UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS

#### **HUMAN RESOURCES**

POSITION MANAGEMENT LEARNING ORIGINATOR ROLE JOB AID RESOURCE INDEX

# **Direct Access to Originator Job Aid Flows:**

SHRA Staff	EHRA Faculty	<b>Temporary/Student</b>	<b>EHRA Non-Faculty</b>
<b>Create New Position</b>	<b>Create New Position</b>	<b>Create New Position</b>	<b>Create New Position</b>
<b>Update Existing Position</b>	<b>Update Existing Position</b>		Update Existing Position
Supplemental Pay	Supplemental Pay		<b>Supplemental Pay</b>
<b>Termination</b>	<b>Termination</b>		<b>Termination</b>

Note: Click Link to Navigate Directly

Slide Navigation: Click Return to Index button at any time to return here



SCHOOL OF THE

ARTS

#### ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Login

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







#### **ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Originator & SHRA Staff Selection**

- 1. Change User Group to Originator
- 2. Click Positions Descriptions
- 3. Select SHRA Staff

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#### **ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Create New Position**

## <u>STEPS</u>

- 1. Click Create New Position
- 2. If New, Fill Out Required Fields
- 3. If Copying an Existing Position,

Search & Select for Position Number

4. Click Start Position Request

Modifying an Existing Position? Skip to the next slide!

Position	n Management							Welcome.	Daniel Houle	
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#### **ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Modify Existing Position**

DD

## <u>STEPS</u>

- 1. Search for Position
- 2. Click Actions on the Position Row, Select View
- 3. Click SHRA Modify Position Request
- 4. Click Start on the Modify Position Confirmation

If you're creating a New Position, Skip to the next slide!



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o add a new column to the search results, select the column from the	e drop down list.				Print Preview	
Saved Searches v	Search Q More Search Option	is 🗸			Print Preview (Employee View)	
					SHRA Modify Position Request	$\frown$
NCSA - Position # 🗙 UNCSA - Global			Position Description	Talent Solutions Manage	r (SHRA Staff)	
	_		Current Status: Active		a (or no county	
'UNCSA - Position #" 1 Selected records 1 K Clear selection	a Actio	ns 🗸	Position Type: SHRA Staff	Created by: System Account		
Position Employee Employee Classif Number Last Name First Name ID Title	fication Class/Job (A Department Code Supervisor	ctions)	Division: Human Resources			
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			missing data. Page titles p pages have validated succe	refaced with a checkmark and highlighted in GREEN issfully, you may take action on the Title using the a	have validated successfully. Once all tions listed in the Workflow actions	
			for this posting pane.			
			Classification Informat	ion		
			Classification Title	Human Resources Consultant		
			SHRA/EHRA	SHRA Staff		
			Class/job Code			
			Schematic Code	11805		
		L	Position Type	SHRA Exempt		
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			Home Position Descrip	otions - Classifications -	5	Shortcuts -
			Position Descriptions / SHRA Staff / S	HRA Modify Position Request ☆		
			Start SHRA Modify Po	sition Request Position Requ	lest on Talent Solutio	ns
			wanager?			
			Once it has been started, this position	n request will lock the position description from	other updates until the position req	uest has
			Start			

- **1. Complete Reason for Request**
- 2. Indicate Changes Requested, Click Save
- 3. Move to Position Details
- 4. Complete Information as Needed
- 5. Click Save

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© Competencies	В	1 + 8 = = = = = = = = =	Supervisity Position	Seated Employee Informa	ation
Responsibilities and Du			competencies	Employee First Name	
C Additional Information	Pearon for Request		espons lites and Du	Employee Last Name	
C ADA Chacklist	- Reason for Request		Addit nal Information	Employee ID	
Besitian Decoments	Identii	y changes in job tasks and or organizational structure for this	ADA Checklist	Position Information	
Training And Access	This fie	ld is required.	Position Documents	Position Time SUPA Even	nevě
Desition Descuent Commons	E	Request to Post- Without Changes	<ul> <li>Training And Access</li> </ul>	Shirt Even	19A
Position Request summary		Request to Post- With Changes	Position Request Summary	Working Title     Talent Sol	lutions Manager
		Update Only - No Requested Changes to Position Description		Position Number	
		Supervisor Change		Salary Grade	
		I FTE Change		4	
		EHRA to SHRA		Banded Salary Minimum 39 22.00	
		SHRA to EHRA		CRR	
		SHRA Reclassification with a Salary Increase		JMR 66,499.00	
		SHRA Reclassification without a Salary Increase		ARR 80.531.00	
	Changes Requested	J SHRA Career Progression Adjustment- Labor Market			
	(SHRA)	SHRA Career Progression Adjustment - Equity		Banded Salary 94,506.00 Maximum	
	5	alary Increase		Hiring	
		I SHRA Competency Level Change with a Salary Increase		Manager/Dean/Department Soloci	Some Options
		9 SHIA Competency Level Change without a Salary Increase		Head users with access	
		Interim Appointment Begin		Originator/Business Officer users with access	me Options
		Interim Appointment End			
		Deactivate (Abolish) Position		FTE 1	
		Supplemental Pay		Hours Per Week 40	
	E	J Termination		Full Time Part Time	×
	M	lultiple Actions may be selected. sis field is required.		Full-time	
	Effective Date			B I S	ि 🖉 नी 🤫 😣 🖂 🗮
	effective Date	MM/DDITTTT E	1 1	work Schedule and 40 hours per-	week.



- 1. Move to Position Budget Information
- 2. Complete Information as Needed, Click Save
- 3. Move to Competencies
- 4. Complete Information as Needed
- 5. Click Save

Position Management			Welcome, Daniel Houle logout	Position Managemen	t	Welcome, Daniel Houl
University of North Carolina		User Group:		Diversity of North	Carolina	User Group:
School of the Arts		Originator	~	School of the A	vrts	Originator
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Action Request	Position Budget Information	Save	<< Prev Save & Continue	Action Request		Server Server Server Server
Classification				<ul> <li>Classification</li> </ul>		
Position Details	Check spelling			Position Details	Check spelling	
Position Budget Inform	Salary and Budget I	nformation		Position Budget	Inform Competency Into	ormation
Supervisory Position	Salary S	39.622 -\$89.235		<ul> <li>Supervisory Posi</li> </ul>	tion Classification Title	Human Resources Consultant
				Competencies	Class/Job Code	
Resonsibilites and Du	Recruitment Range, if applicable	50,000-\$57,000		Addituoal Inform	Competencies	
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ADA Checklist	Upon Funding	es Y		Position Docume	Profile (link public/mi	amazonaws.com/oshr.ncgovstaging.fayze2.com/s3fs- grated_files/Guide/CompWebSite/CB%20Specs/HR%20Consultant%
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Training And Access	Fund Code	70160		Position Request	summary Functional Comp	2. ancies
Position Request Summary		70100			Functional Competer v	Know dge - Privessional
	Account Code	12100				4
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	Percentage Funded	00.0%				demonstrated ability to exercise keen judgment and discretion
	Romana Entry?					applying and interpreting a variety of interrelated policies, proc
	C Remove chuy:					issues.
	Add Budget Summary Entry				Competency	Thorough knowledge and consistent interpretation of university
	Supplemental Pay E	Budget Summary			Description	and federal regulations and employment laws (University hiring policies/procedures, ADEA, Title VII, EEO/AA, ELSA, general statu
	Add Supramental Pa, Pudge	Summary Entry				UNC System Office policies and procedures).
	Conmens					Knowledge of efficient ways to capture and analyze information
		7 - 2 - 1 - 11 ()	EEEEDa			data, using various tools, systems and programs to meet chang work needs; proposes using alternative methods as appropriate
		* * 0 11 1/ (/			Compatency Level	
	Comments				Competency Level	[Journey *]
					C Remove Entry?	
						Consultation



