

PeopleAdmin

Approval Request for EXISTING Position

Existing Position Request

- Hiring Manager is Required to Complete a JDQ for all EXISTING positions if this position hasn't been posted in the last year
 - Blank JDQs are located on the HR website under Performance Communication System (PCS)
(you will need this later)

Log into PeopleAdmin

- <https://udmercy.peopleadmin.com/hr/login>
- If you need a user name and password, contact Human Resources

Ensure User Group is Set to “Hiring Manger – Staff/Admin”

Look for this box in the top right corner of the screen:

User Group:

Hiring Manager-Staff/Admin ▼

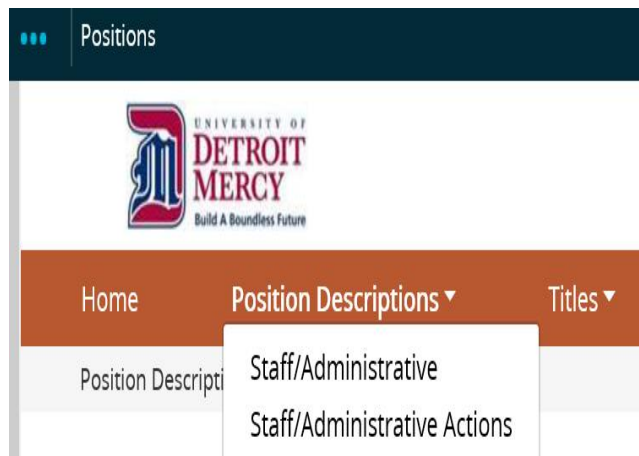
Ensure Screen is Set to “Positions” Module

Look for this box in the top left corner of screen:



Click the Position Descriptions Down Arrow & Choose “Staff/Administrative”

- As a Hiring Manager you will see a list of positions that report to you in PeopleAdmin but the position will not designate the current assigned employee
- Contact HR if you have questions about which position to choose



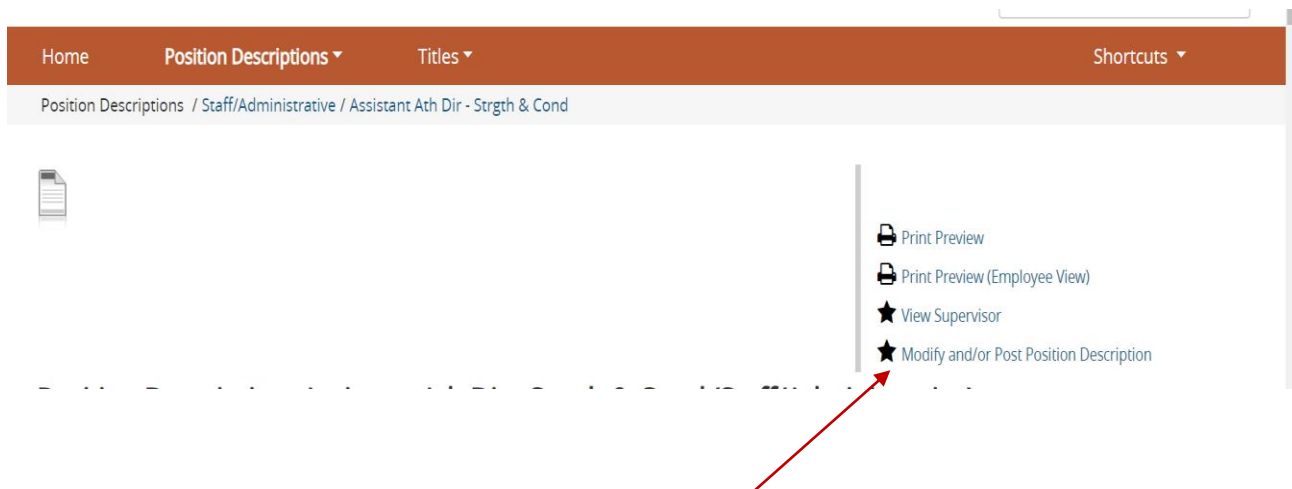
Search for Position Number

Input Position Number into the Blank Box and Click "Search"

Once the Position Populates, Click the Blue Position Number

The screenshot shows a web application interface for searching position descriptions. At the top, there is a navigation bar with links for Home, Position Descriptions (with a dropdown arrow), Titles (with a dropdown arrow), and Shortcuts (with a dropdown arrow). Below the navigation bar, the breadcrumb path is "Position Descriptions / Staff/Administrative" with a star icon. The main heading is "Staff/Administrative Position Descriptions". To the right of the heading is a red button labeled "+ Create New Position Description". Below the heading is a search bar with a "Saved Searches" dropdown on the left, a central input field, a "Search" button, and a "More Search Options" dropdown on the right.

