

Instructions to Begin Actions Modification of Staff Position Description or Modification of Faculty Position Description

The actions “Modification of Staff Position” and “Modification of Faculty Position” are used to request an update or reclassification of an existing position. These instructions will explain how to begin an action to update the position details (but not how to request a reclassification or enter/update job duties and other PIQ information). Some examples of the changes that can be accomplished using the “Modification of Staff Position” or “Modification of Faculty Position” include: changing funding, changing from hourly to salary or salary to hourly payroll, full-time to part-time, part-time to full-time, temporary to regular, promotion or demotion, and reinstatement. If you would like to request a reclassification, or enter/update job duties and other PIQ information, please contact the Human Resources Office at extension 5328 for assistance and specific instructions.

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. To save your work, click on the “Preview Action” button at the bottom of the screen. Select the status of “Save without Submitting” or “Save”. Click on “Continue” and then “Confirm”. When you are ready to resume your work on the action, click on “Search Actions” from the left hand navigation bar and check the appropriate search criteria.

Log in to the HR System Administration site at <https://jobs.shepherd.edu/hr>. (If you have never logged onto the system, please call the Human Resources Office at extension 5328 for your user name and password.) To begin a modification of staff or faculty position description, click on “Begin New Action” from the left hand navigation bar. Then click on “Start Action” which is located just below the action.

Begin New Action

Action	Description	Display Order
New Staff Position Description Start Action	Use this action to request a new staff position.	10
Modification of Staff Position Description Start Action	Use this action to request an update or reclassification of an existing staff position.	30
New Faculty Position Description Start Action	Use this action to request a new faculty position.	40
Modification of Faculty Position Description Start Action	Use this action to request an update or reclassification of an existing faculty position.	50
Hire for Stipend Start Action	Use this action to request a new hire for stipend.	60
Renew or Modify Stipend Start Action	Use the action to renew or modify a stipend	70
Hire Adjunct Start Action	Use this action to hire an Adjunct Faculty Member.	80
Rehire or Modify Adjunct Start Action	Use this action to rehire or modify an Adjunct Faculty Member.	90
Separation Notice Start Action	Use this action to process a separation.	110

A list of position descriptions will appear. Click on “Start Action” which is located just below the job title of the position you wish to modify. Alternatively, you may search for the position by entering search criteria.

The screenshot shows the Shepherd University Applicant Tracking, Position Description, and Performance Management System. The user is logged in as LuAnn Yanna. The main heading is "Modification of Staff Position Description". Below this, there is a section titled "Choose Staff Position Description to Begin Action On" which displays a table with one record for "ADMIN SEC". The record includes fields for Job Title, Working Title, Job Code, Employee ID, Employee Last Name, and Last Action. Below the table is a search form with fields for Job Title, Working Title, Position Number, Employee ID Number, Employee First Name, and Employee Last Name. There are buttons for "SEARCH", "CLEAR RESULTS", and "CANCEL ACTION".

Below is a screen similar to the one that will appear. You will see several tabs across the top. To modify the details of the position description, click on the “Staff Position Details After Modification” or “Faculty Position Details After Modification” tab.

The screenshot shows the "Create Modification of Staff Position Description" screen. At the top, there are several tabs: "Current Title Before Modification", "Current Job Description", "Proposed Classification", "Staff Position Details After Modification", "Proposed Job Duties", "Qualifications Complexity & Problem Solving", "Freedom of Action, Scope & Effect", "Management Responsibilities", "Organizational Reporting Relationships", "Physical Demands", "Certification", and "Comments". The "Staff Position Details After Modification" tab is selected. Below the tabs, there is a "CONTINUE TO NEXT PAGE >>" button. A note states: "This tab displays the present title associated with this Position Description, if applicable. New positions will not have a current title." Below this, there is a table with "GENERAL CLASSIFICATION INFORMATION" and "STAFF CLASSIFICATION INFORMATION". The "GENERAL CLASSIFICATION INFORMATION" table includes fields for Job Title, Pay Grade, EEOC #, EEOC Extension, FLSA, Job Code, Application Types Accepted, Job Family, Special Categories, and Position Type. The "STAFF CLASSIFICATION INFORMATION" table includes fields for Minimum Required Education, Required Licenses and/or Certifications, and Type and Amount of Experience Needed. There are buttons for "CONTINUE TO NEXT PAGE >>" and "SAVE AND STAY ON THIS PAGE". At the bottom, there are buttons for "CANCEL" and "PREVIEW ACTION".

This tab is where you will enter the changes you wish to make to the position details.