- 1. Move to Responsibilities and Duties
- 2. Complete Information as Needed, Click Save
- 3. Move to Additional Information
- 4. Complete Information as Needed
- 5. Click Save

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osition Management		Welcome, Daniel Houle	Position I	Management		Welcome, Daniel Houle
University of North Carolina		User Group:	🕞 Univer	sity of North Carolina		User Group:
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Position Budget Inform	Responsibilities	and Duties Section	Positi	on Details	Check spelling	
Supervisory Position		40% - Talent Solutions (Classification/Compensatic	O Posi	ion Budget Inform	Mandaton Perconnol	
Competencies	Percentage of total time		© Supe	rvisory Position	The University has identified "mandaton	v personnel" who are required to report to work when
Responsibilites and Du			© Com	petencies	classes are delayed, canceled or when the	he campus is closed. Mandatory personnel are
dditional Information		B I \$ 8 ¶ ₩ ↔ \= \= = = = =	© Resp	onsibilites and Du	employees designated to ensure the cor	ntinuous operation of the University. These employees
ADA pecklist		Provides strategic direction and oversight on all aspects of Talent	C Add	tional Information	technical services and certain other sup	port services. Mandatory personnel who fail to report
Positio Documents		Solutions inclusive of Classification/Compensation and Employment • Manages the classification and compensation program following the		Checklist	work at the designated time during adve	erse wearly in other emergencies may be subject to
Trainin And Access		System Office and the Office of State Human Resources guidelines.	Posi	n Documents	Is this employee	large missed hours in leave or leave without pay.
Post on Request Summary		<ul> <li>Partners with Leadership to translate the organizational strategy at to develop and implement Talent solution strategies, systems,</li> </ul>	Train	And Arcore	<ul> <li>designated as</li> <li>No. ~</li> </ul>	
and the second second		processes, and structures that align with the overall mission, the visi	Deale	Demunt Communi	mandatory personnel?	
		<ul> <li>Provides consultation for the administration of recruitment and</li> </ul>	Posit	in Request Summary	On-Call	
		selection and classification/compensation procedures for all SHRA,			"On-Call" which means when an employ	ee must remain available to be called back to work on
		Post job vacancies on the University's employment website via			short notice if the need arises. On-call se	cheduling, sometimes referred to as on-call shifts are
		PeopleAdmin, various external employment job boards, newspaper			processes use where employee work sc work on-call are expected to be available	hedules are intentionally unpredictable. Employees we e at any time, usually with short notice, to carry out
		recruitment sources.			their working duties.	
		Ensures that the human resources activities are in full compliance with federal and analyzed and that the University molicies and			Is this employee	
	Description of Job	procedures are administered in a uniform and equitable manner.			designated as on-call ~ personnel?	
	Responsibility/Duty	<ul> <li>Monitors candidate pools for ADA/EEO compliance, employment priorities such as promotional RE Priority or Vatorante Professora</li> </ul>				
		<ul> <li>Provides professional consultation to hiring administrators and</li> </ul>			Emergency Callback	
		nominating/search committee members throughout the entire			"Emergency Callback" which means whe	en an employee has left the work site and is requested
		Conducts position reviews and classifies SHRA and EHRA non-facul			emergency work situation for the follow	ing reasons: 1. avoid significant service disruption; 2.
		positions.			avoid placing employees, students, or th	ne public in unsafe situations; 3. protect and/or provide
		<ul> <li>Position reviews job descriptions (SPA and EPA non-faculty) for</li> </ul>			<ul> <li>emergency services to property or equip residents.</li> </ul>	pment; OR 4. respond to emergencies with students or
		appropriate classification and conducts job analysis and evaluation			Is this employee	
		Maintains confidential information and conveys sensitive			designated as	
		Information.			emergency callback	
		<ul> <li>Develops and customize training activities and presentations as we as develops communication strategies/approaches necessary to</li> </ul>			Production of the second	
		convey complex information.				
		<ul> <li>Newew the PeopleAdmin System and advise of recommended updates and submit tickets to people admin.</li> </ul>				



### **STEPS**

- 1. Move to ADA Checklist
- 2. Complete Information as Needed, Click Save
- 3. Move to Position Documents
- 4. Upload PDFs as Needed
- 5. Click Save

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Position Management		Welcome, Daniel Houle logost	Position Managem	ent	
Diversity of North Carolina		User Group:	University of No	rth Carolina	User Group:
School of the Arts		Originator	School of th	e Arts	Originator
Home Position Desc	riptions • Classifica	tions * Shortcuts *	Home P	osition Descriptions - Classification	ons *
Position Requests / / SHRA N	ew Position Request / Talent So	lutions Manager / Edit	Position Requests /	/ SHRA New Position Request / Talent Solut	tions Manager / Edit
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Action Request			Action Request	Position Documents	Save <<
Classification			Classification		
Position Details	Check spelling		Classification		
Position Budget Inform	ADA Checklist	- Job Functions	Position Detail	S PDF conversion must be co	ompleted for the document to be valid wi
Supervisory Position	Please check ALL that ap	pply to the essential functions of the job.	Position Budg	et Inform Document Type	Name
Competencies		Confined/restricted spaces	Supervisory P	osition Organizational Chart	
Responsibilites and Du		Exposure to infectious diseases     Extreme cold final de outside	Competencies		
Additional Information		Extreme beat finside, outside)	Responsibilite	s and Du Memo	
ADA Checklist	Environmental	Extreme noises	C Additional Info	ormation	
Position Documents	Conditions	<ul> <li>Hazards (furnes, odors, dust, toxic chemicals, allergens, poor ventilation, shock, olls)</li> </ul>	ADA Checklist	Justification of Need/Replac	:ement
Training And Access		Inside work environment	Position Docu	ments	
Position Request Summary		Vibrations	Tra. ing And A	Access OSHR / HR Position Descript	ition Form
		Weather (rain, snow, wind)	Cosition teque	ist Summary	
		Analyzing (examine, test data, present alternative actions)		Other	
		Comparing (compare/contrast data, people, things)			
		Copying (entering, posting, transcribing data)		ADA Checklist	
		Computing (math calculations or carrying out formula operations)			
		Compiling (gathering, classifying, evaluating data, people, things)		Analyst Notes	
	Mental Functions	Deciding (choose, commit to a course of action, conclude, resolve, solve)			
		<ul> <li>Learning (acquire, retain, and apply new information, knowledge, skills)</li> </ul>			Save <<
		Synthesizing (combine data, concepts, interpretations)			
		Teaching fimpart knowledge or skill, facilitate or guide critical thinking, stimulate interest in the subject, motivate/inspire students			



