Document describes the step by step process of creating and modifying positions for Administrative/Classified Positions.
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Position Management (Administrative and Classified Positions Only)

Approval Process for Positions Descriptions
Hiring Manager will create the position description and submit for Approval to the Department Head. The Department Head reviews and forwards to one of the following based on chain of command within the organization: Dean, Associate/Assistant Vice President, Executive User (Vice Presidents). Once approved by the Executive User it is sent to Human Resources for review and classification.

Login Information
Login to PeopleAdmin at https://mtsujobs.mtsu.edu/hrt. Select the Position Management module by hovering over the Applicant Tracking heading located at the top right hand section of the screen.

Note: The navigation bar will change from the color blue to orange.

Select “Position Management” from the top right corner drop down menu. Note: The navigation bar will change from the color blue to orange.
Click on Position Description from the top menu bar and select the Admin Classified option. This screen will show you all positions that you have access to in the system. The Admin Classified Position Requests will list all items that are pending.

Click on the orange Create New Position Description button located on the top right corner of the page. Then click on the link New Position Description.
New positions can either be cloned (copied) from an existing position description or created from scratch. If you are creating a new position from scratch, skip next step and proceed to Create a Position from Scratch.

Create a New Position by Cloning (Copying) an Existing Position

Identify the position to be cloned (copied) from the list of Approved Position Descriptions at the bottom of the screen. Review the position description to ensure it is accurate by hovering over the Actions button and choose view. Use the back button on your browser to return to the previous screen. To clone the position, click the radio button next to the selected position description and click on the orange Start Position Request button located in the top right corner of the page.

NOTE: The fields on the new position will pre-populate with all the information from the existing position (including the position number) and can be edited as needed. Continue to Employee Details, Page 5.
Create a New Position from Scratch
Enter the Title of the Position you wish to create in the Position Title field. If you have access to multiple departments you can select the Department for this position. If you do not have access to more than one department will not be editable. Click on Start Position Request.

Employee Details
The first tab for the position description is the Employee Details tab. This information will be left blank until an employee is seated in the position. Click Next to Continue.
**Classification Details**

You may skip this step if you do not know the classification, or, you may propose and select a title by scrolling through the list of Classification Job Titles or creating a filter search. To create a filtered search click on “Filter these results” and a feature box will pop-up to enter criteria. To view details about the Classification Job Title, hover over Actions and choose View Classification. The Classification Job Title will default for cloned positions. Click the radio button next to the selected Classification Job Title and select Next in the top right corner of the screen.

**NOTE:** The final determination of Classification Titles is based on a classification/compensation review by Human Resources.
**Position Details**
The third tab requires the department to describe the General Purpose of the Job as well as required knowledge, abilities and educational qualifications and experience. Enter the Position Number assigned by the Budget Office. Complete fields and click **Next**.

**Physical Demands/Work Environment**
The fourth tab is used to select the physical demands and the work environment of the position. Please indicate for each physical activity or work environment whether it is an essential or non-essential task for the position. Essential are defined as tasks that are fundamental to accomplishing the work and Non-Essential are tasks performed infrequently or could be performed by others without changing the underlying reason the position exists. Click **Next** to Continue.
List Duties and Responsibilities

The fifth tab is considered a builder menu in the system. For each duty requiring 5% of time or greater, click on the Add List Duties and Responsibilities Entry and enter the information requested for each duty. Indicate whether each duty is “Essential” (tasks that are fundamental to accomplishing the work) or “Non-Essential” (tasks performed infrequently or could be performed by others without changing the underlying reason the position exists).

Upon clicking the Add List Duties and Responsibilities Entry button the user is required to enter the Duty of the Position, Percent of Time the Position Performs the Function, and if it is an Essential or Non-Essential tasks. Add to the duties and responsibilities by clicking on the Add List Duties and Responsibilities Entry until all entries have been entered.

When all entries have been entered click Next to continue.
NOTE: The percentage of time on the duties and responsibilities should add up to 100%. The system does not calculate the percentages.

**List Duties & Responsibilities**

- **Check spelling**
- **Required Information**

List and explain the major duties and responsibilities of this position requiring 5% of time or greater in order of importance. Indicate whether each duty is "Essential" (tasks that are fundamental to accomplishing the work) or "Non-Essential" (tasks performed infrequently or could be performed by others without changing the underlying reason the position exists).

Click Add List Duties & Responsibilities Entry for each duty. When all entries have been entered click "Next" to continue.

<table>
<thead>
<tr>
<th>Responsibility/Duty</th>
<th>% of Time</th>
<th>Essential/Non-Essential</th>
</tr>
</thead>
</table>

**Position Elements**
The sixth tab requires the department to enter information related to the types of decisions the position will be required to carry out, amount of supervision, and the contact with others. Complete all required fields and click on Next to continue.
Supervisory Position

The seventh tab is used for determining who will complete the performance evaluation for the position. Please select the position that will be supervising the position from the lists of positions. Click Next to Continue.
**Position Documents**
The eighth tab is used to upload the organizational chart for the department in which the position will report. The memo document type is used in describing changes made when editing a position description. Hover over Actions to add document. Click **Next** to continue.