Click “Modify and/or Post Position Description”



The screenshot displays a web application interface. At the top, there is a navigation bar with the following items: Home, Position Descriptions (with a dropdown arrow), Titles (with a dropdown arrow), and Shortcuts (with a dropdown arrow). Below the navigation bar, the breadcrumb path reads: Position Descriptions / Staff/Administrative / Assistant Ath Dir - Strgth & Cond. The main content area shows a document icon on the left and a vertical dropdown menu on the right. The dropdown menu contains the following options: Print Preview, Print Preview (Employee View), View Supervisor, and Modify and/or Post Position Description. A red arrow points to the 'Modify and/or Post Position Description' option.

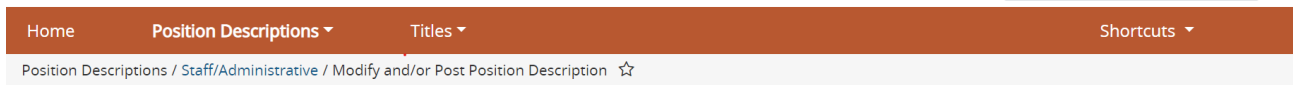
Home Position Descriptions ▾ Titles ▾ Shortcuts ▾

Position Descriptions / Staff/Administrative / Assistant Ath Dir - Strgth & Cond

- Print Preview
- Print Preview (Employee View)
- ★ View Supervisor
- ★ **Modify and/or Post Position Description**

Click "Start"

***May be a slight delay to change screens



Start Modify and/or Post Position Description Action on (Position Title)?

Start



Class Title: Review and Edit as Needed by Selecting Appropriate "Position Employee Class Description" and click "Next"

Home Position Descriptions ▾ Titles ▾ Shortcuts ▾

Actions / ... / New Position Description / Test Two / Edit

Editing Action

- Class Title
- Position Details
- Posting Information
- Supplemental Questions...
- Applicant Document
- Action Summary

Class Title

Titles - Filter these results

Titles
✕

"Titles" 32

← Previous 1 2 Next →

Position Employee Class Description	Title Status	(Actions)
<input type="radio"/>	FT Administrator - Major Director	Approved Actions ▾
<input type="radio"/>	FT Administrator	Approved Actions ▾

Save

Next >>

Posting Details: You Must Select the “Reason for Action” and then Edit/Input Required Data & Click “Next”

- Complete the following fields on this page:
 - Justification for New Position
 - Position Status
 - Hours per Week
 - Position Summary
 - Essential Duties and Responsibilities
 - Minimum Qualifications
 - Knowledge, Skills and Abilities
 - Physical Requirements
 - Work Environment
 - Licenses/Certification (N/A if appropriate)
 - Maximum Budgeted Hourly Rate or Salary
 - “Add FOAPAL Entry”

Posting Information: Edit/Input Required Data & Click “Next”

- Complete the required following fields on this page:
 - Open Date
 - Check box for “Open Until Filled”
 - Anticipated Start Date
 - Hiring Manager (full name)
 - Alternate Hiring Manager (if applicable)
 - Salary/Pay Information
 - “Commensurate with experience” appropriate for Administrative Positions
 - Anticipated Schedule
 - Select City/Campus

Supplemental Questions for Posting:

Edit/Select Required Question and Click “Next”

- Click “Add a question” and follow prompts to select the five required questions of all applicants. On the next screen select “required” (radio button)
 1. How did you hear about this employment opportunity?
 2. What is your highest level of completed education?
 3. How many years of experience to you have in this type of position?
 4. Please read our foundation, mission and vision....
 5. Detroit Mercy enjoys a diverse student body, faculty, administration, and staff-diverse in ethnicity, religion, socioeconomic background, gender, age, education, and life experience...
- You may select other questions as you deem appropriate
- You may also create other questions in the system directly but HR will need to review first for approval



Applicant Document: Edit/Select Required Documents and Click "Next"

- Click "Required" button for the following document types. You may select other documents as you deem appropriate
 - Resume/CV
 - Cover Letter
 - Reference Contact Info 1
 - Reference Contact Info 2
 - Reference Contact Info 3
- If you want to use a required document other than the 5 listed above, please contact HR

