

To Begin a New Student Position Description

Getting Started

After you click on the link for the HR System Administration Site, at <https://jobs.shepherd.edu/hr> you will be asked to log in. If you have not used the PeopleAdmin site before you will need to contact Student Employment first to receive a user ID and Password, and you will need to be set-up on the system as a student supervisor.

If this is your first time logging in, you will need to change your temporary password.



After you log in, look at the top of the Welcome Screen and ensure that you are logged in as user type “Student Supervisor”. If not, you will need to change your user status to reflect “Student Supervisor”.



To change your user type, click “Change User Type” from the left-hand navigation bar and a screen similar to the one on the next page will appear.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

POSITION DESCRIPTIONS
BEGIN NEW ACTION
PENDING ACTIONS
VIEW MY POSITION

EVALUATIONS
ACTIVE EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

SHEPHERD UNIVERSITY
OFFICE OF HUMAN

Welcome **Mary May**. You are logged in.
Your Current User Type:Employee. Monday, February 20, 2012

Change User Type

To change your current user type, choose from the user types below that you are a member of, then click the **Change Group** button.

Employee
 Student Supervisor

CHANGE GROUP

CANCEL

Select “Student Supervisor” as your user type. Click the “Change Group” button. When you check the top of the screen now, it should say “Student Supervisor”.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

POSTINGS
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PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING
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PENDING ACTIONS
SEARCH POSITIONS

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LOGOUT

Welcome **Mary May**. You are logged in.
Your Current User Type:Student Supervisor. Monday, February 20, 2012

Welcome to the Online System for Shepherd University

Please ensure that you are logged in with the correct user type for the actions that you wish to perform.

Once you have started an action online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information.

[Instructions for Performing Actions Using the Online HR System](#)

No Active Postings

This welcome page is designed to help you keep track of actions required by you or your department. You can also see what is posted and how many applications have been submitted for your postings. You will be performing actions by clicking on links on the left-hand navigation bar.

The first step for all Supervisors is Begin a New Student Position Description.

On the left-hand navigation bar, under “Position Descriptions”, click on “Begin New Action” and a screen similar to the one on the following page will appear.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

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HISTORICAL POSTINGS
SEARCH HIRING PROPOSALS

CREATE POSTING FROM POSITION

POSITION DESCRIPTIONS
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SEARCH ACTIONS
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LOGOUT

WELCOME MARY MAY. YOU ARE LOGGED IN.
YOUR CURRENT USER TYPE: STUDENT SUPERVISOR. Monday, February 20, 2012

Begin New Action

3 Records

Action	Description	Display Order
Start Action	New Student Position Description	130
Start Action	Modification of Student Position Description	140
Start Action	Student Separation Notice	170

Click on the “Start Action” link located under “New Student Position Description”.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

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LOGOUT

WELCOME MARY MAY. YOU ARE LOGGED IN.
YOUR CURRENT USER TYPE: STUDENT SUPERVISOR. Monday, February 20, 2012

Create New Student Position Description

Proposed Classification	Staff Position Details	Comments
<p>Search Titles</p> <p>Job Code: <input type="text"/> Job Title: Any</p> <p>Position Type: Any</p> <p><input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/></p>		

At the drop-down box arrow for “Position Type”, select “Student”. Click “Search”.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

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WELCOME MARY MAY. YOU ARE LOGGED IN.
YOUR CURRENT USER TYPE: STUDENT SUPERVISOR. Monday, February 20, 2012

Create New Student Position Description

Proposed Classification	Staff Position Details	Comments
<p>Search Titles</p> <p>Job Code: <input type="text"/> Job Title: Any</p> <p>Position Type: Student</p> <p><input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/></p>		

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SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF
SALARY SCHEDULE
INSTRUCTIONS FOR PERFORMING ACTIONS
USING THE ONLINE HR SYSTEM

Welcome Mary May. You are logged in.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