**Position Request Summary**
The final tab provides the opportunity to review the position request and make any changes before submitting it for further approval. To initiate the approval queue, hover over the “Take Action on Position Request” button and choose from the list of available actions. (See Approval Process for Positions Descriptions for routing information)
Once the action is selected, a comment box will appear and a comment may be added that will be incorporated into the email notification sent to the approver. **Please keep in mind these comments will become part of the position record and cannot be removed.**

If you want to monitor the progress and easily access the position description later, add the action to your Watch List. You will be able to view it quickly from your home screen. Select **Submit** to move the action to the next stage of processing.
Information messages will appear at the top of the screen to let you know your action has been routed to your selected approver or to alert you to an error. Successful transitioned messages appear in Green and Error messages will appear in Red. Red error messages must be corrected before the action can transition to the next step.

**Update/Reclassify an Existing Position**
Hover over Position Descriptions tab at the top of the page and click Admin Classified. This will allow you to view the position descriptions approved.
To start the process, hover over the Action Link on the right of the position you want to modify then click on View.

Click on Modify Position Description.

A confirmation screen will pop-up to notify you once you start this type of action, the position description will be locked from other updates. Click Start to continue the process.

Proceed through each tab of the job description and make changes as needed.
Employee Details
The first tab for the position description is the Employee Details tab. This information will be left blank until an employee is seated in the position. Click **Next** to Continue.

Classification Details
You may skip this step if you do not know the classification, or, you may propose and select a title by scrolling through the list of Classification Job Titles or creating a filter search. To create a filtered search click on **“Filter these results”** and a feature box will pop-up to enter criteria. To view details about the Classification Job Title, hover over Actions and choose **View Classification**. The Classification Job Title will default for cloned positions. Click the radio button next to the selected Classification Job Title and select **Next** in the top right corner of the screen.

**NOTE:** The final determination of Classification Titles is based on a classification/compensation review by Human Resources.
**Position Details**
The third tab requires the department to describe the General Purpose of the Job as well as required knowledge, abilities and educational qualifications and experience. Enter the Position Number assigned by the Budget Office. Complete fields and click **Next**.

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**Physical Demands/Work Environment**
The fourth tab is used to select the physical demands and the work environment of the position. Please indicate for each physical activity or work environment whether it is an essential or non-essential task for the position. Essential are defined as tasks that are fundamental to accomplishing the work and Non-Essential are tasks performed infrequently or could be performed by others without changing the underlying reason the position exists. Click **Next** to Continue.
List Duties and Responsibilities

The fifth tab is considered a builder menu in the system. For each duty requiring 5% of time or greater, click on the Add List Duties and Responsibilities Entry and enter the information requested for each duty. Indicate whether each duty is “Essential” (tasks that are fundamental to accomplishing the work) or “Non-Essential” (tasks performed infrequently or could be performed by others without changing the underlying reason the position exists).

Upon clicking the Add List Duties and Responsibilities Entry button the user is required to enter the Duty of the Position, Percent of Time the Position Performs the Function, and if it is an Essential or Non-Essential tasks. Add to the duties and responsibilities by clicking on the Add List Duties and Responsibilities Entry until all entries have been entered.

When all entries have been entered click Next to continue.
NOTE: The percentage of time on the duties and responsibilities should add up to 100%. The system does not calculate the percentages.

**List Duties & Responsibilities**

- **Check spelling**
- **Required Information**

List and explain the major duties and responsibilities of this position requiring 5% of time or greater in order of importance. Indicate whether each duty is “Essential” (tasks that are fundamental to accomplishing the work) or “Non-Essential” (tasks performed infrequently or could be performed by others without changing the underlying reason the position exists).

Click Add List Duties & Responsibilities Entry for each duty. When all entries have been entered click “Next” to continue.

- **Responsibility/Duty**
- **% of Time**
- **Essential/Non-Essential** Please select

**Position Elements**
The sixth tab requires the department to enter information related to the types of decisions the position will be required to carry out, amount of supervision, and the contact with others. Complete all required
Supervisory Position

The seventh tab is used for determining who will complete the performance evaluation for the position. Please select the position that will be supervising the position from the lists of positions. Click Next to continue.
**Position Documents**

When modifying a position description, an updated organizational chart and a memorandum explaining the reason for the changes should be attached to the description. Hover over **Actions** to add documents.

**Position Request Summary**

The Summary Tab provides the opportunity to review the position request and make any changes before submitting it for approval. The overall Summary shows the Summary, History, and Settings (Posting Settings) in a tab view format.

Once changes are made to the position tabs, the Position Request Summary will show the user the proposed changes and what is currently approved. If changes are needed, click on **edit** to make additional changes.
Submit for Approval

Hover over **Take Action on Position Request** to submit for approval
Once the action is selected, a comment box will appear and a comment may be added that will be incorporated into the email notification sent to the approver. Please keep in mind that these comments will become part of the position record and cannot be removed. If you want to monitor the progress and access it easily later, add the action to your Watch List. You will be able to view it quickly from your home screen. Select Submit.