Position Justification: Upload Position Justification, JDQ (if required) and any Supporting Documents and Click "Next"

Home Position Descriptions ▾ Titles ▾ Shortcuts ▾

Actions / ... / New Position Description / Director of the Chariton Center for Responsible Investing / Edit

Editing Action

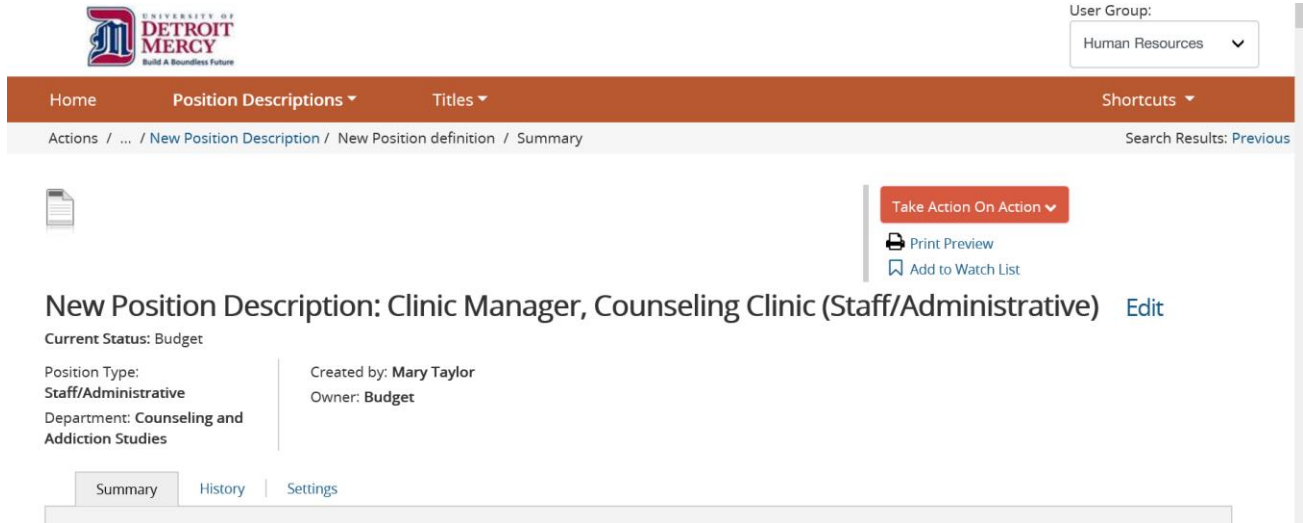
- Class Title
- Position Details
- Posting Information
- Supplemental Questions...
- Applicant Document
- Position Justification
- Action Summary

Position Justification

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions ▾
Position Justification			Actions ▾
JDQ			Actions ▾
Additional Supporting Documentation			Actions ▾

Action Summary: Review Position and Edit as Appropriate or "Send to HR Initial Review" (Use Orange Take Action on Action Button)



The screenshot displays the University of Detroit Mercy HR system interface. At the top left is the university logo with the tagline "Build A Boundless Future". On the top right, the "User Group" is set to "Human Resources". A navigation bar contains links for "Home", "Position Descriptions", "Titles", and "Shortcuts". Below this is a breadcrumb trail: "Actions / ... / New Position Description / New Position definition / Summary". A search bar on the right shows "Search Results: Previous".

The main content area features a document icon on the left and a "Take Action On Action" dropdown menu on the right, which includes options for "Print Preview" and "Add to Watch List". The title of the page is "New Position Description: Clinic Manager, Counseling Clinic (Staff/Administrative)" with an "Edit" link. Below the title, the "Current Status" is "Budget".

Metadata information is displayed in two columns:

- Position Type: Staff/Administrative
- Department: Counseling and Addiction Studies
- Created by: Mary Taylor
- Owner: Budget

At the bottom, there are three tabs: "Summary" (selected), "History", and "Settings".

Next Steps:

- HR will review position requisition and input Salary Range for position at which point HR will either:

(1) Send the position requisition back to the Hiring Manager for edits/clarification

OR

(2) HR will forward the position requisition to the Approving Authority for review and further approval

Review of PeopleAdmin Approval Process

- Hiring Manager initiates requisition in PeopleAdmin
- HR Initial Review (Compensation Review/JDQ Review)
- Approving Authority
- Budget
- Area VP
- VP of Finance (President's Council)
- HR Final Review (Position Posted Externally)