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Save & Continue

(Actions)

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Save & Continue

- 1. Move to Training and Access
- 2. Complete Information as Needed, Click Save
- 3. Move to Position Request Summary
- 4. Review Position Request Summary



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School	l of the Arts		Originator	
Home	Position Descript	ions - Classifications -	Sh	ortcuts 👻
Position Requi	ests / / SHRA New P	osition Request / New Position definition / Sum	mary	
			Take Action On Position Request	
4	)		Keep working on this Position	T
			Request	
SHRA N	ew Position F	Request: Talent Solutions N	Cancel (move to Canceled)	
Current Status:	Draft		Submit for Approval (move to	
Position Type:	SHRA Staff	Created by: Daniel Houle	Hiring Manager/Dean/Department	
Division: Huma	in Resources	Owner: Daniel Houle	Head)	
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	Banded Salary Minimum	39,622.00		
	CRR	54,892.00		
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#### **ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Submit for Approval**

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Select Correct Approver
- 4. Click Submit!

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SHRA New Position	Request: Talent Solutions N Cancel (m	nove to Canceled)		SHRA New Position Request:	: Talent Solutions Mar	nager (SHRA Staff)	(JP)
Position Type: SHRA Staff Division: Human Resources	Created by: Daniel Houle Hiring Owner: Daniel Houle Head)	/Dean/Department					
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Action Request     Action Request     Action Request     Changes Requested (5     Effective Date     Classification	HRA)			Action B Action R Access Real Research for Request Ounges Requested (DRRA) Effective Date	teton		
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Classification Title	Human Resources Consultant						
SHRA/EHRA	SHRA Staff						
Class/Job Code							
Schematic Code	11805						
Position Type	SHRA Exempt						
Banded Salary Minimum	39,622.00						
CRR	54,892.00		-				



#### ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY | Login

## **STEPS**

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







#### **ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY** | Originator & SHRA Staff Selection

#### **STEPS**

**Change User Group to Originator** 

- **1.** Click Positions Descriptions
- 2. Select SHRA Staff

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There are no results to be displayed.	SHRA Staff EHRA Faculty Temporary/Student Employment EHRA Non Faculty	There are no results to be displayed.	SHRA Staff EHRA Facility Femporary/Student Employment EHRA Non Faculty
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#### **ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY | Search for Position**

- 1. Search for Employee
- 2. Click Actions Next to Position Row & Click View
- 3. Click SHRA Modify Position Request
- 4. Click Start on the Modify Confirmation Page





- **1.** Complete Reason for Supplemental Pay Request
  - Reason for Request & Effective Date
- 2. Select Supplemental Pay
- 3. Move to Position Budget Information
- 4. Click Add Supplemental Budget Summary Entry





#### **ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY | Complete Supplemental Pay Info**

## <u>STEPS</u>

- 1. Complete All Supplemental Pay fields
  - Add additional details regarding the

specifics behind the supplemental pay

request in the Originator Comments field

2. Click Save

Position Budget Informa	tion	Save << Prev Save & Continue
Check spelling		(2)
Salary and Budge	et Information	
Salary	\$25,381 - \$48,446	
Recruitment Range, if applicable	\$25,381 - \$35,000	
Is Position Contingent Upon Funding		
Budget Summary	(	
Fund Code	170160	
Account Code	612100	
Amount	35000.00	
Percentage Funded	100	
Remove Entry?		
Add Budget Summary Ent	ny -	
Supplemental Pa	y Budget Summary	
Fund Code		
Account Code		
Amount		<b>—(1)</b>
Percentage Funded		
Requesting Department	Department that is requesting Supplemental	Pay.
Supplemental Position Number		
Appointment Begin Date	MM/DD/YYYY 🛍	
Appointment Begin Date Appointment End Date	MM/DD/YYYY 🛍	
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#### **ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY** | Complete Position Information

- 1. Move to Position Request Summary
- 2. Review Position Request Summary

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Position	cation				
	Details	Check spelling			
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Supervi	sory Position	Please select all trainings	that are relevant to this positio	on. Use the text box below	v to add any
Compe	tencies	additional/specific positio trainings.	on training needed. All employe	es will be signed up for n	nandatory
Respon	sibilites and Du		Sharepoint (Web, SkillPor	t)	
Additio	nal Information	IT Training	UWeb Content Manager Tr	aining (SkillPort)	
O ADA Ch	ecklist	11 training	□ N/A		
Position	Documents		(Check all that apply)		
<ul> <li>Training</li> </ul>	And Access		AIM - Asset Inventory Ma	nagement (Web)	
Position	Page and Summany		Banner (SkillPort, In Perso	on Trainings)	
Posicion	Request Summary		Blackboard (Web)		
			Class Scheduling		
	A \		Travel Processing (Web)		
		Systems/Program	Finance Training Series (In	n Person Trainings)	
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Home Position Descript	ions • Classifications •	Si	hortcuts 👻
Position Requests / / SHRA New P	osition Request / New Position definition / Sum	imary	
		Take Action On Position Request	
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Classification Information	1		
Classification Title	Human Resources Consultant		
SHRA/EHRA	SHRA Staff		
Class/Job Code			
Schematic Code	11805		
Position Type	SHRA Exempt		
Banded Salary Minimum	39,622.00		
CRR https://uncsa-sb.peopleadmin.com/hr/actions/1013#	54,892.00		



#### **ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY** | Submit for Approval

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Select Correct Approver
- 4. Click Submit!

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Schematic Code	11805							
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Banded Salary Minimum	39,622.00							
CRR	54,892.00		*					



#### **ORIGINATOR ROLE: SHRA STAFF TERMINATION | Login**

## **STEPS**

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







#### **ORIGINATOR ROLE: SHRA STAFF TERMINATION | Originator & SHRA Staff Selection**

#### **STEPS**

**Change User Group to Originator** 

- **1.** Click Positions Descriptions
- 2. Select SHRA Staff

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#### **ORIGINATOR ROLE: SHRA STAFF TERMINATION | Search for Position**

- 1. Search for Employee
- 2. Click Actions Next to Position Row & Click View
- 3. Click SHRA Modify Position Request
- 4. Click Start on the Modify Confirmation Page







#### **ORIGINATOR ROLE: SHRA STAFF TERMINATION | Complete Information for Termination**

## <u>STEPS</u>

- 1. Complete Reason for Termination
  - Reason for Termination & Effective Date
- 2. Select Termination, Click Save
- 3. Move to Position Documents
- 4. Go to Other, Click Actions, Click Upload New
- 5. <u>Required</u>: Upload Resignation Letter or other

supporting documents

6. Click Save





#### **ORIGINATOR ROLE: SHRA STAFF TERMINATION | Complete Position Information**

- 1. Move to Position Request Summary
- 2. Review Position Request Summary

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Classification Title	Human Resources Consultant		
SHRA/EHRA	SHRA Staff		
Class/Job Code			
Schematic Code	11805		
Position Type	SHRA Exempt		
Banded Salary	20.522.00		
Minimum	33,522.00		
CRR	54,892.00		
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#### **ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Submit for Approval**

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Select Correct Approver
- 4. Click Submit!