Create New Student Position Description

Proposed Classification	Staff Position Details	Comments				
Choose Classification to Assign						
<p>You may associate this Position Description with one of the titles below by choosing the Select and Continue link directly below the title you choose.</p> <p>1 Record</p> <table border="1"> <thead> <tr> <th>Job Title</th> <th>Job Code</th> </tr> </thead> <tbody> <tr> <td>STUDENT EMPLOYEE</td> <td></td> </tr> </tbody> </table> <p>Select and Continue View Summary</p>			Job Title	Job Code	STUDENT EMPLOYEE	
Job Title	Job Code					
STUDENT EMPLOYEE						
<p>Search Titles</p> <p>Job Code: <input type="text"/> Job Title: STUDENT EMPLOYEE</p> <p>Position Type: Student</p> <p>SEARCH CLEAR RESULTS</p>						

CANCEL

On the “Choose Classification to Assign” screen click “Select and Continue” under the “Job Title” of “Student Employee”.

The “Proposed Classification” tab (as shown below) has minimal information. You do not need to make any changes to this tab. Click “Continue to Next Page”.

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Applicant Tracking, Position Description, and Performance Management System

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SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES
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Welcome Mary May. You are logged in.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

Create New Student Position Description

Proposed Classification	Staff Position Details	Comments
Title Details		
<p>GENERAL CLASSIFICATION INFORMATION:</p> <p>Job Title: STUDENT EMPLOYEE</p> <p>Pay Grade:</p> <p>EEOC #:</p> <p>EEOC Extension: No Response</p> <p>FLSA: Non-exempt</p> <p>Job Code:</p> <p>Application Types Accepted:</p> <p>Job Family:</p> <p>Special Categories:</p> <p>Position Type: Student</p>		
<p>STAFF CLASSIFICATION INFORMATION:</p> <p>Minimum Required Education:</p> <p>Required Licenses and/or Certifications:</p> <p>Type and Amount of Experience Needed:</p>		
<p>CHANGE CLASSIFICATION</p> <p>CONTINUE TO NEXT PAGE >></p> <p>SAVE AND STAY ON THIS PAGE</p>		

CANCEL PREVIEW ACTION

The “Staff Position Description” tab (as shown below) is very important. You will be entering everything about the job description on this screen. You must complete all fields that you have information for. The system will not allow you to move forward if you do not complete all fields with an *. If you look closely in the areas marked with an *, you will see what is required in these areas.

Shepherd
UNIVERSITY

Applicant Tracking, Position Description, and Performance Management System

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Welcome **Mary May**. You are logged in.
Monday, February 20, 2012

