



Direct Access to Originator Job Aid Flows:

SHRA Staff

- [Create New Position](#)
- [Update Existing Position](#)
- [Supplemental Pay](#)
- [Termination](#)

EHRA Faculty

- [Create New Position](#)
- [Update Existing Position](#)
- [Supplemental Pay](#)
- [Termination](#)

Temporary/Student

- [Create New Position](#)

EHRA Non-Faculty

- [Create New Position](#)
- [Update Existing Position](#)
- [Supplemental Pay](#)
- [Termination](#)

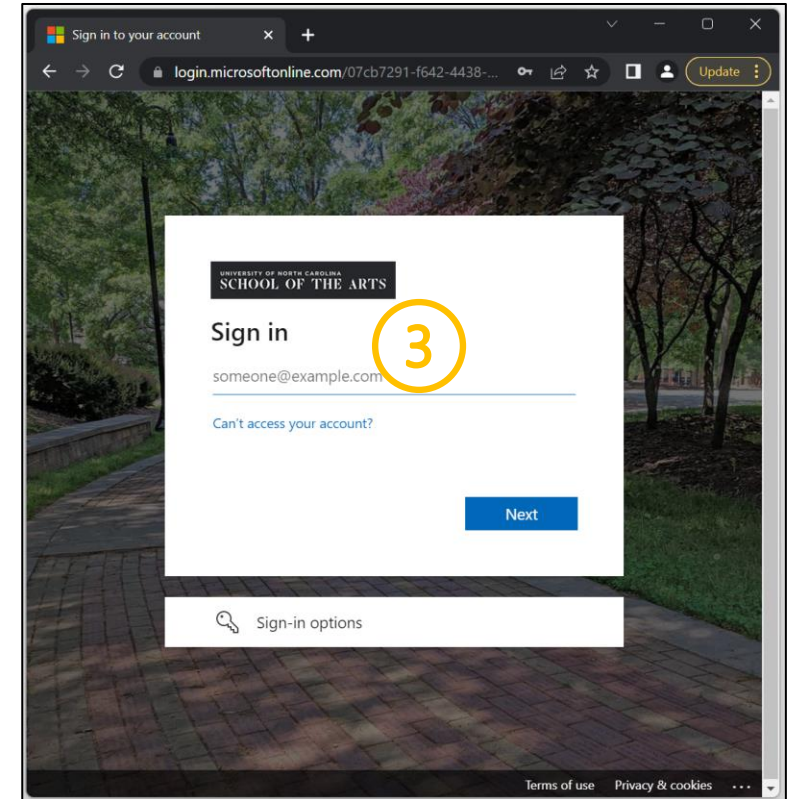
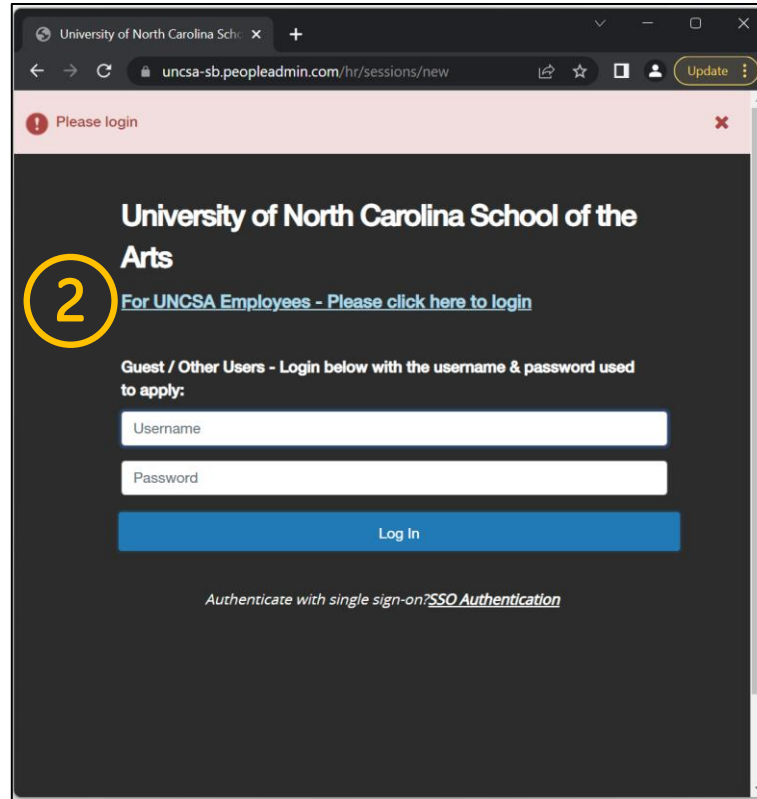
Note: Click Link to Navigate Directly

