



**PeopleAdmin
Position Guide**

As of August 7, 2018

SHRA POSITIONS

Quick Reference Guide

University of North Carolina Wilmington

Click Here to Log In with UNCW Credentials



To login with a Guest User account, enter credentials below:

Password

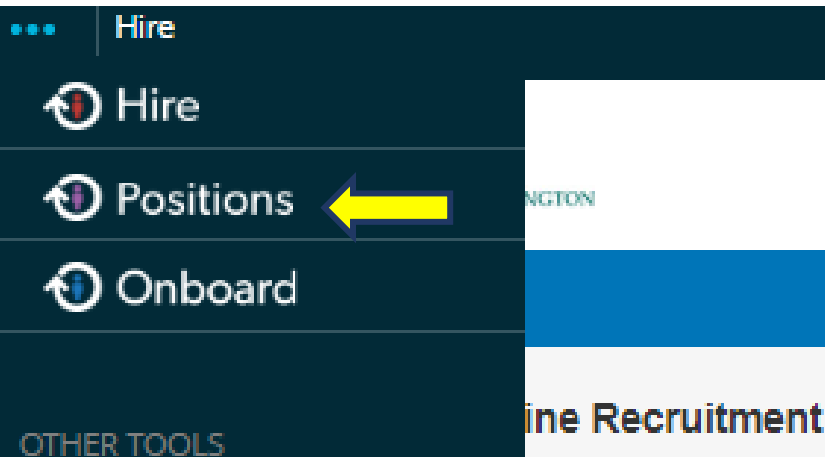
Log In

Authenticate with single sign-on?SSO Authentication

STEP 1

Log in

<https://jobs.uncw.edu/hr/login>



STEP 2

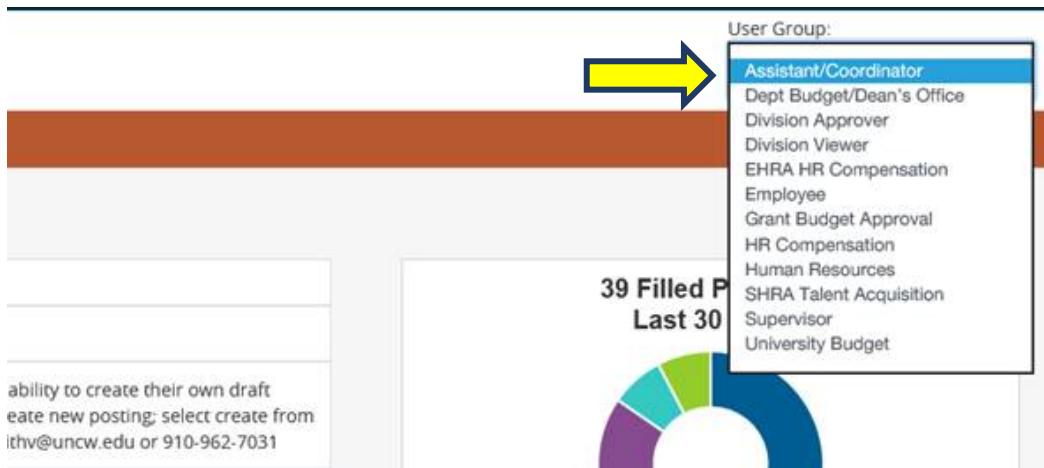
Select Positions

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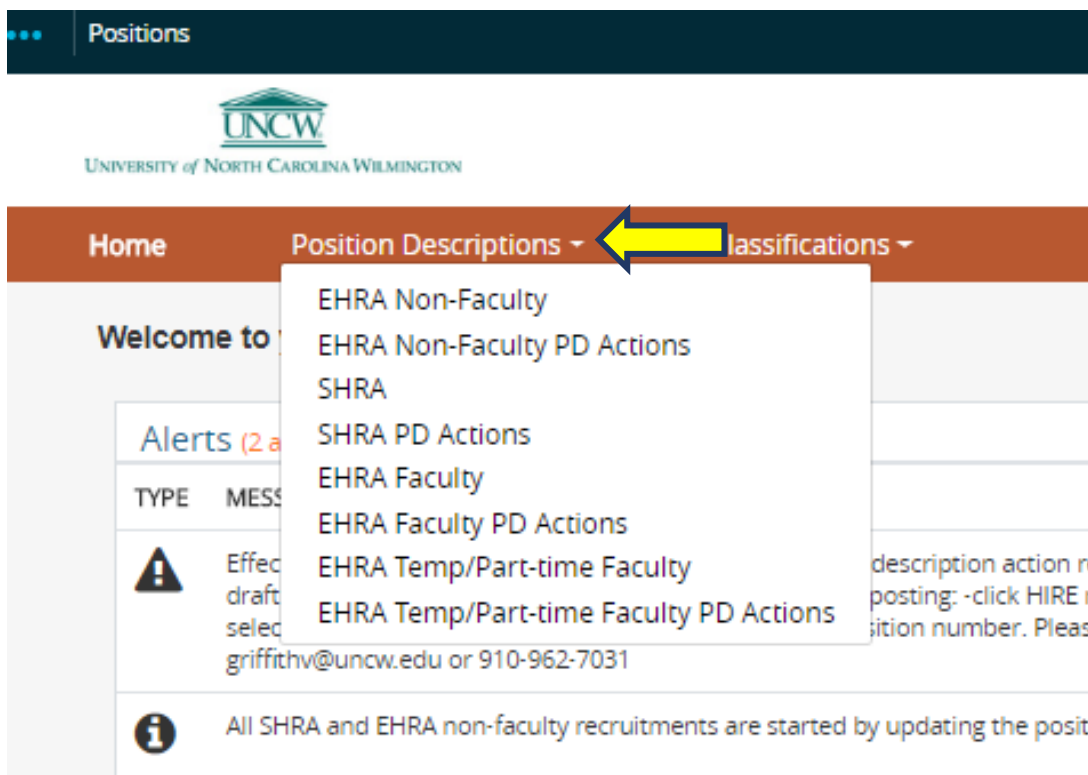
STEP 3