Create New Student Position Description

Proposed Classification
Staff Position Details
Comments

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

I. Position Information

Action Number: <small>(Will be assigned upon first saving position)</small>							
Job Title:	STUDENT EMPLOYEE						
* Working Title:	<input type="text" value="Office Assistant"/>						
Student ID:	<input type="text"/>						
Position Type:	Student						
* Fund:	<input type="text" value="enter fund number here"/>						
* Org:	<input type="text" value="enter org number here"/>						
* Account:	<input type="text" value="enter account number here"/>						
Cost Center:	<input type="text" value="if you know it, enter cost center here"/>						
Student Status:	New <input type="button" value="v"/>						
Position Number:							
Employment Status:	B = Not Benefits Eligible <input type="button" value="v"/>						
* Minimum Qualifications	<div style="border: 1px solid #ccc; min-height: 50px; padding: 5px;"> Minimum qualifications for the position must be entered here </div>						
Preferred Qualifications:	<div style="border: 1px solid #ccc; min-height: 50px; padding: 5px;"> Preferred qualifications may be entered here </div>						
* Appointment Length:	Other <input type="button" value="v"/>						
If other, please describe:	<input type="text" value="Fall/Spring"/>						
* Undergraduate/Graduate:	Graduate <input type="button" value="v"/>						
* Position Status:	Federal Work Study <input type="button" value="v"/>						
* Department:	Student Emp Human Resources <input type="button" value="v"/>						
* Departmental User(s) with Access:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-right: 1px solid #ccc; font-size: 8px;">Not Selected</td> <td style="text-align: center; font-size: 8px;">Selected</td> </tr> <tr> <td style="border-right: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;"> Willauer, Marian Yanna, LUAnn </div> </td> <td style="padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;"> May, Mary </div> </td> </tr> <tr> <td style="border-right: 1px solid #ccc; text-align: center; font-size: 8px;"> <input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value=">>"/> <input type="button" value="<<"/> </td> <td></td> </tr> </table>	Not Selected	Selected	<div style="border: 1px solid #ccc; padding: 2px;"> Willauer, Marian Yanna, LUAnn </div>	<div style="border: 1px solid #ccc; padding: 2px;"> May, Mary </div>	<input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value=">>"/> <input type="button" value="<<"/>	
Not Selected	Selected						
<div style="border: 1px solid #ccc; padding: 2px;"> Willauer, Marian Yanna, LUAnn </div>	<div style="border: 1px solid #ccc; padding: 2px;"> May, Mary </div>						
<input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value=">>"/> <input type="button" value="<<"/>							
* Supervisor/Manager:	<input type="text" value="Mary May"/>						
* Supervisor/Manager Phone/Extension:	<input type="text" value="123-456-7890"/>						

<p>CREATE POSTING</p> <p>FROM POSITION</p> <p>POSITION DESCRIPTIONS</p> <p>BEGIN NEW ACTION</p> <p>SEARCH ACTIONS</p> <p>PENDING ACTIONS</p> <p>SEARCH POSITIONS</p> <p>ADMIN</p> <p>HOME</p> <p>CHANGE PASSWORD</p> <p>CHANGE USER TYPE</p> <p>LOGOUT</p> <p>SHEPHERD UNIVERSITY</p> <ul style="list-style-type: none"> OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM 	Alternate Student Timesheet Signer:	<input type="text"/>
	Current Phone:	<input type="text"/>
	Supervisor/Manager Email:	<input type="text"/>
	Supervisor/Manager Fax:	<input type="text"/>
	Total Stipend:	If stipend position - list total stipend here
	Number of Stipend Payments:	If stipend position - list number of payment
	Stipend Payment:	If stipend position - list stipend payment
	Hourly Day Rate:	7.25
	Hourly Night Rate:	10.88
	Student Pay Level:	1
	Federal Work Study Award Amount:	
	EPICS Non-FICA#:	
	EPICS FICA#:	
	* Average work hours per week:	10-15
	II. Job Summary/Basic Function	
Job Summary/Basic Function:	The job description must be entered here	
* Briefly describe the general purpose of the job in one or two sentences.	<input type="text"/>	
Justification for Position:	If the position is for a stipend, justification for it being a stipend is required here.	
	<input type="text"/>	
*Required information is denoted with an asterisk.		
<p><< RETURN TO PREVIOUS</p> <p>CONTINUE TO NEXT PAGE >></p> <p>SAVE AND STAY ON THIS PAGE</p>		
<p>CANCEL</p> <p>PREVIEW ACTION</p>		

Please remember to type a complete description of the job duties under “Job Summary/Basic Function”. The system will take more than two lines for students. If the position is for a stipend, justification for it being a stipend is required to be entered in the “Justification for Position” field.

Click on “Continue to Next Page” and a screen similar to the one on the following page will appear.