Slide Navigation: Click Return to Index button at any time to return here



STEPS

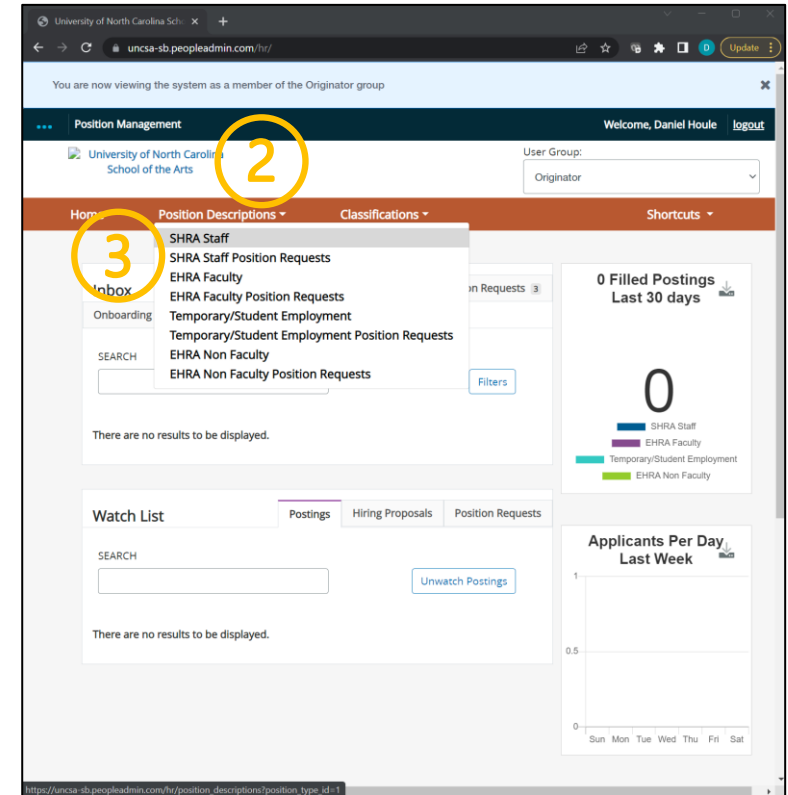
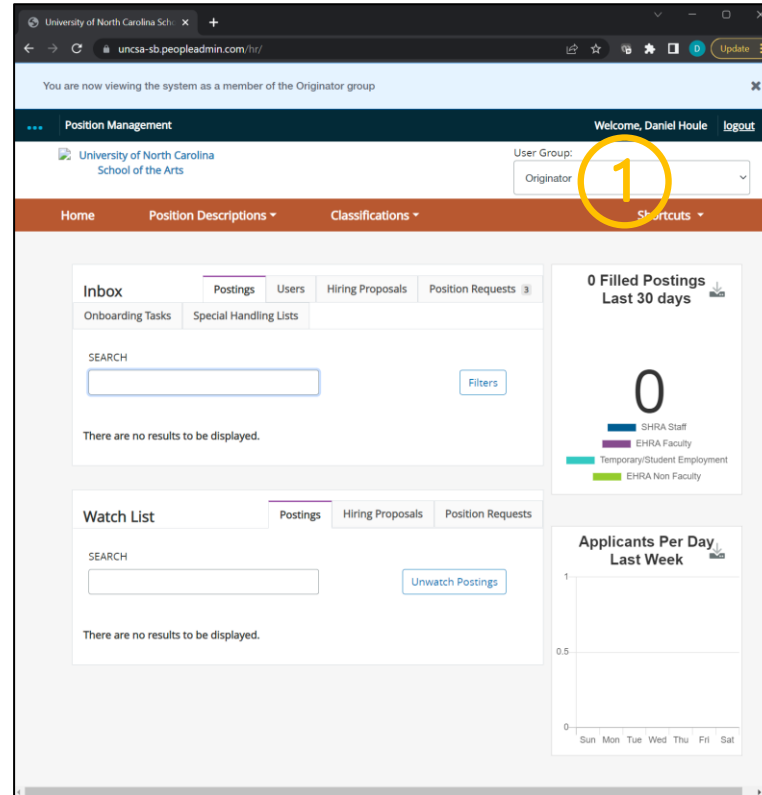
1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft



ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Originator & SHRA Staff Selection

STEPS

1. Change User Group to Originator
2. Click Positions Descriptions
3. Select SHRA Staff

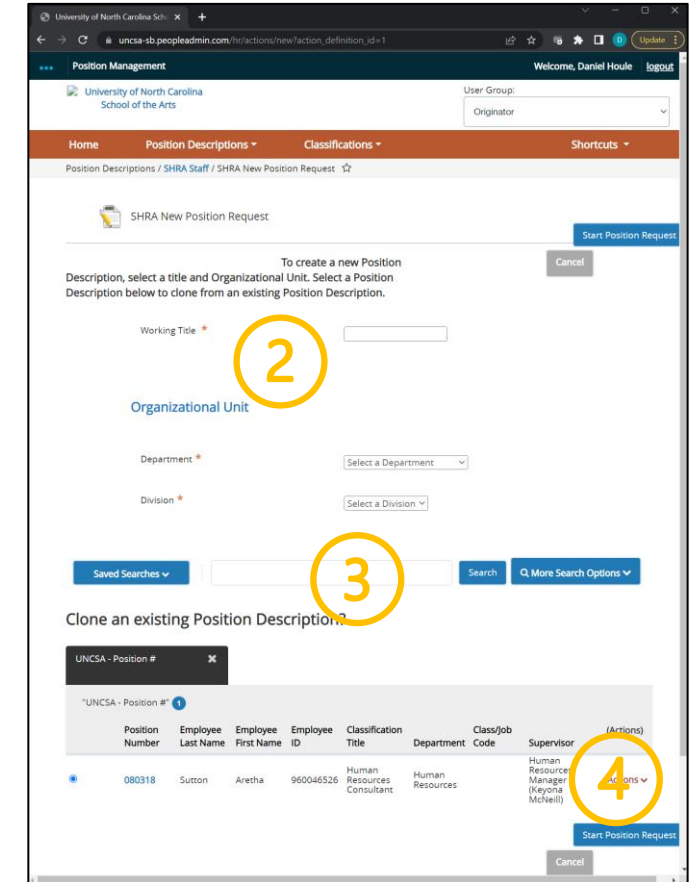
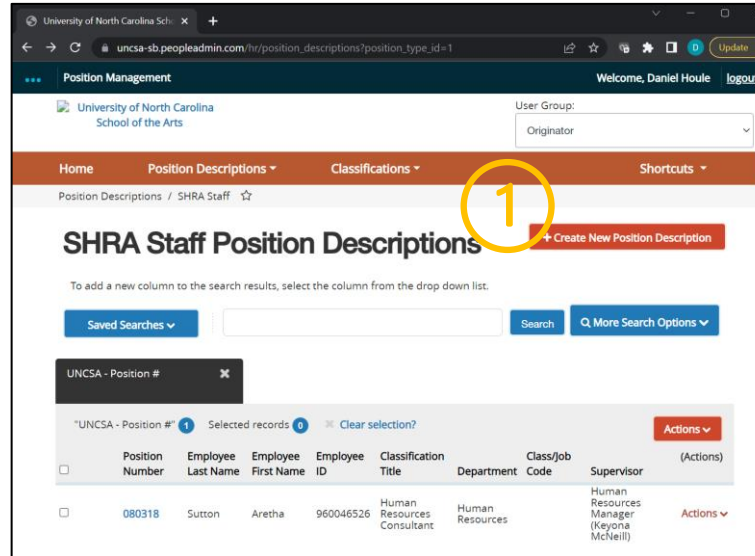


ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Create New Position

STEPS

1. Click Create New Position
2. If New, Fill Out Required Fields
3. If Copying an Existing Position,
Search & Select for Position Number
4. Click Start Position Request

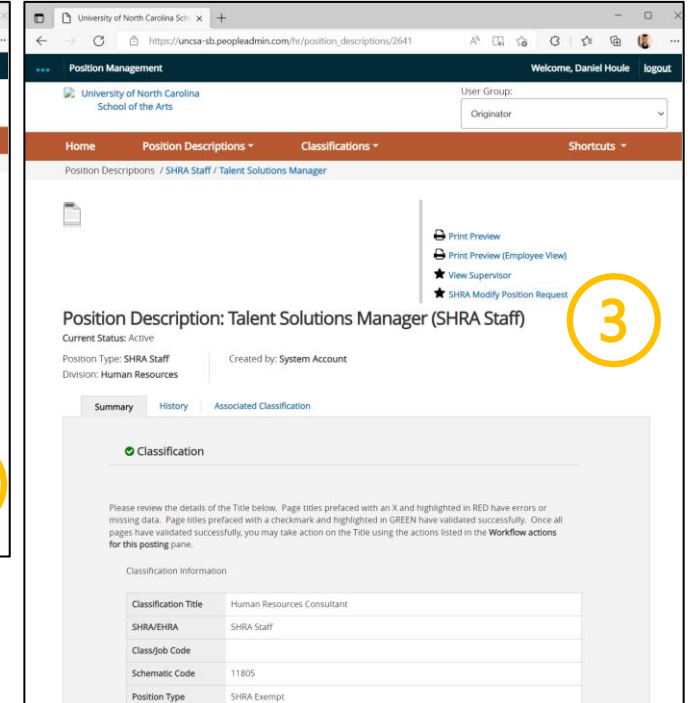
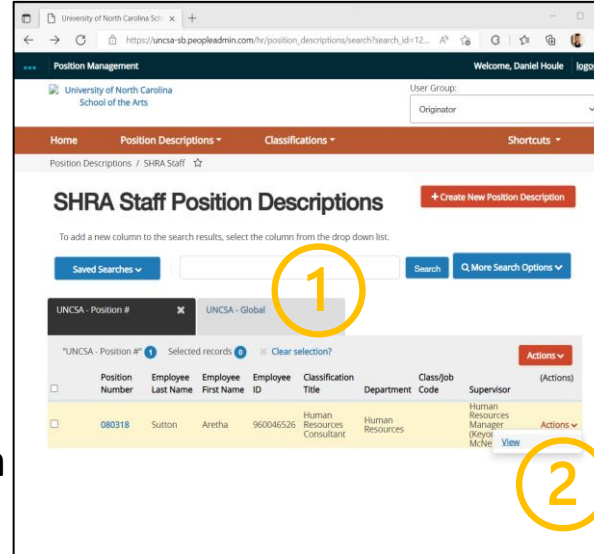
Modifying an Existing Position? Skip to the next slide!



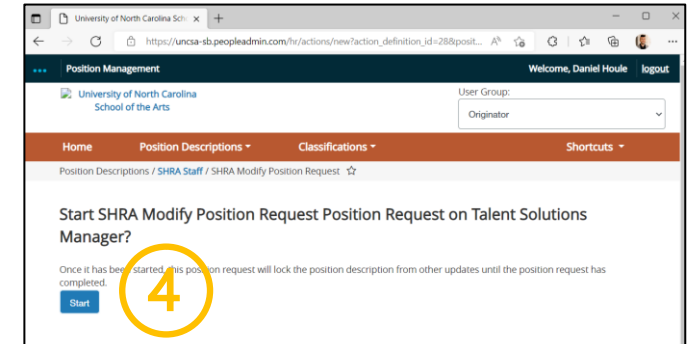
ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Modify Existing Position

STEPS

1. Search for Position
2. Click Actions on the Position Row, Select View
3. Click SHRA Modify Position Request
4. Click Start on the Modify Position Confirmation



If you're creating a New Position, Skip to the next slide!



ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

1. Complete Reason for Request
2. Indicate Changes Requested, Click Save
3. Move to Position Details
4. Complete Information as Needed
5. Click Save

University of North Carolina School of the Arts

Position Management

Welcome, Daniel Houle

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA New Position Request / Talent Solutions Manager / Edit

Editing Position Request

Action Request

Save Save & Continue

Check spelling

Required Information

Action Request

Reason for Request

Identify changes in job tasks and/or organizational structure for this position. This field is required.

Changes Requested (SHRA)

Request to Post - Without Changes

Request to Post - With Changes

Update Only - No Requested Changes to Position Description

Supervisor Change

FTE Change

Months Per Year Change

EHRA to SHRA

SHRA Reclassification with a Salary Increase

SHRA Reclassification without a Salary Increase

SHRA Career Progression Adjustment - Labor Market

SHRA Career Progression Adjustment - Equity

SHRA Career Progression Adjustment - Additional Duties with a Salary Increase

SHRA Competency Level Change with a Salary Increase

SHRA Competency Level Change without a Salary Increase

Retention (Offer Letter Required)

Interim Appointment Begin

Interim Appointment End

Deactivate (Abolish) Position

Supplemental Pay

Termination

Multiple Actions may be selected. This field is required.

