ADMINISTRATIVE SUPPORT

Albany State University

GETTING STARTED

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Once the Critical Hire Process has been approved on Paper (See Attachment A), log on to PeopleAdmin website, "www.albanystatejobs.com/hr. Proceed with inserting your campus login username/password.

Log in using your network user name and password.

POSITION DESCRIPTION ACTIONS

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I.   Establish and Hire for a New Position

To begin a position description request, click the "Begin New Action" link in the Position Action section of the navigation bar. Your Request choices will then appear.

Begin New Action

Begin New Action	
2 Records	
Action	**△ Description**
New Position Start Action	Use this action to request a new position.
Modify/Reclass Position Start Action	Use this action to request an update or re-classification of an existing position.

Click on **Start Action** under the action you wish to use. In the following example, "New Position" was selected. There are several tabs across the top of the screen.

Proposed Classification

When you click Start Action, you will be in the "**Proposed Classification**" tab. This screen allows you to associate a specific Category title with the Position Description being created.

Search for the Category you wish to use and select "**Select and Continue**" under the appropriate title.

Once you choose your title, click on **"Continue to Next Page"**.

Position Details

The position details tab will include all details about the position description. Any field with a red asterisk is a required field. You will need to enter information in each required field. The larger text areas will hold approx. 3900 characters of text (including spaces, is about a page and a half). The smaller text areas (like Justification for Position) are a 1200 character limit.

Proposed Classification	Position Details	Supplemental Documentation	Requisition Form	Posting Specific Questions	Disqualifying / Points

<< RETURN TO PREVIOUS	CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Position Category:	Academic Professional AC
Position Code: (BCAT)	213X00
Salary:	
FLSA:	Exempt
Position Type:	Faculty
Position Number:	
Job Title:	

Supplemental Documentation –This is where you will upload your approved Critical Hire form.

You can now proceed with the processes in the next tab shown below to upload the Critical Hire Form; once all the processes have been completed, you are now ready to save and submit to the next level of approval.
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To attach a document, click the **Attach** link next to the document type. You will be able to click the browse button to attach an electronic document, or, you may cut and paste a document in the section "Paste a New Document". Be sure you click the "Attach" and "Confirm" buttons to attach your document.

Once a document is attached, you can view or remove it by selecting the appropriate option on the **Supplemental Documentation** tab.

Attach / Remove	Document Type	Attached Document	View Document
Remove	Memo	Attached	View

Posting Details/Requisition Form

To being the process of requesting to fill a position, you will need to fill out the requisition form.

The Posting and Close date fields are dates you can enter to allow the system to automatically post your job on the web for applicants to begin applying. The Close Date (unless Open Until Filled is checked) will automatically close your job on the date entered.

The **Optional** and **Required Applicant Documents** fields will allow you to specify which documents you would like an applicant to attach when they apply to your job. By checking a document under options, applicants will have the option to attach, but are not forced to attach. By checking a document under required, applicants will be forced to attach these documents before they can complete applying to your job.

The "Other" document type can be anything you may need for your position. You will need to enter the details for what type of document an applicant should attach here in the "Special Instructions to Applicants" field.

When you are finished attaching documents, you may click the "**Continue to Next Page**" button to go to additional tabs.

Saving/Approving the Action

After clicking the **Continue to Next Page** button, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.

View New Position/Temp Description Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.

Edit   🖨 Printer-Friendly Version

Action Status

⦿ Save Action Without Submitting
◯ Send Action to Director
◯ Send Action to Chair

[CANCEL] [CONTINUE]

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Confirm.**

Action Status

Save Action Without Submitting

[GO BACK] [CONFIRM]

II.   Modify/Reclassify Position Description and/or Title

Other than requests that will create a brand new position description in the system, most requests will be updates to existing position descriptions. Whether the request involves changing the category or the duties, you will use this action.

Click on **Begin New Action** and then Start Action under the Request to Modify/Reclass Position.

Begin New Action

	Begin New Action	
2 Records		
Action	▲ **Description**	
New Position Start Action	Use this action to request a new position.	
Modify/Reclass Position Start Action	Use this action to request an update or re-classification of an existing position.	

Once you have started your request, you must find the existing position description you wish to modify. You should see a screen similar to the following:

Search Positions to Begin Action On

Job Position Title	Any	Group:	Any
Department	Any	Division:	Any
Position Number		Employee First Name	
Employee Last Name			

SEARCH   CLEAR RESULTS

Modify/Reclass Position/Temp Description

Choose Position Description to Begin Action On					
679 Records					
▼ Position Title	▼ Job Title	▼ Position Code	▼ Employee Id	▲ Employee Last Name	▼ Last Action
Office/Clerical Assistant Start Action || View Summary	Library Assistant II	510X00		Abayomi	Position Description Template in System (Needs Update) View History

Once you have found the position you would like to update, click the '**Start Action**' link below the position title.

Create Modify/Reclass Position/Temp Description

Current Classification	**Current Job Description**	Proposed Classification	Position Details	Proposed Job Duties	Supplemental Documentation	Requisition Form	Posting Specific Questions	Disqualifying / Points

Employee Details

Employee First Name:	Ponza
Employee Last Name:	Abayomi
Employee ID Number:	

Classification Details

Position Category:	Office/Clerical Assistant
Position Code: (BCAT)	510X00
Salary:	
FLSA:	Non-Exempt
Position Type:	Staff

Position Details

You will be able to either click the tab you wish to modify or you can go through each page and update anything that has changed on the position.

NOTE: the information is already filled in from the official position you are updating. It is not necessary to start from scratch each time you want to do an update to an existing position.

After selecting the Position Description which you would like to modify, you can navigate through the rest of the action tabs the same as explained in the previous example of Request a New Position Description.

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Request for Approval to Fill Critical Personnel Vacancy

1. Division

2. Department

3. Position Title and Number (Attach position description)

4. Number of Hires Requested for Position Title

5. Budgeted Annual Salary

6. Fund Sources   [0] % State Funds   [0] % Federal   [0] % Other Funds

7. Estimated Hiring Date

8. Replacement Position: ☐ Yes ☐ No   If No:

9. Contact Person / Phone Number for Additional Information:

10. Justification Statement:
    - Critical impacts associated with hiring delay (program and potential loss of Federal / other funding).
    - Time sensitivity of need.
    - Number of positions currently doing the same job and/or current number of vacancies.

Narrative:

Submitted by: _____   Date: _____

Director/Chair/Dean Approval: _____   Date: _____

Title III Approval: _____   Date: _____

Budget Director Approval: _____   Date: _____

Assistant/Associate VP/ Provost: _____   Date: _____

VP of Division Approval: _____   Date: _____

Provost Approval: _____   Date: _____

VP of Fiscal Affairs Approval: _____   Date: _____

Senior Advisor to the President: _____   Date: _____

President Approval: _____   Date: _____