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UNIVERSITY

Applicant Tracking, Position Description, and Performance Management System

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LOGOUT

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
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• Welcome **Mary May**. You are logged in.
 Your Current User Type: Student Supervisor. Monday, February 20, 2012

Create New Student Position Description

Proposed Classification	Staff Position Details	Comments																				
<div style="display: flex; justify-content: space-around;"> << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> </div>																						
<p>This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.</p> <p>Once you enter a note and save it (by clicking Add Note, then confirming), that note will be permanently added to this action, even if you cancel out of the action without saving.</p> <p><small>*Required information is denoted with an asterisk.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; background-color: #e0e0e0;">Supervisor Comments:</td> <td style="height: 60px;"></td> </tr> <tr> <td style="background-color: #e0e0e0;">Dept Chair Comments:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">Director/Dean Comments:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">General Counsel Comments:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">HR Comments:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">Payroll Comments:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">President Comments:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">VP Finance Comments:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">VP/Executive Officer Comments:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">Assistant's Comments:</td> <td></td> </tr> </table> <p><small>*Required information is denoted with an asterisk.</small></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> </div> <div style="text-align: center; margin-top: 5px;"> SAVE AND STAY ON THIS PAGE </div>			Supervisor Comments:		Dept Chair Comments:		Director/Dean Comments:		General Counsel Comments:		HR Comments:		Payroll Comments:		President Comments:		VP Finance Comments:		VP/Executive Officer Comments:		Assistant's Comments:	
Supervisor Comments:																						
Dept Chair Comments:																						
Director/Dean Comments:																						
General Counsel Comments:																						
HR Comments:																						
Payroll Comments:																						
President Comments:																						
VP Finance Comments:																						
VP/Executive Officer Comments:																						
Assistant's Comments:																						
<div style="display: flex; justify-content: space-around;"> CANCEL PREVIEW ACTION </div>																						

Comments entered on the screen above will stay for the history of the description. Please email Student Employment with any questions you have regarding the Position Description. If it is determined they should be entered under “Supervisor Comments”, then please enter them.

When all the information has been entered, click on “Preview Action”. A screen similar to the one on the following two pages will appear. Review all the information, if there is anything that needs to be changed, click on “Edit” and make the changes.

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- SEARCH HIRING PROPOSALS
- CREATE POSTING**
- FROM POSITION
- POSITION DESCRIPTIONS**
- BEGIN NEW ACTION
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- ADMIN**
- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

• Welcome **Mary May**. You are logged in.
 Your Current User Type: Student Supervisor. Monday, February 20, 2012

View New Student Position Description Summary

To change the status of this action, choose from the statuses below:

[Edit](#) [Printer-Friendly Version](#)

Action Status
<input checked="" type="radio"/> Save Action Without Submitting <input type="radio"/> Submit Action to Student HR
<input type="button" value="CANCEL"/> <input type="button" value="CONTINUE"/>

Staff Position Details

I. Position Information	
Action Number: <small>(Will be assigned upon first saving position)</small>	
Job Title:	STUDENT EMPLOYEE
Working Title:	Office Assistant
Student ID:	
Position Type:	Student
Fund:	enter fund number here
Org:	enter org number here
Account:	enter account number here
Cost Center:	if you know it, enter cost center here
Student Status:	New
Position Number:	
Employment Status:	B = Not Benefits Eligible
Minimum Qualifications	Minimum qualifications for the position must be entered here
Preferred Qualifications:	Preferred qualifications may be entered here
Appointment Length:	Other
If other, please describe:	Fall/Spring
Undergraduate/Graduate:	Graduate
Position Status:	Federal Work Study
Department:	Student Emp Human Resources
Departmental User(s) with Access:	Mary, Mary
Supervisor/Manager:	Mary May
Supervisor/Manager Phone/Extension:	123-456-7890
Alternate Student Timesheet Signer:	
Current Phone:	
Supervisor/Manager Email:	
Supervisor/Manager Fax:	
Total Stipend:	If stipend position - list total stipend here
Number of Stipend Payments:	If stipend position - list numer of payment here
Stipend Payment:	If stipend position - list stipend payment here
Hourly Day Rate:	7.25
Hourly Night Rate:	10.88