Effective Date

MM/DD/YYYY

Save Save & Continue

University of North Carolina School of the Arts

Position Management

Welcome, Daniel Houle

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA New Position Request / Talent Solutions Manager / Edit

Editing Position Request

Action Request

Position Details

Save << Prev Save & Continue

Check spelling

Required Information

Position Details

Seated Employee Information

Employee First Name

Employee Last Name

Employee ID

Position Information

Position Type SHRA Exempt

Working Title Talent Solutions Manager

Position Number

Salary Grade

Banded Salary Minimum 78,22.00

CRR

JMR 66,499.00

ARR 80,531.00

Banded Salary Maximum 94,506.00

Hiring Manager/Deans/Department Head users with access

Originator/Business Officer users with access

FTE 1

Hours Per Week 40

Full Time Part Time Full-time

Work Schedule and hours 40 hours per week.

Save



ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

1. Move to Position Budget Information
2. Complete Information as Needed, Click Save
3. Move to Competencies
4. Complete Information as Needed
5. Click Save

University of North Carolina School of the Arts
Position Management
Welcome, Daniel Houle
User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA New Position Request / Talent Solutions Manager / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...**
- Supervisory Position
- Competencies
- Responsibilities and Du...
- Additional Information
- ADA Checklist
- Position Documents
- Training And Access
- Position Request Summary

Position Budget Information

Save << Prev Save & Continue

Check spelling

Salary and Budget Information

Salary \$39,622 - \$89,235

Recruitment Range, if applicable \$50,000 - \$57,000

Is Position Contingent Upon Funding Yes

Budget Summary

Fund Code 170160

Account Code 612100

Amount 57,000

Percentage Funded 100.0%

Remove Entry?

Add Budget Summary Entry

Supplemental Pay Budget Summary

Add Supplemental Pay Budget Summary Entry

Comments

Originator Comments

Business Officer Comments

Save << Prev Save & Continue

University of North Carolina School of the Arts
Position Management
Welcome, Daniel Houle
User Group: Originator

Home Position Descriptions Classifications Shortcuts

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Competencies

Save << Prev Save & Continue

Check Jobline

Competency Information

Classification Title Human Resources Consultant

Class/Job Code

Competencies

Competency Profile (link to OSP) http://31.amazonaws.com/osthr.ncgovstaging.fayze2.com/s3fs-public/migrated_files/Guide/CompWebSite/CBW%20Spec/HRR20Consultant%20Spec.pdf

Functional Competencies

Functional Competency

Competency Description

Competency Level Journey

Remove Entry?

Functional Competency Consultation



ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

1. Move to Responsibilities and Duties
2. Complete Information as Needed, Click Save
3. Move to Additional Information
4. Complete Information as Needed
5. Click Save

University of North Carolina School of the Arts
Position Management
Welcome, Daniel Houle
User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA New Position Request / Talent Solutions Manager / Edit

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Responsibilities and Duties

Save << Prev Save & Continue

Check spelling

Responsibilities and Duties Section

Percentage of total time: 40% - Talent Solutions (Classification/Compensati)

Description of job Responsibility/Duty

- Provides strategic direction and oversight on all aspects of Talent Solutions inclusive of Classification/Compensation and Employment.
- Manages the classification and compensation program following the System Office and the Office of State Human Resources guidelines.
- Partners with Leadership to translate the organizational strategy and to develop and implement Talent solution strategies, systems, processes, and structures that align with the overall mission, the vision of the University.
- Provides consultation for the administration of recruitment and selection and classification/compensation procedures for all SHRA, EHRA Non-Faculty, Faculty, and positions.
- Post job vacancies on the University's employment website via PeopleAdmin, various external employment job boards, newspaper ads, trade, and professional associations/journals, and a variety of recruitment sources.
- Ensures that the human resources activities are in full compliance with federal and state laws and that the University policies and procedures are administered in a uniform and equitable manner.
- Monitors candidate pools for ADA/EEO compliance, employment priorities such as promotional, BP Priority, or Veterans Preference.
- Provides professional consultation to hiring administrators and nominating/search committee members throughout the entire recruitment and selection process.
- Conducts position reviews and classifies SHRA and EHRA non-faculty positions.
- Identify and address equity issues and concerns as they arise.
- Position reviews job descriptions (SPA and EPA non-faculty) for appropriate classification and conducts job analysis and evaluation audits and analyzes occupational data.
- Maintains confidential information and conveys sensitive information.
- Develops and customize training activities and presentations as well as develops communication strategies/approaches necessary to convey complex information.
- Reviews the PeopleAdmin System and advise of recommended updates and submit tickets to people admin.
- Serve as project lead for all PeopleAdmin initiatives and projects.

University of North Carolina School of the Arts
Position Management
Welcome, Daniel Houle
User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA New Position Request / Talent Solutions Manager / Edit

Editing Position Request

- Action Request
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Additional Information

Save << Prev Save & Continue

Check spelling

Mandatory Personnel

The University has identified "mandatory personnel" who are required to report to work when classes are delayed, canceled or when the campus is closed. Mandatory personnel are employees designated to ensure the continuous operation of the University. These employees most often fall into the categories of law enforcement, facilities operations, housing, payroll, technical services and certain other support services. Mandatory personnel who fail to report to work at the designated time during adverse weather or other emergencies may be subject to disciplinary action and/or required to charge missed hours or leave or leave without pay.

Is this employee designated as mandatory personnel? No

On-Call

"On-Call" which means when an employee must remain available to be called back to work on short notice if the need arises. On-call scheduling, sometimes referred to as on-call shifts are processes use where employee work schedules are intentionally unpredictable. Employees who work on-call are expected to be available at any time, usually with short notice, to carry out their working duties.

Is this employee designated as on-call personnel?