Select applicable role (i.e. Assistant/Coordinator, etc.)



STEP 4

Hover your cursor over Position Descriptions Menu. Then, PD type.

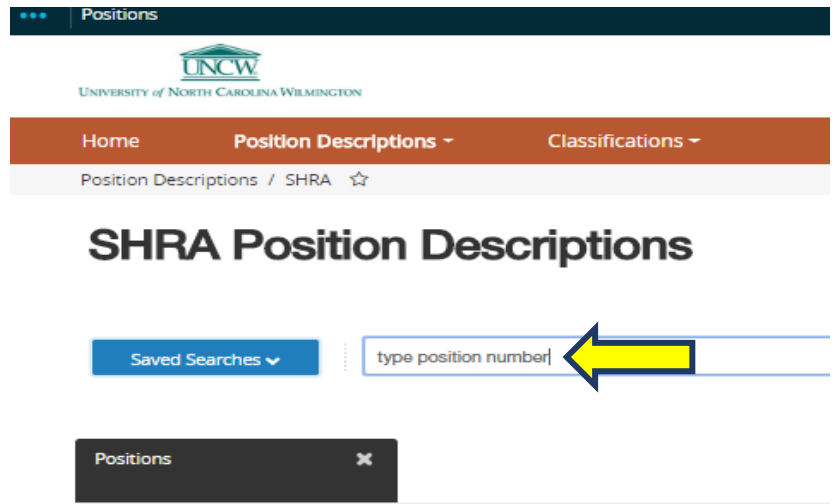


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STEP 5

Search the position number to find the position description that you need to submit for action.



STEP 6

Select *modify position*. Then, click *Start* to start position modification.



Start Modify Position PD Action on Executive Assistant?

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




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STEP 7 Select reason for request and include an effective date.

Action Requested
Position Details
✔ Trainings and Access
✔ Supervisor
✔ Assigned Job Title
✔ SHRA Description of Work
✔ Competencies
✔ Position Funding
✔ ADA Form
✔ Employee
✔ HR Use Only
✔ Position Documents
PD Action Summary

 [Check spelling](#)
*** Required Information**

Action Requested

*** What are you requesting?**

- Recruitment due to Internal promotion (Include last day of current employee in reason for request)
- Recruitment due to resignation for outside position (Include last day of current employee in reason for request)
- Recruitment due to other reason (Include reason and last day of current employee in reason for request)
- Recruit without posting (use existing applicant pool; list position number of applicant pool below)
- Internal Posting (Please contact HR prior to selecting)
- Reclassification
- Status Change (FTE)
- Market/Equity Adjustment
- Working Title Update
- Supervisor Change
- Temporary/Interim Duties
- Position Description Update
- Demotion (Performance Issue)
- Abolish position

This field is required.

Please select all that apply and add details in the section below.

Reason for Request

(Please include the justification for recruitment and details on the change in position and/or organizational structure.)

*** Effective Date**

This field is required.

Save **Next >>**

Click Next.




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Position Details

Requires approver organization, supervisor name, supervisor title, and supervisor ID.