- SHEPHERD UNIVERSITY
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- PROPOSALS
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POSTINGS ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING PROPOSALS CREATE POSTING FROM POSITION POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM	Student Pay Level: 1	
	Federal Work Study Award Amount:	
	EPICS Non-FICA#:	
	EPICS FICA#:	
	Average work hours per week: 10-15	
	II. Job Summary/Basic Function	
	Job Summary/Basic Function: Briefly describe the general purpose of the job in one or two sentences.	The job description must be entered here
	Justification for Position:	If the position is for a stipend, justification for it being a stipend is required here.
	Comments	
	Supervisor Comments:	
Dept Chair Comments:		
Director/Dean Comments:		
General Counsel Comments:		
HR Comments:		
Payroll Comments:		
President Comments:		
VP Finance Comments:		
VP/Executive Officer Comments:		
Assistant's Comments:		
Edit Printer-Friendly Version		
Action Status		
<input type="radio"/> Save Action Without Submitting <input checked="" type="radio"/> Submit Action to Student HR		
<input type="button" value="CANCEL"/> <input type="button" value="CONTINUE"/>		

At this point you can either “Save Action Without Submitting”, or “Submit Action to Student HR”. Select the appropriate choice and click on “Continue” and then “Confirm”.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

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Welcome **Mary May**. You are logged in.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

Confirm Change Action Status

You are about to change this action to the following status:

Action Status

Submit Action to Student HR

After you submit the action to Student HR, a screen similar to the one on the following page will appear.

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Applicant Tracking, Position Description, and Performance Management System

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Welcome Mary May. You are logged in.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

Search Actions

The status of Action has successfully been changed to Action Submitted to Student HR.

Search Actions

Job Title: Any

Working Title: []

Employee ID Number: []

Employee Last Name (Stipend): []

Department: Any

Action Number: []

Position Number: []

Employee Last Name: []

Employee Last Name (Adjunct): []

Status: []

Check All Clear All

- Action Saved Not Submitted
- Hiring Proposal Saved Not Submitted
- Approved (Student Position Description Modified)
- Action Submitted to Student Supervisor
- Action Submitted to Student HR
- All Approvals Obtained (Student Hiring Proposal Approved)
- Approved (New Student Position Description)
- Student Hiring Proposal Submitted to HR
- Student Hiring Proposal Submitted to Payroll
- Action Submitted to Student Payroll

Action Type:

- Modification of Student Position Description
- New Student Position Description
- Student Employment Hiring Proposal
- Student Employment Update User Information
- Student Separation Notice

SEARCH CLEAR RESULTS

To view actions submitted to Student HR for approval click “Check All” on the right and then click on “Search”. A screen similar to the following will appear, under the “Status” column you will see that it is waiting for Student HR to approve.

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Welcome Mary May. You are logged in.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

View Actions

1 Record

Job Title	Working Title	Term Code	Status	Action Type	Action Number	Position Number	Last Name	Last Name (Stipend)	Last Name (Adjunct)	Last Name on Action	Date of Last Action	Date Approved
STUDENT EMPLOYEE	Office Assistant		Action Submitted to Student HR	New Student Position Description	012731		VACANT					

View Summary

After Student HR has approved the New Student Position Description, the status will show that it is “Approved (New Student Position Description)” as on the screen below.

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Applicant Tracking, Position Description, and Performance Management System

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Welcome Mary May. You are logged in.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

View Actions

1 Record

Job Title	Working Title	Term Code	Status	Action Type	Action Number	Position Number	Last Name	Last Name (Stipend)	Last Name (Adjunct)	Last Name on Action	Date of Last Action	Date Approved
STUDENT EMPLOYEE	Office Assistant		Approved (New Student Position Description)	New Student Position Description	012731		VACANT				02-20-2012	02-20-2012

View Summary

You now have a job description that has been approved by Student HR. The next step is to request the position to be posted so that students can apply. Please see Instructions to Create a Student Posting from Position.