Emergency Callback

"Emergency Callback" which means when an employee has left the work site and is requested to respond on short notice (either by returning to work or via telephone/computer) to an emergency work situation for the following reasons: 1. avoid significant service disruption; 2. avoid placing employees, students, or the public in unsafe situations; 3. protect and/or provide emergency services to property or equipment; OR 4. respond to emergencies with students or residents.

Is this employee designated as emergency callback personnel?



ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

1. Move to ADA Checklist
2. Complete Information as Needed, Click Save
3. Move to Position Documents
4. Upload PDFs as Needed
5. Click Save

University of North Carolina School of the Arts

Position Management

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA New Position Request / Talent Solutions Manager / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Competencies
- Responsibilities and Du...
- Additional Information
- ADA Checklist**
- Position Documents
- Training And Access
- Position Request Summary

ADA Checklist

Save << Prev Save & Continue

Check spelling

ADA Checklist - Job Functions

Please check ALL that apply to the essential functions of the job.

Environmental Conditions

- Confined/restricted spaces
- Exposure to infectious diseases
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Extreme noises
- Hazards (flames, odors, dust, toxic chemicals, allergens, poor ventilation, shock, oils)
- Inside work environment
- Vibrations
- Weather (rain, snow, wind)

Mental Functions

- Analyzing (examine, test data, present alternative actions)
- Comparing (compare/contrast data, people, things)
- Copying (entering, posting, transcribing data)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, things)
- Deciding (choose, commit to a course of action, conclude, resolve, solve)
- Learning (acquire, retain, and apply new information, knowledge, skills)
- Synthesizing (combine data, concepts, interpretations)
- Teaching (impart knowledge or skill, facilitate or guide critical thinking, stimulate interest in the subject, motivate/inspire students to learn)

University of North Carolina School of the Arts

Position Management

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA New Position Request / Talent Solutions Manager / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Competencies
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- Additional Information
- ADA Checklist
- Position Documents**
- Training And Access
- Position Request Summary

Position Documents

Save << Prev Save & Continue

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

Document Type	Name	Status	(Actions)
Organizational Chart			Actions >
Memo			Actions >
Justification of Need/Replacement			Actions >
OSHR / HR Position Description Form			Actions >
Other			Actions >
ADA Checklist			Actions >
Analyst Notes			Actions >

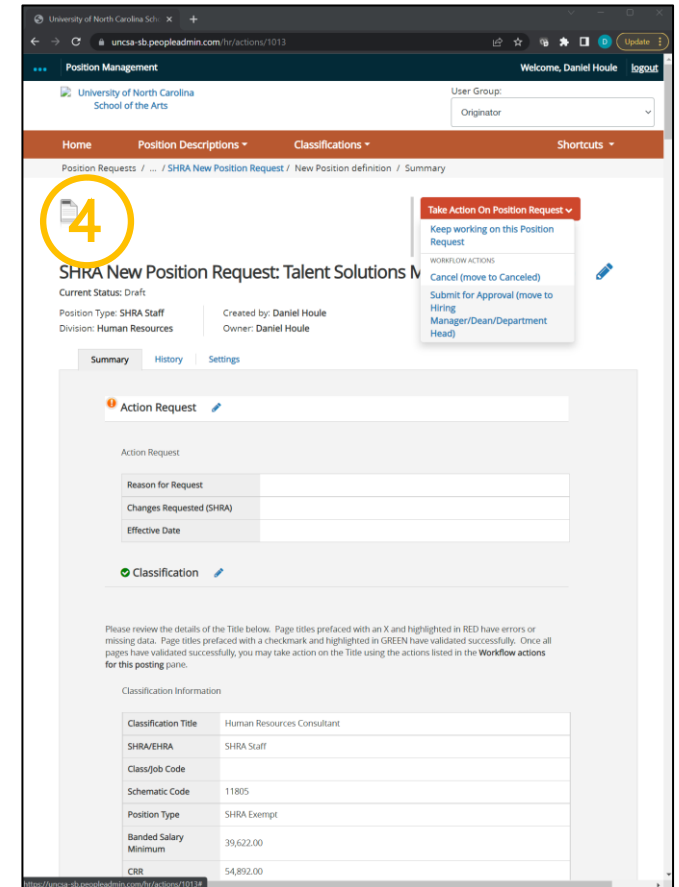
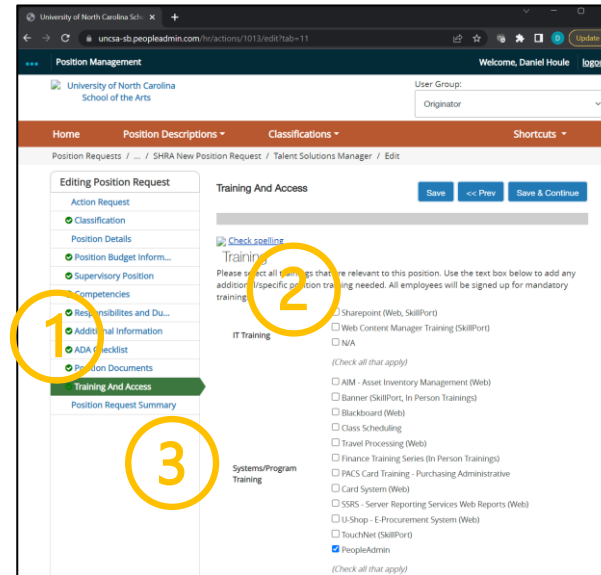
Save << Prev Save & Continue



ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

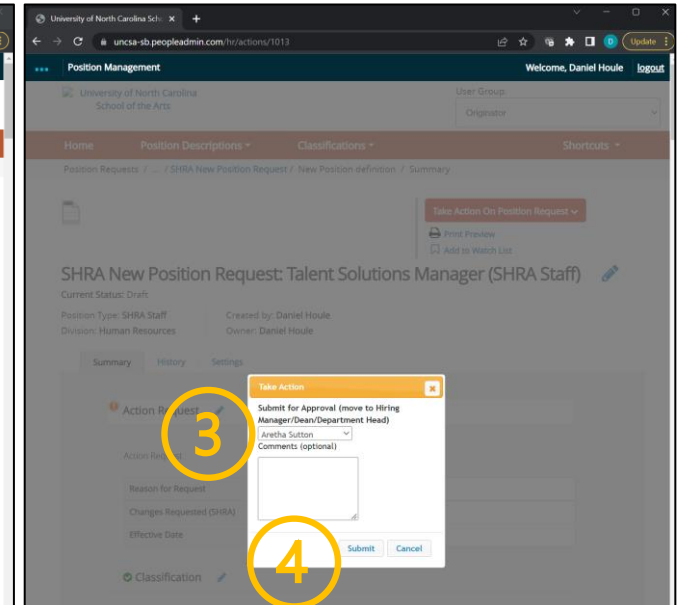
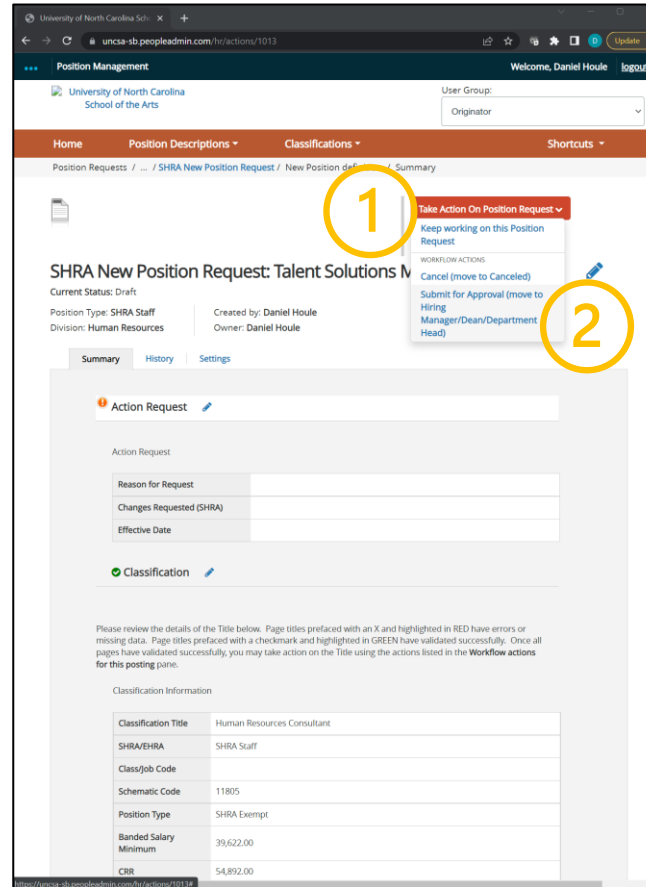
1. Move to Training and Access
2. Complete Information as Needed, Click Save
3. Move to Position Request Summary
4. Review Position Request Summary



ORIGINATOR ROLE: SHRA STAFF NEW POSITION & UPDATE POSITON | Submit for Approval

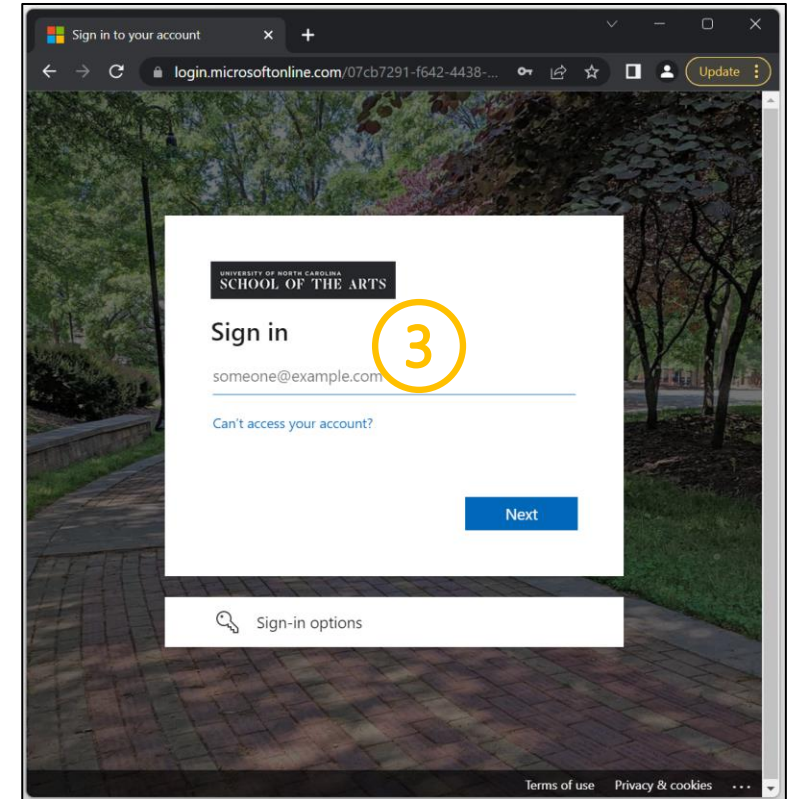
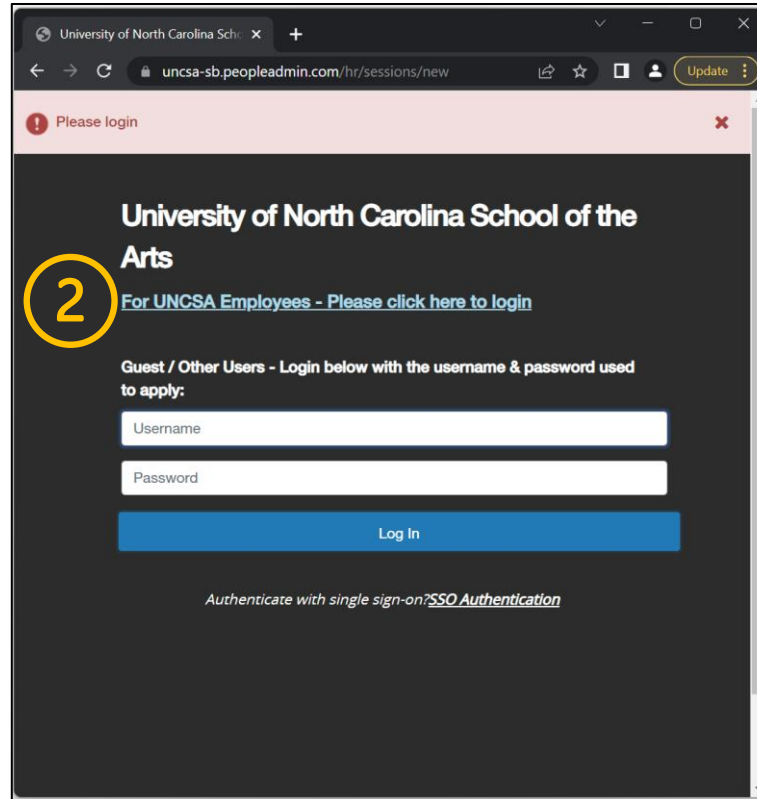
STEPS