Current Title Before Modification	Current Job Description	Proposed Classification	Staff Position Details After Modification	Proposed Job Duties	Qualifications, Complexity & Problem Solving	Freedom of Action, Scope & Effect	Management Responsibilities	Organizational Reporting Relationships	Physical Demands	Certification	Comments																											
<< RETURN TO PREVIOUS			CONTINUE TO NEXT PAGE >>																																			
<p>*Required information is denoted with an asterisk.</p>																																						
I. Position Information																																						
Action Number: (Will be assigned upon first saving position)																																						
Job Title:	ADMIN SEC																																					
* Working Title:	Admin Sec. Training Site Position																																					
Pay Grade:	10																																					
EEOC #:	4 - Clerical and Secretarial																																					
FLSA:	Non-exempt																																					
Job Code:	453605																																					
Position Type:	Classified																																					
Function:																																						
* Fund:	fund number																																					
* Org:	org number																																					
* Account:	account number																																					
Position Number:	training site positi																																					
Employment Status:	<input type="text"/>																																					
Requested Part-Time Staff Hours: (type NA if not applicable)	<input type="text"/>																																					
Base Salary: (Classified Step Structure) (If classified position is less than 12 months, please pro-rate)	<input type="text"/>																																					
Classified Staff Salary Schedule																																						
Base Hourly Rate (if part-time position or hourly): (Classified Step Structure)	<input type="text"/>																																					
Salary:	20197.00																																					
FTE:	100																																					
Minimum Qualifications	<input type="text"/>																																					
Preferred Qualifications:	<input type="text"/>																																					
Work Hours: (Include Calendar Months)	<input type="text"/>																																					
* Appointment Length:	12 Months																																					
If other, please describe:	<input type="text"/>																																					
Hours Worked Per Year:	<input type="text"/>																																					
Position Status:	Full Time																																					
If Temporary Position, Indicate Ending Date:	<input type="text"/> MM/DD/YYYY -> MM/DD/YYYY																																					
* Department:	Human Resources																																					
* Departmental User(s) with Access:	<table border="1"> <thead> <tr> <th>Not Selected</th> <th></th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td>Adams, John</td> <td>></td> <td>Yanna, LuAnn</td> </tr> <tr> <td>Anderson, Scott</td> <td><</td> <td></td> </tr> <tr> <td>Barnett, Andro</td> <td>>></td> <td></td> </tr> <tr> <td>Beckner, Scott</td> <td><<</td> <td></td> </tr> <tr> <td>Benedict, Dow</td> <td>></td> <td></td> </tr> <tr> <td>Bennett, Sandra</td> <td><</td> <td></td> </tr> <tr> <td>Berenschoi, Denis</td> <td>>></td> <td></td> </tr> <tr> <td>Brown, John</td> <td><<</td> <td></td> </tr> </tbody> </table>											Not Selected		Selected	Adams, John	>	Yanna, LuAnn	Anderson, Scott	<		Barnett, Andro	>>		Beckner, Scott	<<		Benedict, Dow	>		Bennett, Sandra	<		Berenschoi, Denis	>>		Brown, John	<<	
Not Selected		Selected																																				
Adams, John	>	Yanna, LuAnn																																				
Anderson, Scott	<																																					
Barnett, Andro	>>																																					
Beckner, Scott	<<																																					
Benedict, Dow	>																																					
Bennett, Sandra	<																																					
Berenschoi, Denis	>>																																					
Brown, John	<<																																					

➤ The minimum qualifications must be the same as those listed on the approved PIQ and be consistent with HEPC Classification guidelines.

➤ In the Department User(s) with Access field only the direct supervisor of this position should be in the selected column. The employee and the users above the employee on your organizational chart will automatically have access.

* Proposed Action (Continuing Employees):	No Response
If other, please describe:	<input type="text"/>
Modification Effective Date	<input type="text"/>
Transaction Codes (HR Only):	<input type="text"/>
Employee:	<input type="text"/>
* Supervisor/Manager:	LuAnn Yanna
Supervisor/Manager Phone/Extension:	5328
Supervisor/Manager Email:	<input type="text"/>
Supervisor/Manager Fax:	<input type="text"/>

Employee Information	
Employee first name:	Mary
Employee last name:	Doe
Race Category:	
(If no was selected in the previous question)	
Gender:	Female
Home Address:	123 Any Street
City:	Any Town
State:	WV
Zip:	11111
County:	
Home Phone:	111-111-1111
Employee ID Number:	
Campus Address:	HR
Campus Phone:	1234

II. Job Summary / Basic Function	
Job Summary/Basic Function: Briefly describe the general purpose of the job in one or two sentences.	<input type="text"/>
Justification for Position:	<input type="text"/>

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW ACTION

- The “Proposed Action” field is required. Select the reason for the modification from the drop-down box.
- If you select “Other”, please be sure to describe in the field just below.

- The job duties must be the same as those listed on the approved PIQ.

After all the information has been entered, click on “Preview Action” and a screen similar to the one on the following page will appear.

Scroll down to review all of the information that you have entered. If there is anything that needs to be changed, click on “Edit” and make the changes. At this point you can either save without submitting, or submit the action to the next approver in the approval work-flow. Select the appropriate choice and click on “Continue” and then “Confirm”.


Applicant Tracking, Position Description, and Performance Management System

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

EVALUATIONS

BEGIN NEW PERFORMANCE EVALUATION
ACTIVE EVALUATIONS
HISTORICAL EVALUATIONS

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

• Welcome **LuAnn Yanna**. You are logged in. Tuesday, May 26, 2009
Your Current Group:Supervisor.

View Modification of Staff Position 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
 Submit Action to Employee
 Submit Action to Director/Dean

Current Title Before Modification

GENERAL CLASSIFICATION INFORMATION:	
Job Title:	ADMIN SEC
Pay Grade:	10
EEOC #:	4 - Clerical and Secretarial
EEOC Extension:	Classified Staff
FLSA:	Non-exempt
Job Code:	453605
Application Types Accepted:	
Job Family:	07 Office Support