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Classification Title	Human Resources Consultant								
SHRA/EHRA	SHRA Staff								
Class/Job Code									
Schematic Code	11805								
Position Type	SHRA Exempt								
Banded Salary Minimum	39,622.00								
CRR	54,892.00		*						



#### **ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITION | Login**

## **STEPS**

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







#### **STEPS**

**Change User Group to Originator** 

- **1.** Click Positions Descriptions
- 2. Select EHRA Faculty

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#### **ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Create New Position**

## <u>STEPS</u>

- 1. Click Create New Position
- 2. If New, Fill Out Required Fields
- 3. If Copying an Existing Position,

Search & Select for Position Number

4. Click Start Position Request

Modifying an Existing Position? Skip to the next slide!



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Home	Position Descriptions *	Classifications -		Sho	rtcuts ×
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#### **ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Modify Existing Position**

> C

## **STEPS**

- 1. Search for Position
- 2. **Click Actions on the Position Row, Select View**
- **Click EHRA Modify Position Request** 3.
- **Click Start on the Modify Position Confirmation** 4.

If you're creating a New Position, Skip to the next slide!





## **STEPS**

- **1.** Complete Reason for Request
- 2. Indicate Changes Requested, Click Save
- 3. Move to Position Details
- **Complete Information as Needed** 4.
- **Click Save** 5.

 Position Management		Wei	come, Daniel Houle logout	1.11	Position Management			Welcome	Daniel Houle logout
University of North Carolina		User Group:			University of North Carolina			User Group:	
School of the Arts		Originator	~		School of the Arts			Originator	~
Home Position Descript	ions - Classificatio	ons <del>*</del>	Shortcuts *		Home Position Descrip	tions - Classificatio	15 <b>*</b>		Shortcuts -
Position Requests / / New Positio	n Description / Associate Prof	fessor / Edit			Position Requests / / New Position	on Description / Associate Profe	ssor / Edit		
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Position Documents					Training And Access	Position Type			
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		Request to Post - Without Changes				Posicion Number	856578		
		Request to Post - With Changes				Salary Grade			
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		EHRA Title Change without Salary Increase				ARR			
	Changes Requested	EHRA Salary Increase     EHRA Salary Increase				Banded Salary			
	(SHRA)	SHRA to EHRA				PROXIMUM			
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		Interim Appointment Begin				Head users with access			
		Interim Appointment End				Originator/Business	Select Some Options		
		Deactivate (Abolish) Position     Supplemental Page				Officer users with access			
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	( )	ultiple Actions may be selected.				Hours Per Week			
		is field is required.				Full Time Part Time	Full-time V		
	Effectiv Date	_					BISBA		600
		Save	Save & Continue			Work Schedule and	40 hours per week		
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- 1. Move to Position Budget Information
- 2. Complete Information as Needed
- 3. Click Save

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Home Position Descr	ptions - Classificatio	ns <del>*</del>		Shortcuts 👻	
Position Requests / / New Pos	tion Description / Associate Profe	ssor / Edit			
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- 1. Move to Responsibilities and Duties
- 2. Complete Information as Needed, Click Save
- 3. Move to Additional Information
- 4. Complete Information as Needed
- 5. Click Save

Position Management		Welcome, Daniel Houle	ogout Position M	lanagement		Welcome, Daniel Houle logout
University of North Carolina School of the Arts		User Group: Originator	↓ Univers	sity of North Carolina lool of the Arts		User Group: Originator
Home Position Desc	riptions - Classifications	; • Shortcuts •	Home	Position Descripti	ons - Classifications -	Shortcuts -
Position Requests / / New Po	sition Description / Associate Profess	or / Edit	Position Re	quests / / New Position	Description / Associate Professor / Edit	
Editing Position Request	Responsibilites and Dutie	S Caral and David Caratana	Editing	Position Request		
Action Request		Save << Prev Save & Commune	C Action	Baguest	Additional Information	Save << Prev Save & Continue
Classification			C ACOO	n kequest		
Position Details	Check spelling		Class	incation		
Position Budget Inform	Responsibilities ar	nd Duties Section	© Positi	on Details	Check spelling	
Supervisory Position		100%	O Positi	ion Budget Inform	Mandatory Personnel	
Responsibilites and Du	Percentage of total time		Super	rvisory Position	classes are delayed, canceled or when the ca	ampus is closed. Mandatory personnel are employees
1dditional Information		B I 5 8 ff # 0 🗮 🗏 🖂 🖂 🗠 🔿	Response	onsibilites and Du	designated to ensure the continuous operat	ion of the University. These employees most often fall
ADA e ecklist	Description of Job	Instructs undergraduate the Art students in online and in-	Addit	ional Information	and certain other support services. Mandato	ities operations, nousing, payroll, technical services ory personnel who fail to report to work at the
Position Documents	Responsibility/Duty	person courses	- 10A (	Checklist	designated time during adverse weather and	d other emergencies may be subject to disciplinary
Training and Access		Manages class dirriculture	© Post	on Documents	action and/or required to charge missed hou	urs to leave or leave without pay.
Positie Request Summary	Remove Entry?		S Traini	g And Access	Is this employee designated as No V	
$\smile$			Positi	Request Summary	mandatory personnel?	
	Add Responsibilities and Du	Ities Section Entry			On-Call	
		Save << Prev Save & Continue			"On-Call" which means when an employee m	to remain available to be called back to work on
					short notice if the need arises. On-call sched	luling, sometimes referred to as on-call shifts are
					processes use where employee work schedu work on-call are expected to be available at	ales are intentionally unpredictable. Employees who any time usually with short notice, to carry out their
					working duties.	
					Is this employee	
					personnel?	
					Emergency Callback	
					"Emergency Callback" which means when an respond on short notice (either by returning	employee has left the work site and is requested to to work or via telephone/computer) to an emergency
					work situation for the following reasons: 1. a	avoid significant service disruption; 2. avoid placing
					employees, students, or the public in unsafe services to property or equipment: OR 4, res	situations; 3. protect and/or provide emergency pond to emergencies with students or residents
					Is this employee	porte or entregencies menadoents of residents.
					designated as	
					emergency callback personnel?	