1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Select Correct Approver
4. Click Submit!



STEPS

1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft

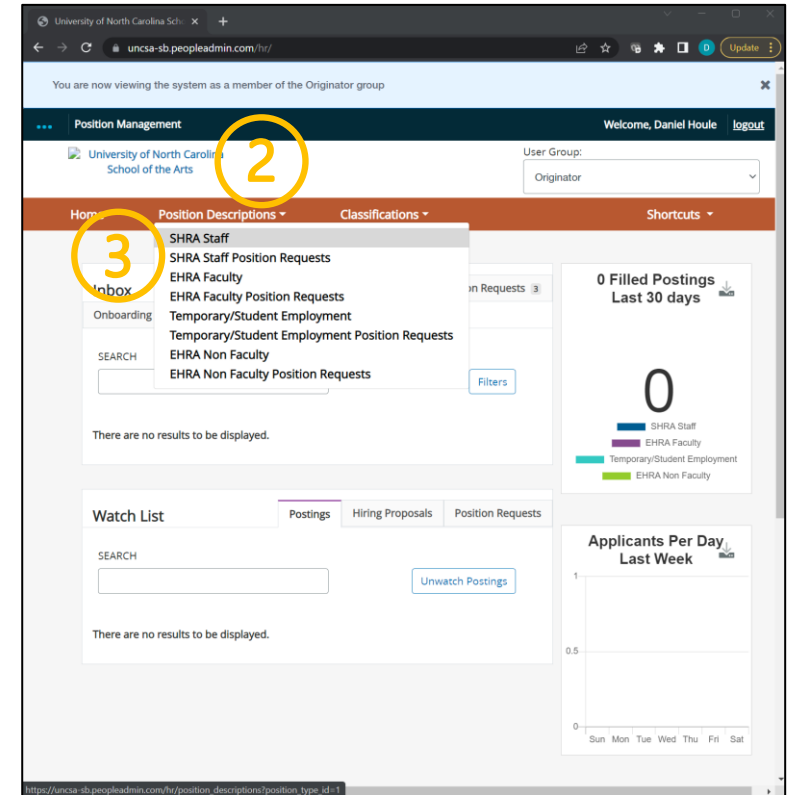
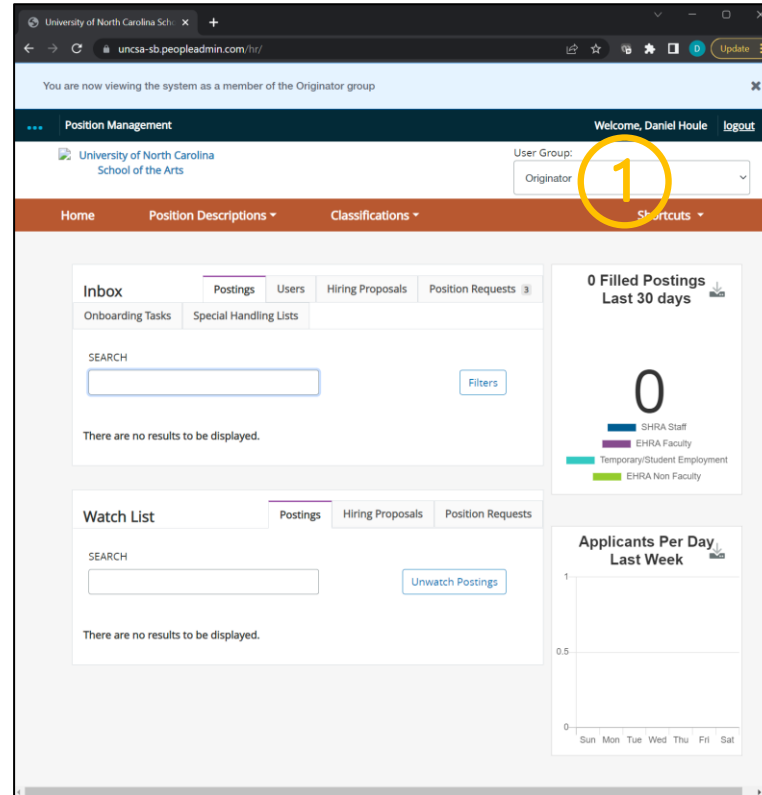


ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY | Originator & SHRA Staff Selection

