Staff Position Management: Request Audit for a Position

PeopleAdmin

This guide is intended to assist hiring managers in managing positions.
Login Instructions

To log into the system:

- Go to: jobs.hr.txstate.edu/hr
- Firefox is recommended but Chrome, Explorer, and Safari can be used
- Click on “Login with your Texas State ID here.” or “SSO Authentication”
- Do not input username and password.
Login Instructions cont...

- The system is single sign on. Enter the Texas State NetID and password that you use daily to log into your computer.
Login Instructions cont...

This will bring you to your home page where you decide what you are trying to accomplish with the requisition. The staff system is broken into two sections:

Position Management (orange header)

Applicant Tracking (blue header)
What are you trying to do?

When to use the **Position Management:**

- to request audit for a new position (without an SAP position number)
- for reclassification of an existing position (title change on position that exists in SAP)
- for the promotion/transfer of an employee to a different position (a promotion moves employee to higher pay grade and a transfer is a lateral move to the same pay grade)

When to use the **Applicant Tracking:**

- to create a job posting from previous posting
- to create a job posting from job description
- after an audit is completed and approved you must create a job posting in Applicant Tracking so the job can be posted.

**IMPORTANT:** Make sure your Current Group is in HIRING MANAGER status.
Understanding the homepage links

The **Inbox** gives a brief overview of any requests that require action by the user.

The **Watch List** displays any items you have flagged to follow.

The **Shortcuts** are quick links to assist starting your requisition.

The **Useful Links** are links that are available to be used throughout the hiring process.
The following slides walk you through how to request an audit for a position.
Request Audit For a Position

Be sure you are in the Position Management Watch List with orange header.

- Click on “Position Descriptions” located on the orange header and choose Staff

- To start a new position that does not have an SAP position number already assigned to it click on “Create New Position Description”.

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM
Request Audit For a Position cont...

- Click on the type of position description.

All divisions EXCEPT Academic Affairs use the
New Regular Staff Position Description

Academic Affairs division ONLY uses the
New Academic Staff Position Description

Academic Affairs has a different approval flow than the other divisions so it was
necessary to set them up separately.
Request Audit For a Position cont...

- Fill in the required fields marked with an asterisk *

- Click on “Start Position Request”.

Start Position Request
Request Audit For a Position cont...

- Fill in the **Proposed Job Title** information, if known.

- To go to the next page, click on “Next”.
Request Audit For a Position cont...

- Fill in as much information as you can in the Audit Request section
- Then, click on “Next” to proceed.
Request Audit For a Position cont...

- Click on “Next” for this section (this section is filled in by HR Class & Comp when the audit is complete).
Request Audit For a Position cont...

- Answer the questions using the drop down menu and click on "Next" for the next couple sections.
Request Audit For a Position cont...

- Answer the questions and click on “Add How will this position be funded? Entry”
- Then, enter the cost center/fund information.

**IMPORTANT:** Anything with a red asterisk must be completed.
Request Audit For a Position cont...

- Click on the **Position Description Number** of Supervisor.
Request Audit For a Position cont...

- Input the “Contact Information For This Form”.

- Then, attach the required documents needed for the audit to be completed:
  - Org Structure
  - Justification Memo and
  - Job Analysis Form (JAF) for regular positions or
  - any other support you want to attach

*Audit will not be started without these documents attached.*
Request Audit For a Position cont...

- All “Editing Position Requests” must have a green checkmark next to them or the requisition will not move forward through the approval process.

  ![Editing Position Request Diagram]

- Click on “Take Action on Position Request” and move forward to the next approver shown in your drop down list.
Request Audit For a Position: Completion Process

1. Once the request goes through the approval process it goes to HR Class & Comp for the audit to be started.
2. When an audit is complete it will move to HR Org Management for changes to be made in SAP.
3. Then it will move back to HR Class & Comp and you will be notified by email that the audit is complete.
4. Once the audit has been completed you can start the request to post the position. This requires a new requisition using the Applicant Tracking (blue header) section.

FAQ: How can I check the status of my New Position Audit Request?

- You can tell the current state by looking at the job posting.
Contacts

For assistance please contact the Office of Human Resources at 5.2557 or email hr@txstate.edu.