- 1. Move to ADA Checklist
- 2. Complete Information as Needed, Click Save
- 3. Move to Position Documents
- 4. Upload PDFs as Needed
- 5. Click Save

Home Position Description Position Requests / / New Position Editing Position Request	Description / Associate Pr	tions * Shortcuts *				
Position Requests / / New Position Editing Position Request	Description / Associate Pr		Home Position Descrip	ptions - Classifications -	She	rtcuts -
Editing Position Request		ofessor / Edit	Position Requests / / New Posit	ion Description / Associate Professor / Edit		
	ADA Checklist	Save << Prev Save & Continue	Editing Position Request	Position Documents		
Action Request			Action Request	r oattori bocumanta	Save << Prev Sa	e & Contir
Classification			Classification			
O Position Details	Check spelling		Resition Details	PDF conversion must be completed for the desume	et to be valid when applicable	
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Supervisory Position	Please check ALL that ap	oply to the essential functions of the job.	Position Budget Inform	Document Type	Name Status	(ALL)
Responsibilites and Du		Confined/restricted spaces	<ul> <li>Supervisory Position</li> </ul>	Organizational Chart		Action
C Additional Information		Exposure to infectious diseases	Responsibilites and Du			
ADA Checklist		Extreme cold (inside, outside)     Extreme basis (inside, outside)	Additional Information	Memo		Action
Complete Documents	Pro de constante de la constante de	Extreme notice	ADA Checklist			
Training A. LAccess	Conditions	External index     House, odors, dust, toxic chemicats, allergens, poor     ventilation, shock, oils)	Position Documents	Justification of Need/Replacement		Action
Poil don Requist Summary		Inside work environment Vibrations	Position Progest Summary	OSHR / HR Position Description Form		Action
		Weather (rain, snow, wind)			$\frown$	
	( <b>2</b> )	Analyzing (examine, test data, present alternative actions)		Other		Action
		Comparing (compare/contrast data, people, things)			4)	
		Copying (entering, posting, transcribing data)		ADA Checklist		Action
		Computing (math calculations or carrying out formula operations)				
		Compiling (gathering, classifying, evaluating data, people, things)		Analyst Notes		Action
	Mental Functions	Deciding (choose, commit to a course of action, conclude, resolve, solve)				
		Learning (acquire, retain, and apply new information, knowledge, skills)			Save << Prev Sa	re & Conti
		Synthesizing (combine data, concepts, interpretations)				



- 1. Move to Training and Access
- 2. Complete Information as Needed, Click Save
- 3. Move to Position Request Summary
- 4. Review Position Request Summary

University of North Carolina School of the Arts			User Group: Originator		
Home Position Descrip	tions • Classificati	ions *		Shortcuts *	
Position Requests / / New Posit	on Description / Associate Pro	ifessor / Edit			
Editing Position Request Training And Acce			8 mm	Same Contin	
Action Request			Care KK His	Save a Contra	
Classification					
O Position Details	Check spelling				
O Position Budget Inform	Training				
Denvisory Position	Please select all training	Please select all training the relevant to this position. Use the text box below to add any			
Ber posibilites and Du	<ul> <li>additional/specific osition training reded. All employees will be signed up for mandatory</li> </ul>				
Add and defense and Date	trainings.				
Add Ional Information		Sharepunt (web, skil	r Training (ChillBourt		
Ar Checklist	IT Training	IT Training			
Position Documents		and the second s			
Training And Access		the are trust appays			
Position Request Summary		AIM - Asset Inventory	Management (Web)		
		Banner (SkillPort, In Person Trainings)			
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		Travel Processing (Wa	10		
		Rinance Training Serie	s IIn Person Trainings!		
	Systems/Program	PACS Card Training - R	urchasing Administrat	we	
	training	Card System (Web)			
		SSRS - Server Reports	ng Services Web Repor	ts (Web)	
		U-Shop - E-Procureme	ent System (Web)		
		TouchNet (SkillPort)			
		D PeopleAdmin			
		(Check all that apply)			
		Bloodborne Pathoger	Training (In Person Tr	aining)	
		Defensive Driving (In	Person Training)		
		First Aid (In Person Tr	aining)		
	Safety Training	Golf Cart Training (In	Person Training)		
		U Vehicle Safety Policy			
		LI N/A			

 Position M	anagement			Welcome, Daniel Houle	logout	
University of North Carolina			User Group:			
Serie	50 01 01 01 01 01 01		Originator		~	
Home	Position Descriptions -	Classifications -		Shortcuts •		
Position Rec	prests / / New Position Descript	on / New Position definition / Summary				
	4	Take	Action On Position Int Preview Id to Watch List	on Request 🗸		
New Position Description: Associate Professor (EHRA Faculty)						
Position Type Division: Info Technologies	e: EHRA Faculty Created ormation Owner: I s	oy: Daniel Houle Paniel Houle				
Summary History Settings						
O Action Request						
Action Request						
	Reason for Request	Hiring new associate professor in Modern Art dep Currently: blank	artment			
	Changes Requested (SHRA)	Request to Post - With Changes				
	Effective Date					
Classification						
	None specified.					
_	OPosition Details 🧳					



#### **ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Submit for Approval**

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Click Submit!





#### ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY | Login

## **STEPS**

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







#### **ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY** | Originator & EHRA Faculty Selection

#### **STEPS**

**Change User Group to Originator** 

- **1.** Click Positions Descriptions
- 2. Select EHRA Faculty

O University of North Carolina Sch: × +	~ - o ×	Position Management	Welcome, Daniel Houle logout
← → C (a) uncsa-sb peopleadmin.com/hr/ You are now viewing the system as a member of the Originator group	순 ☆ % 🛊 🖬 💿 Update 🔅	University of North Carolina School of the Arts	User Group: Originator
Position Management     Diversity of North Carolina     School of the Arts      Home     Position Descriptions      Classifications       Inbox     Postings     Users     Hiring Proposals     Position Requests      Onboarding Tasks     Special Handling Lists	Welcome, Daniel Houle Ingout er Group: Originator Stortcuts *	Home     Position Description     Cle sifications *       Position Description     SHRA Staff       SHRA Staff     SHRA Staff Position Requests       Graditations     EHRA Faculty       Straction     Straction Requests       EHRA Faculty     Position Requests       Straction     Emporary/Student Employment Position Requests       EHRA Non Faculty     EHRA Non Faculty       Straction     EMRA Non Faculty       Faculty Position     K	Shortcuts ~  Create New Position Description m list.  Search Q. More Search Options V
SEARCH Filters There are no results to be displayed.	SHRA Staff EHRA Faculty Temporary/Student Employment EHRA Non Faculty	"Faculty Positions" () Selected records () Clear selection?  Employee First Working Title Position Number Name	Actions ~ Employee Last (Actions) Name Department
Watch List     Postings     Hiring Proposals     Position Request       SEARCH     Unwatch Postings       There are no results to be displayed.	s Applicants Per Day Last Week		


### **ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY** | Search & Modify Position

> C

# **STEPS**

- 1. Search for Position
- **Click Actions on the Position Row, Select View** 2.
- **Click EHRA Modify Position Request** 3.
- **Click Start on the Modify Position Confirmation** 4.

If you're creating a New Position, Skip to the next slide!