Position Details	
<input checked="" type="checkbox"/> Trainings and Access	
<input checked="" type="checkbox"/> Supervisor	
<input checked="" type="checkbox"/> Assigned Job Title	
<input checked="" type="checkbox"/> SHRA Description of Work	
<input checked="" type="checkbox"/> Competencies	
<input checked="" type="checkbox"/> Position Funding	
<input checked="" type="checkbox"/> ADA Form	
<input checked="" type="checkbox"/> Employee	
<input checked="" type="checkbox"/> HR Use Only	
<input checked="" type="checkbox"/> Position Documents	
PD Action Summary	

 Check spelling	
* Required Information	
<h3>Position Details</h3>	
Band Title	Executive Assistant
* Working Title	<input type="text"/>
* Position Number	<input type="text"/>
Department	Chancellor Emeritus - 25100
* Approver Org	<input type="text" value="Please select"/>  <i>This field is required.</i>
Is Approver the same as Supervisor?	<input type="text" value=""/>  <i>If no, please click here for change form.</i>
* Supervisor Name	<input type="text"/> <i>This field is required.</i>
* Supervisor Title	<input type="text"/> <i>This field is required.</i>
* Supervisor Id	<input type="text"/> <i>This field is required.</i>
Supervisor Position	<input type="text"/>



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Position Funding- click “Add Position Funding Entry” to enter funding data (match PBUD) Confirmation checkbox; approver must be Dean/AVC level or appropriate delegated approver/budget authority.

The assistant/coordinator can check this but it will be required at the department budget level if left blank.

✔ Trainings and Access	✔ Check spelling
✔ Supervisor	Position Funding
✔ Assigned Job Title	Add Position Funding Entry ←
✔ SHRA Description of Work	Confirmation
✔ Competencies	I affirm the appropriate delegated approval has been acquired for this action. (include approver name below) <input type="checkbox"/> ←
✔ Position Funding	<i>This checkbox will be required at the Department Approval workflow state.</i>
✔ ADA Form	Approver Name <input type="text"/>
✔ Employee	Grant Approval
✔ HR Use Only	Grant Approval (If Applicable) <input type="text"/>
✔ Position Documents	
PD Action Summary	

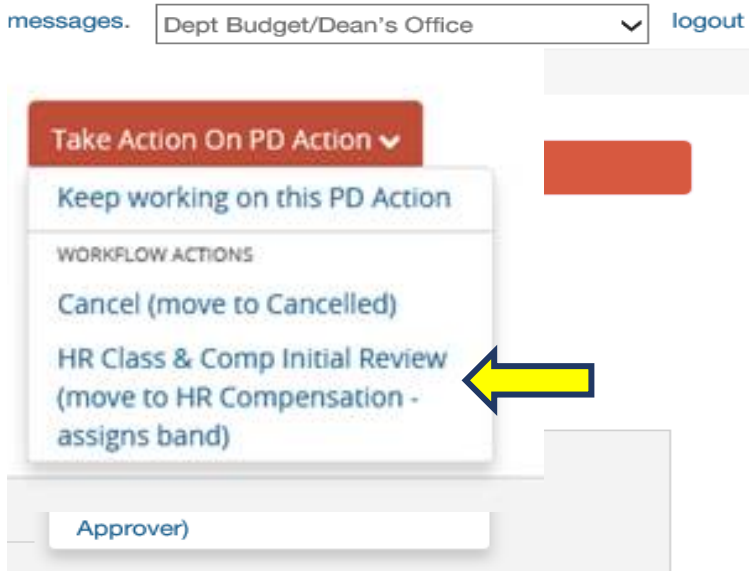
Attach an organization chart or any pertinent position information.

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STEP 8

Forward request to UNCW HR.



If not a grant fund, the Department budget approver moves action to Division approver.

HR will review and forward it to department budget.



Department budget will review and confirm approval authority and budget information.

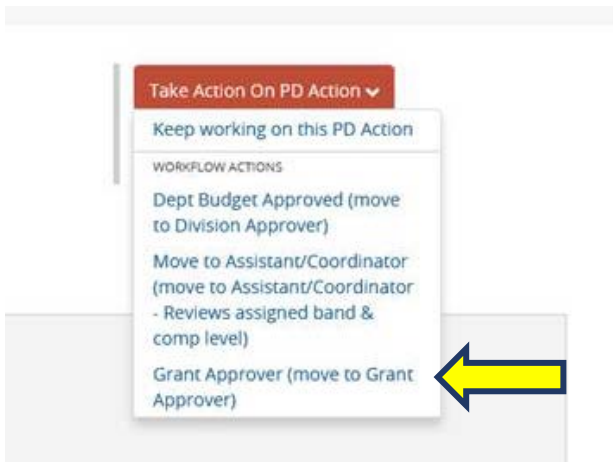


If the funding is through a grant fund, the department budget approver will need to forward the request to the grant approver (see next page).

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If not grant fund, the Department budget approver moves action to Division approver.



Division approver moves action to University budget approver



University budget approver sends the action to Class/Comp to finalize and send to recruitment for posting.



Recruitment contacts department about posting.



If action needs Chancellor Approval, Class/Comp emails the Chancellor for approval and then contacts department when approved.



Class/Comp sends information sheet with any changes to salary administration to process.

CONTACT US WITH QUESTIONS

UNCW HR

910.962.3160