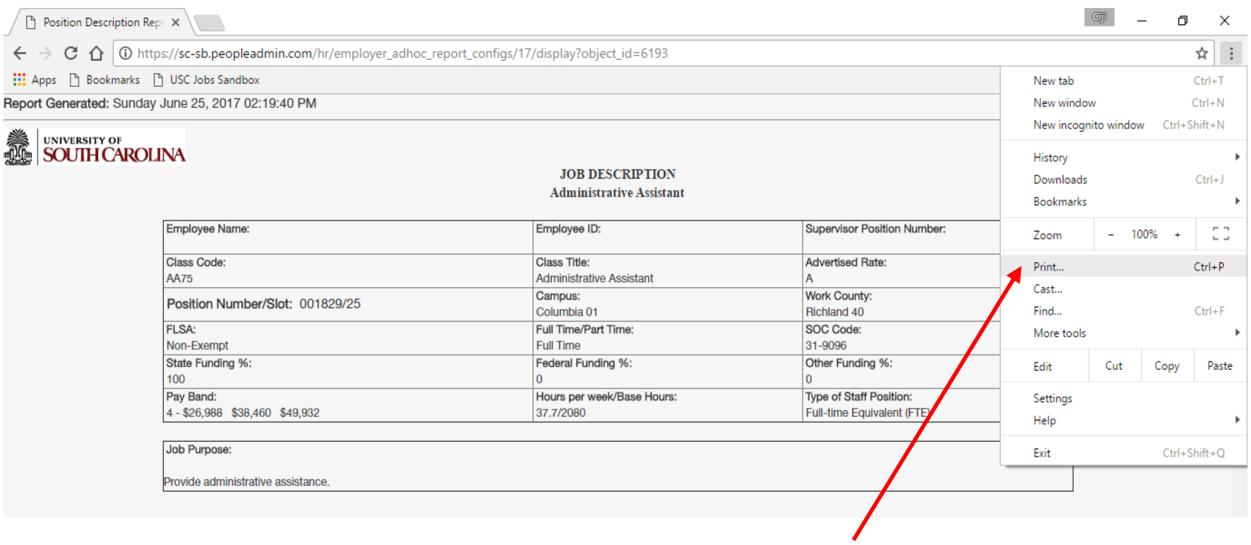


- Once the position has been approved by HR Classification and Compensation, you will receive an email notification, and will then be able to view the completed position description.

Position Description Acknowledgement

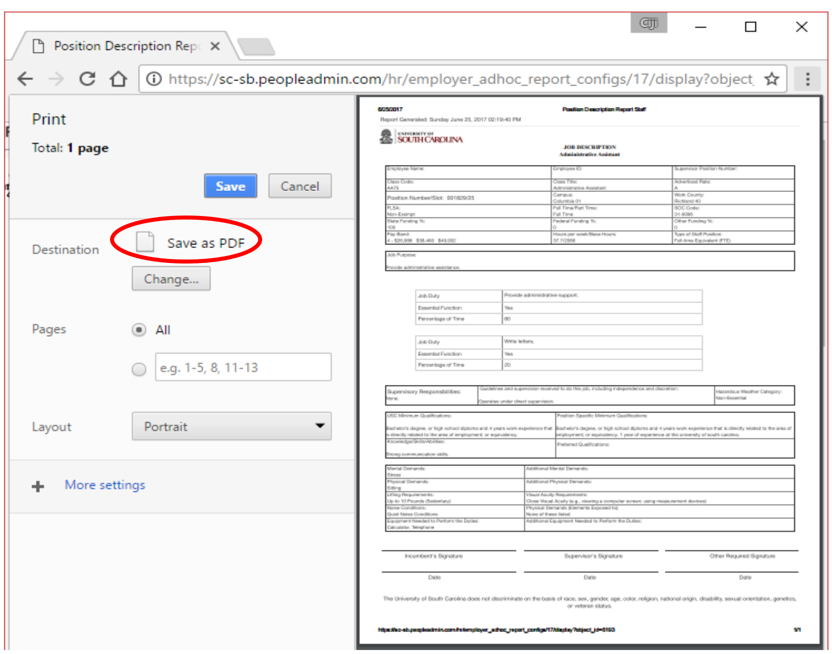
For existing employees who you have either initially created a PD for their existing position, or you have modified their current PD for, there is a report available in the system to be used for the employee and supervisor to sign, acknowledging the PD. There is also a report available for new hires. This report should be saved and uploaded into the onboarding module to electronically sign the PD.

1. To access the reports, follow the steps for Viewing the Position Description, then click the Reports tab.



2. When you click either report, it will open in a system view, and you may then select print from the Google Chrome menu.

3. This will open the report in print preview. You many then select Save as PDF as the destination to save a copy, or you can print to your local printer for the employee and supervisor to sign.



4. For existing employees, the signed PD should be forwarded to the Division of Human Resources to be added to the employee's personnel record. For new employees, onboarded through PeopleAdmin, the electronic acknowledgement will automatically be saved to the employee's personnel record and a printed copy is not necessary.