### **ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY | Complete Information for Supplemental Pay**

## **STEPS**

- 1. Complete Reason for Supplemental Pay
  - Reason for Request & Effective Date
- 2. Select Supplemental Pay, Click Save
- 3. Move to Position Budget Information
- 4. Complete Information as Needed





### **ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY | Complete Supplemental Pay Info**

# <u>STEPS</u>

- 1. Complete All Supplemental Pay fields
  - Add additional details regarding the

specifics behind the supplemental pay

request in the Originator Comments field

2. Click Save

Position Budget Informa	tion	Save << Prev Save & Continue
Check spelling		(2)
Salary and Budge	et Information	
Salary	\$25,381 - \$48,446	
Recruitment Range, if applicable	\$25,381 - \$35,000	
Is Position Contingent Upon Funding	<b>v</b>	
Budget Summary	/	
Fund Code	170160	
Account Code	612100	
Amount	35000.00	
Percentage Funded	100	
C Remove Entry?		
Add Budget Summary Ent	ry	
Supplemental Pa	y Budget Summary	
Fund Code		
Account Code		
Amount		□( 1 )
Percentage Funded		
Requesting Department	Department that is requesting Supplemental Pay.	
Supplemental Position Number		
Appointment Begin Date	MM/DD/YYYY 🛗	
Appointment End Date	MM/DD/YYYY	
Payment Begin Date	MM/DD/YYYY	
Payment Begin Date	MM/DD/YYYY 🗰	



### **ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY** | Review Request Summary

- 1. Move to Position Request Summary
- 2. Review Position Request Summary

on Management		Welcome, Daniel Houle	e logout Position Ma	nagement		w
University of North Carolina School of the Arts		User Group: Originator	Universit     Schol	y of North Carolina ol of the Arts		User Group: Originator
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Editing Position Request Action Request	Position Details	Save << Prev Save & Continue	Position Requ	Jests 7 / New Position Descri	ption / New Position definition / Summary	
Catalitation     Position Details     Position Religit Informs				(2)	Take	e Action On Position Re
Position Budget Inform	Check spelling	a to former after the				dd to Watch List
Supervisory Position	Salary and Budge	t Information	Now Do	cition Description	Accession Drofoccor (EUD	
Responsibilites and Du	Salary	\$39,622 -\$89,235	New Po	suon Description	ASSOCIALE PROTESSOF (EHR	A Faculty)
Additional Information	Para depart Pages If		Current Statu	s: Draft		
ADA Checklist	applicable	\$50,000-\$57,000	Position Type	EHRA Faculty Create	d by: Daniel Houle	
Position Documents			Division: Infor	mation Owner	Daniel Houle	
Training And Access	Is Position Contingent	Yes ~	Technologies			
Position Request Summary						
1	Add Budget Summary End	ry				
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### **ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY** | Submit for Approval

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Click Submit!





### **ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Login**

# **STEPS**

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







### **ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Originator & EHRA Faculty Selection**

### <u>STEPS</u>

**Change User Group to Originator** 

- **1.** Click Positions Descriptions
- 2. Select EHRA Faculty

⊗ University of North Carolina Scho 🗴 🕂		Position Management	Welcome, Daniel Houle logout
← → C a uncsa-sb peopleadmin.com/br/ You are now viewing the system as a member of the Originator group	년 ☆ % 🛊 🖬 🟮 (Update :)	University of North Carolina School of the Arts	User Group: Originator
Dorition Management	Walcome Danial Haula	Home Position Description. Classifications -	Shortcuts 👻
Could management     University of North Carolina     School of the Arts     Home Position Descriptions      Classifications	roup: st-jrtcuts *	Position Descript SHRA Staff Position Requests EHRA Faculty EHRA Faculty Position Requests Temporary/Student Employment Temporary/Student Employment Position Requests	The section Description
Inbox         Postings         Users         Hiring Proposals         Position Requests         I           Onboarding Tasks         Special Handling Lists         Special Ha	0 Filled Postings Last 30 days	EHRA Non Faculty EHRA Non Faculty Position Requests Faculty Positions	Search Q, More Search Options V
SEARCH Filters There are no results to be displayed.	SHRA Staff EHRA Faculty Temporary/Student Employment ERRA Non Faculty	"Faculty Positions"     Selected records     X     Clear selection?       Working Title     Position Number     Employee First Name	Employee Last (Actions) Name Department
Watch List         Postings         Hiring Proposals         Position Requests           SEARCH         Unwatch Postings         Unwatch Postings	Applicants Per Day Last Week		
There are no results to be displayed.	0.5		
4	0 Sun Mon Tue Wed Thu Fit Sat		



### **ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Search & Modify Position**

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University of North Carolina

School of the Arts

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# **STEPS**

- 1. Search for Position
- **Click Actions on the Position Row, Select View** 2.
- **Click EHRA Modify Position Request** 3.

RETURN TO INDEX

**Click Start on the Modify Position Confirmation** 4.

If you're creating a New Position, Skip to the next slide!



Once it has

Start

est will lock the position description from other upo

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Originator

Welcome, Daniel Houle logo

University of North Carolina Sch × +

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School of the Arts

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User Group

Welcome, Daniel Houle

### **ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Complete Information for Termination**

- 1. Complete Reason for Termination
  - Reason for Termination & Effective Date
- 2. Select Termination, Click Save
- 3. Move to Position Documents
- 4. <u>Required</u>: Upload Resignation Letter or other supporting documents
- 5. Click Save

 Position Management				Welcome, Daniel Houle	logout
University of North Carolina			User Group:		
School of the Arts			Originator		~
Home Position Description	ns - Classificatio	ins -		Shortcuts -	
Position Requests / / New Position I	Description / Associate Profe	essor / Edit			
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Classification					
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Position Budget Inform	* Required Information				
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rosition request summary		Request to Post - W	ithout Changes		
		Request to Post - Wi	ith Changes		
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		FTE Change			
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		EHRA Title Change v	without Salary Incr	ease	
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	Effective Date				
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### **ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Review Request Summary**

- 1. Move to Position Request Summary
- 2. Review Position Request Summary

IP: Inviversity of Kinnin Carolina         Solid of the Krist         Nome       Position Descriptions - Classifications - Shortdox -         Position Descriptions - Classifications - Shortdox -         Position Request       Position Details         Image: Solid Request       Position Requests         Image: Request Request       Position Requests         Image: Request Request       Position Requests         Image: Request Request Request       Position Request         Image: Request Request Re		Position Management			Welcome, Daniel Houle logout
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			C Remove Entry?		



### **ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Submit for Approval**

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Click Submit!





### **ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Login**

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







### **ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Originator & SHRA Staff Selection**

### **STEPS**

- 1. Change User Group to Originator
- 2. Click Positions Descriptions
- 3. Select Temporary/Student

Employment

<ul> <li>③ University of North-Carolina Sch: x +</li> <li>← → C a uncsa-sb peopleadmin.com/hr/</li> </ul>	✓ - □ >
You are now viewing the system as a member of the Originator group	ж
Position Management	Welcome, Daniel Houle logout
University of North Carolina User C School of the Arts Orig	inator
Home Position Descriptions   Classifications	SH artcuts 👻
Inbox         Postings         Users         Hiring Proposals         Position Requests         3           Onboarding Tasks         Special Handling Lists         Figure 1         Figure 2         Fi	0 Filled Postings Last 30 days
SEARCH Filters There are no results to be displayed.	SHRA Staff EHRA Racity Temporary/Subdent Employment EHRA Non Faculty
Watch List Postings Hiring Proposals Position Requests	
SEARCH Unwatch Postings	Applicants Per Day Last Week
There are no results to be displayed.	0.5
	0 Sun Mon Tue Wed Thu Pri Sat





### **ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Create New Position**

### <u>STEPS</u>

- 1. Click Create New Position
- 2. If New, Fill Out Required Fields
- 3. If Copying an Existing Position,

Search & Select for Position Number

4. Click Start Position Request

Position Ma	anagement					Welcome, Dan	niel Houle	logo
Diversit	ty of North Caroli	na			User Grou	ıp:		
Scho	ool of the Arts				Originat	or		~
Home	Position D	escriptions -	Classificat	tions 🕶		Shor	tcuts 👻	
Position Des	scriptions / Temp	oorary/Student Emp	loyment 🛱					
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School of the Arts

Classification 2018

Employee

Position Detail

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Position Request S

HR Use On

# STEPS

- **Complete Reason for Request** 1.
- **Complete Appointment & Payment Dates** 2.

