All position descriptions are maintained in an online library in the Position Management Module. Having one location makes them easy to find and update. Employees can view their position descriptions at any time. Departmental users can create a new position or modify the position description for the following purposes, depending on the position type:

- Update of duties/No Salary Adjustment
- Reclassification and/or Salary adjustment
- Position funding

To access the Position Management Module in PeopleAdmin:

- PeopleAdmin has found that Internet Explorer doesn’t work as well with the Talent Management system, so **we recommend that you use Mozilla Firefox**.
- You can link directly to the Talent Management site login page by clicking on the WCU Talent Management System link located on the HUB under the “Managers and Supervisors Link.” OR you can [CLICK HERE](#). The URL is: jobs.wcu.edu/hr/shibboleth.

- This is the login screen you should see. Enter your HUB username & password.

- If you use the old URL, you’ll see this screen. No worries. You can click on the SSO Authentication link and be directed to the WCU login page above. Enter your HUB username & password on the login screen.

- You should see:
• Look for the module indicator in the upper right hand corner and select Position Management from the drop-down menu. The Position Management Module has an orange background. See below.

**Helpful Features**

**Confirmation of Change:** When you change your User Role and click on the Refresh button OR move an action on to the next User, you will see a green bar at the top of the screen to show you that this was completed. Click on the X to remove this bar from view.

**Reverse your Steps:** You can see the sequence of your activities and backtrack easily, if needed.

**Sorting Positions or Postings to Quickly Find What You Need:** Columns can be customized to sort the data according to your preferences, e.g. alphabetical order by working title. To sort the data, click on the up/down arrows that will appear on the right side of each column title when you hover there. This ability to sort is especially helpful when you are managing a number of positions or postings at the same time.

**Quick Links to Help Things Move Faster:** On your home page, you will see Useful Links. The 5.8 site may be helpful for finding a similar position. Then, you can copy and paste from the old posting to the new one to save time.
Quick Steps to Create a New SHRA Position Request

- Change user role to **Initiator** or **Approver** and click on the refresh button. (If you report directly to a Division Head, you initiate and approve under the **Approver** user role.)

- Hover over Position Descriptions on the top, centered navigation bar and select the Library for the applicable position type:
  - SHRA Position Library

- Click on the orange button – **Create New Position Description**

- Choose **New SHRA Position Description**

- Enter the **Working Title** and select the Division, College, and Department from the drop-down menus. This section is prepopulated based on your area(s) of responsibility and you may not be able to make a selection.

- If you want to copy an existing position description to edit for the new position, under “Clone an existing Position Description,” click on **Filter these results**. This allows you to search for the position.

- If you are not copying an existing position description, click on the orange button - **Start Position Request**

- Then move through the document, completing as many fields as possible.
  - Required fields are identified with an orange asterisk.
  - When you are finished with a page, click **Next**. Your entries/changes will save automatically.
  - The Editing Position Request menu on the left side of the page identifies the sections (Tabs), so you can skip sections, going backwards or forwards, to check your work and edit without having to go page by page. When you use this navigation menu instead of the **Next** button, you will be prompted to save your work before leaving the current page.

- **Position Justification** – Provide sufficient information to support this position request.

- **Proposed Classification** – Select the classification that best fits the position you are requesting.

- **Functional Competencies** – Click on **Add Position functional Competency Level and Assessment Entry** button to add competencies, identify the competency level, and provide examples. At least three entries are required.

- **Overall Competency Level** – Identify and provide justification for the position and employee competency level.

- **Position Details** – Remember to include job duties; at least one is required. To add a duty, click on **Add Job Responsibilities Entry**.

- **ADA Checklist Form** – Select all items that are applicable to this position. This is required.

- **FLSA Checklist** – Select **Yes** or **No** from the drop-down menus for each section. This is required.
• Posting Details – This information will be pulled into the posting and visible to applicants.
• Position Budget Information – Enter the position value – FTE, proposed salary and provide an explanation. To add fund-account information, click on the **Fund-Account Information Entry** button below the Explanation. All information in this section is required.
• Supervisory Position – Select the appropriate supervisor title for the position (it may be yourself).
• Position Documents – The applicable Organizational Chart and Budget Revision are required and they are uploaded in this section.
• The Position Request Summary Tab allows you to review the entire position description and edit, as needed.
  o To the left of each section title, you will see a blue circle with a checkmark (all required fields have been completed) or an orange circle with an exclamation point (there are required fields that have not been completed).
  o If you want to edit or need to add required information, click on **Edit**.
• Once you are ready to move the position description request on for approval, click on the orange button, **Take Action on Position Request**. You can choose to keep working on this position request, cancel it, or send it to the Approver.
  o When you click on **Send to Approver for Correction (Move to Approver Initial Review)** you will get a group prompt, which lets you select the Approver by name from a drop-down menu.
  o **Add any comments in the Comment Box** that are necessary to let the next User know what is expected. Keep in mind these comments appear in the email message sent to the next user in the workflow and also become a permanent part of the recruitment record and cannot be removed.

See below for the SHRA Position Request approval workflow.
**Approver Tips**

- Remember to change your User Role to Approver and click on refresh.

- Hover over the Position Descriptions Tab in the top navigation bar and select SHRA Position Library Position Requests. If you don’t see your position, type the title into the **Search** box and click on the **Search** button or hit **Enter** on your keyboard.
  - The Search feature is not case sensitive.

- Hover over **Actions** at the far right of the row and select **View** or **Edit**.

- Once you are ready to move the position description request on for approval, click on the orange button, **Take Action on Position Request**. You will get the choices shown to the right. Your Division Head is the next approver in this workflow.
  - Note: If you have any required fields that are not completed, you will not have the Division Head choice in your drop-down menu. If you get the **Send to Approver for Correction (Move to Approver Initial Review)** choice, go back and check for incomplete required fields (an orange circle with an exclamation point) on the Position Summary. Click on **Edit**.
  - Add any comments in the **Comment Box** that are necessary to let the next User know what is expected. Keep in mind these comments appear in the email message sent to the next user in the workflow and also become a permanent part of the recruitment record and cannot be removed.