**Click Save** 

- Move to Employee Section 3.
- 4. Select User from List, click Save

Note: If you are adding a new person not on the list, move

to next the slide





Save & Continue

# <u>STEPS</u>

- 1. Move to Position Details Information
- 2. Complete Information as Needed, Click Save
  - If you need to add a new person, enter

**Employee Name Details here** 

- 3. Move to Position Budget Information
- 4. Complete Information as Needed

5. Click Save

	Position Management	Welcome, Daniel Houle logout	 Position Management		Welcome, Daniel Houle	logout
	University of North Carolina School of the Arts	User Group: Originator	University of North Carolina School of the Arts		User Group: Originator	<
	Home Position Descriptions - Classifications -	Shortcuts -	Home Position Descripti	ions   Classifications	Shortcuts 👻	
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# **STEPS**

- 1. Move to Responsibilities and Duties
- 2. Complete Information as Needed, Click Save
- 3. Move to Additional Information
- 4. Complete Information as Needed





## <u>STEPS</u>

- 1. Move to ADA Checklist
- 2. Complete Information as Needed
- 3. Move to Position Documents
- 4. Upload PDFs as Needed

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Responsibilites and Du		Extreme cold (inside, outside)		Com	petencies		
Additional Information		Extreme heat (inside, outside)		Resp	onsibilites and Du	Memo	
ADA Checklist	Environmental	Extreme noises		S Addit	tional Information		
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		Computing (math calculations or car	rrying out formula operations)				
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		Teaching (impart knowledge or skill.	facilitate or guide critical				



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Save & Continue

(Actions)

Actions ✓ Actions ✓

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e, Daniel Houle

Position Req Editing Po Action F Classifi Position

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Response
Addition
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- 1. Move to Training and Access
- 2. Complete Information as Needed
- 3. Move to Position Request Summary
- 4. Review Position Request Summary

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rmation IT Training	Web Content Manager Training	SkillPort)	Temporary/	Student Employment Own	er: Daniel Houle		
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ments	(Check all that apply)						
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st Summary	Blackboard (Web)	ings)					
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### **ORIGINATOR ROLE: TEMPORARY/STUDENT| Submit for Approval**

# **STEPS**

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Select Correct Approver
- 4. Click Submit!





### **ORIGINATOR ROLE: EHRA NON-FACULTY NEW POSITION & UPDATE POSITION | Login**

# **STEPS**

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







### **STEPS**

**Change User Group to Originator** 

- **1.** Click Positions Descriptions
- 2. Select EHRA Non-Faculty

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Position Management	Welcome, Daniel Houle logout	Home Position Description	Shortcuts 👻
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Inbox Postings Users Hiring Proposals Position Requests 3	0 Filled Postings Last 30 days	EHRA Non Faculty Position Requests	
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	Temporary/Student Employment EHRA Non Faculty		
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### **ORIGINATOR ROLE: EHRA NON-FACULTY NEW POSITION & UPDATE POSITON | Create New Position**

## STEPS

- **Click Create New Position** 1.
- 2. If New, Fill Out Required Fields
- 3. If Copying an Existing Position,

Search & Select for Position Number

**Click Start Position Request** 4.

Position Management	Welcome, Daniel Houle logout	Position Man	agement		ļ	Welcome,
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EHRA Non Faculty Position	+ Create New Position Description	2	New Position Description			
To add a new column to the search results, select the column from the drop osmosoc		Description, Description l	select a title and Organizatio below to clone from an existi	To create a new Position nal Unit. Select a Position ng Position Description.		Canc
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Modifying an Existing Position? Skip to the next slide!



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### **ORIGINATOR ROLE: EHRA NON-FACULTY NEW POSITION & UPDATE POSITON | Modify Existing Position**

> C

Position Descrip

## STEPS

- 1. Search for Position
- **Click Actions on the Position Row, Select View** 2.
- **Click EHRA Modify Position Request** 3.
- **Click Start on the Modify Position Confirmation** 4.

If you're creating a New Position, Skip to the next slide!



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2	Please review the details of the Title below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GRED have validated successfully. Once all pages have validated successfully you may take action on the Tide using the actions listed in the <b>Workflow actions</b> for this posting new.
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	University of North Carolina User Group:
	Originator
	Home Position Descriptions * Classifications * Shortcuts *
	Position Descriptions / EHRA Faculty 📩 Modify Position Request 😭
e!	Start EHRA Modify Position Request Position Request on Talent Solutions Manager? Once it has been started this position request will lock the position description from other updates until the position request has completed.

- **1. Complete Reason for Request**
- 2. Indicate Changes Requested, Click Save
- 3. Move to Position Details
- 4. Complete Information as Needed
- 5. Click Save

Position Management		Welcome, Daniel Houle logout	 Position Management		Welcome, Daniel Houle logout
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Home Position Descriptions -	Classifications -	Shortcuts 🝷	Home Position Descripti	ions - Classifications -	Shortcuts -
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- 1. Move to Position Budget Information
- 2. Complete Information as Needed
- 3. Click Save

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				Save <<	Prev Save & Continu	e



- 1. Move to Responsibilities and Duties
- 2. Complete Information as Needed, Click Save
- 3. Move to Additional Information
- 4. Complete Information as Needed
- 5. Click Save

Position Management		Welcome, Daniel Houle logout	Position Manageme	ent		Welcome, Daniel Houle logou
University of North Carolina School of the Arts		User Group: Originator	University of Nor School of the	rth Carolina e Arts		User Group: Originator
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Additional Information	B I <del>5</del>	8 1 1 1 0 1 1 1 1 1 1 1	Additional Info	into th	he categories of law enforcement, faci	lities operations, housing, payroll, technical services
O ALIA CORCIST	Description of Job Instructs un	ndergraduate on Art students in online and in-	DA Chacklist	and co	ertain other support services. Mandat	ory personnel who fail to report to work at the
Training and Access	Manages c	lass prriculus 1	C Port on Docum	action	and/or required to charge missed ho	urs to leave or leave without pay.
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				proce	sses use where employee work sched on-call are expected to be available at	ules are intentionally unpredictable. Employees who any time, usually with short notice, to carry out their
				worki	ng duties.	
				ls di pi	this employee esignated as on-call No ~ ersonnel?	
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				"Emer	rgency Callback" which means when a	n employee has left the work site and is requested to
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				emplo servic	oyees, students, or the public in unsaf es to property or equipment; OR 4. re	e situations; 3. protect and/or provide emergency spond to emergencies with students or residents.
				ls di er	this employee esignated as mergency callback	



- 1. Move to ADA Checklist
- 2. Complete Information as Needed, Click Save
- 3. Move to Position Documents
- 4. Upload PDFs as Needed
- 5. Click Save

University of North Carolina School of the Arts		User Group: Originator	University of North Carolina School of the Arts		User Group: Originator	
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		Weather (rain, snow, wind)				
		Analyzing (examine, test data, present alternative actions)		Other		Actio
		Comparing (compare/contrast data, people, things)			(4)	
		Copying (entering, posting, transcribing data)		ADA Checklist		Actio
		Computing (math calculations or carrying out formula operations)				
		Compiling (gathering, classifying, evaluating data, people, things)		Analyst Notes		Actic
	Mental Functions	Deciding (choose, commit to a course of action, conclude, resolve, solve)				
		C Learning (acquire, retain, and apply new information, knowledge, skills)			Save << Prev S	ave & Con
		Synthesizing (combine data, concepts, interpretations)				
		Teaching (impart knowledge or skill, facilitate or guide critical thinking, stimulate interest in the subject, motivate/inspire students to team				



- 1. Move to Training and Access
- 2. Complete Information as Needed, Click Save
- 3. Move to Position Request Summary
- 4. Review Position Request Summary

University of North Carolina School of the Arts			User Group: Originator		
Home Position Descrip	tions • Classificati	ions •		Shortcuts *	
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		Travel Processing (Wa	A1		
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	Systems/Program	PACS Card Training - R	Purchasing Administrat	we	
	training	Card System (Web)			
		SSRS - Server Reports	ng Services Web Repor	ts (Web)	
		U-Shop - E-Procureme	ent System (Web)		
		TouchNet (SkillPort)			
		D PeopleAdmin			
		(Check all that apply)			
		Bloodborne Pathoger	Training (In Person Tr	aining)	
		Defensive Driving (In	Person Training)		
		First Aid (In Person Tr	aining)		
	Safety Training	Golf Cart Training (In	Person Training)		
		U Vehicle Safety Policy			
		LI N/A			

 Position M	anagement		Welcome,	Daniel Houle	logout
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	Action Request				
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	Changes Requested (SHRA)	Request to Post - With Changes			
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	Classification 🥜				
	None specified.				
	Position Details				



### **ORIGINATOR ROLE: EHRA NON-FACULTY NEW POSITION & UPDATE POSITON | Submit for Approval**

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Click Submit!





### ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY | Login

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







### **ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY | Originator & EHRA Non-Faculty**

### **STEPS**

**Change User Group to Originator** 

- **1.** Click Positions Descriptions
- 2. Select EHRA Non-Faculty

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← → C ( a uncsa-sb.peopleadmin.com/hr/	🖻 🖈 🥫 🌲 🖬 💿 (Update 🔅	University of North Carolina	User Group:
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Protition Management	Welcome Daniel Houle	Home Position Description	ations - Shortcuts -
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School of the Arts Origin	nator ~	EHRA EHRA Faculty	+ Create New Position Description
Home Position Descriptions   Classifications	St utruits *	EHRA Faculty Position Requests	///3
		Temporary/Student Employment	ition Requests
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Inbox Postings Users Hiring Proposals Position Requests 3	Last 30 days	Envirue Parition	
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SEARCH		"Faculty Positions" 🧿 Selected records 🧿 💥 Clear sele	ction? Actions ~
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### **ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY | Search & Modify Position**

# <u>STEPS</u>

- 1. Search for Position
- 2. Click Actions on the Position Row, Select View
- 3. Click EHRA Modify Position Request
- 4. Click Start on the Modify Position Confirmation

If you're creating a New Position, Skip to the next slide!





### **ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY** | Complete Information for Supplemental Pay

## STEPS

- **Complete Reason for Supplemental Pay** 1.
  - **Reason for Request & Effective Date** ٠
- Select Supplemental Pay, Click Save 2.
- Move to Position Budget Information 3.
- **Complete Information as Needed** 4.

RETURN TO INDEX

**Click Save** 5.





Welcome, Daniel Houle logour

Save << Prev Save & Continue

### **ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY** | Complete Supplemental Pay Info

# <u>STEPS</u>

- 1. Complete All Supplemental Pay fields
  - Add additional details regarding the

specifics behind the supplemental pay

request in the Originator Comments field

2. Click Save

Position Budget Informat	lion	Save <> Prev Save & Continue
Check spelling		$(\mathbf{a})$
Salary and Budge	et Information	
Salary	\$25,381 - \$48,446	
Recruitment Range, if applicable	\$25,381 - \$35,000	
Is Position Contingent Upon Funding	v v	
Budget Summary		
Fund Code	170160	
Account Code	612100	
Amount	35000.00	
Percentage Funded	100	
Remove Entry?		
Add Budget Summary Entr	y	
Supplemental Pay	/ Budget Summary	
Fund Code		
Account Code		
Amount		□(1)
Percentage Funded		
Requesting Department	Department that is requesting Supplemental Pay.	
Supplemental Position Number		
Appointment Begin Date	MM/DD/YYYY 🛗	
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Payment End Date	MM/DD/YYYY m	
,	1000	



### **ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY** | Review Request Summary

- 1. Move to Position Request Summary
- 2. Review Position Request Summary

			Welcome, Daniel Houle logo
University of North Carolina School of the Arts		User Group Originato	р: Уг. 🗸
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### **ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY | Submit for Approval**

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Click Submit!





### **ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Login**

- 1. Access Position Management
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







### **ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Originator & EHRA NON-FACULTY Selection**

### <u>STEPS</u>

**Change User Group to Originator** 

- **1.** Click Positions Descriptions
- 2. Select EHRA NON-FACULTY

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	순 ☆ % 🛊 🗖 🕑 Update :	University of North Carolina School of the Arts	User Group: Originator
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### **ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Search & Modify Position**

> C

### **STEPS**

- 1. Search for Position
- 2. **Click Actions on the Position Row, Select View**
- **Click EHRA Modify Position Request** 3.
- **Click Start on the Modify Position Confirmation** 4.

If you're creating a New Position, Skip to the next slide!





### **ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Complete Information for Termination**

### **STEPS**

- 1. Complete Reason for Termination
  - Reason for Termination & Effective Date
- 2. Select Termination, Click Save
- 3. Move to Position Documents
- 4. <u>Required</u>: Upload Resignation Letter or other supporting documents
- 5. Click Save





#### **ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Review Request Summary**

- 1. Move to Position Request Summary
- 2. Review Position Request Summary

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Position Budget Inform	Check spelling				· · · · · ·			Print Preview	
Supervisory Position	Salary and Budge	et Information						Add to watch List	
Responsibilites and Du	Salary	\$39,622 -\$89,235			New Position De	escription:	Associate Professo	r (EHRA Faculty)	
Additional Information					Current Status: Draft				
ADA Checklist	Recruitment Range, if applicable	\$50,000-\$57,000			Position Type: EHRA Faculty	Created	w Daniel Houle		
D Position Documents	appinant				Division: Information	Owner: D	aniel Houle		
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### **ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Submit for Approval**

- 1. Once Review is Complete, Select Take Action
- 2. Select Submit for Approval
- 3. Click Submit!