STEPS

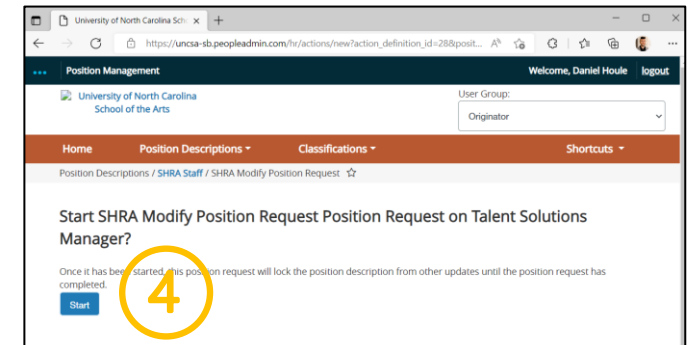
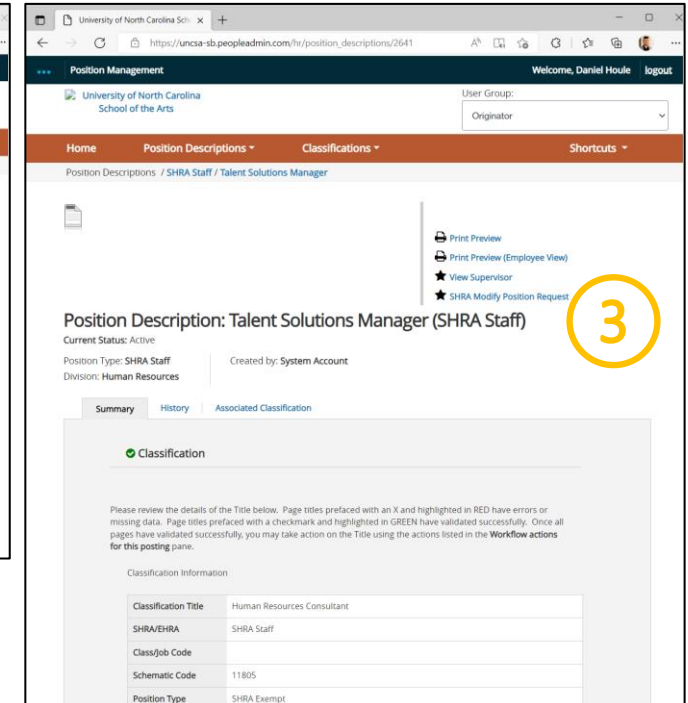
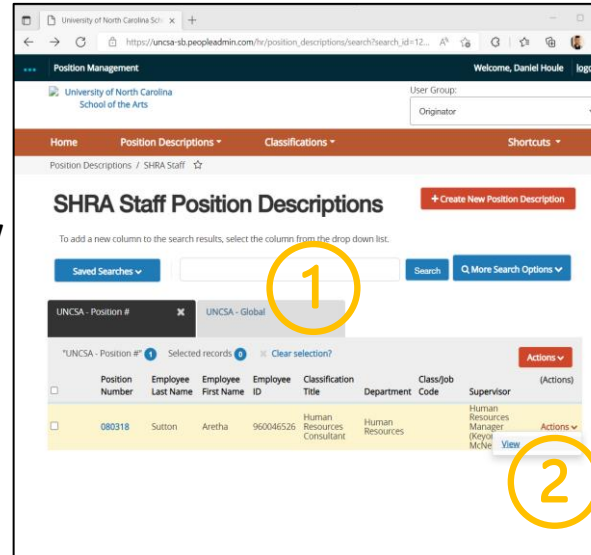
Change User Group to Originator

1. Click Positions Descriptions
2. Select SHRA Staff



STEPS

1. Search for Employee
2. Click Actions Next to Position Row & Click View
3. Click SHRA Modify Position Request
4. Click Start on the Modify Confirmation Page



ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY | Complete Position Information for Supplemental Pay

STEPS

1. Complete Reason for Supplemental Pay Request

- Reason for Request & Effective Date

2. Select Supplemental Pay

3. Move to Position Budget Information

4. Click Add Supplemental Budget Summary Entry

University of North Carolina School of the Arts

Position Management

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA New Position Request / Talent Solutions Manager / Edit

Editing Position Request

Action Request

Check spelling

Required Information

Action Request

Reason for Request

Identify changes in job tasks and/or organizational structure for this position. This field is required.

Request to Post - Without Changes

Request to Post - With Changes

Update Only - No Requested Changes to Position Description

Supervisor Change

FTE Change

Months Per Year Change

SHRA to SHRA

SHRA to EHRA

SHRA Reclassification with a Salary Increase

SHRA Reclassification without a Salary Increase

SHRA Career Progression Adjustment - Labor Market

SHRA Career Progression Adjustment - Equity

SHRA Career Progression Adjustment - Additional Duties with a Salary Increase

SHRA Competency Level Change with a Salary Increase

SHRA Competency Level Change without a Salary Increase

Retention (Offer Letter Required)

Interim Appointment Begin

Interim Appointment End

Deactivate (Abolish) Position

Supplemental Pay

Termination

Multiple Actions may be selected. This field is required.

Effective Date

MM/DD/YYYY

Save Save & Continue

University of North Carolina School of the Arts

Position Management

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA Modify Position Request / Talent Solutions Manager / Edit

Editing Position Request

Position Budget Information

Check spelling

Salary and Budget Information

Salary

Recruitment Range, if applicable

Is Position Contingent Upon Funding

Budget Summary

Fund Code

Account Code

Amount

Percentage Funded

Remove Entry?

Add Budget Summary Entry

Supplemental Pay Budget Summary

Add Supplemental Pay Budget Summary Entry

Comments

Originator

Business Officer

Save << Prev Save & Continue



STEPS

1. Complete All Supplemental Pay fields

- Add additional details regarding the specifics behind the supplemental pay request in the Originator Comments field

2. Click Save

The screenshot shows the 'Position Budget Information' form with the following sections and fields:

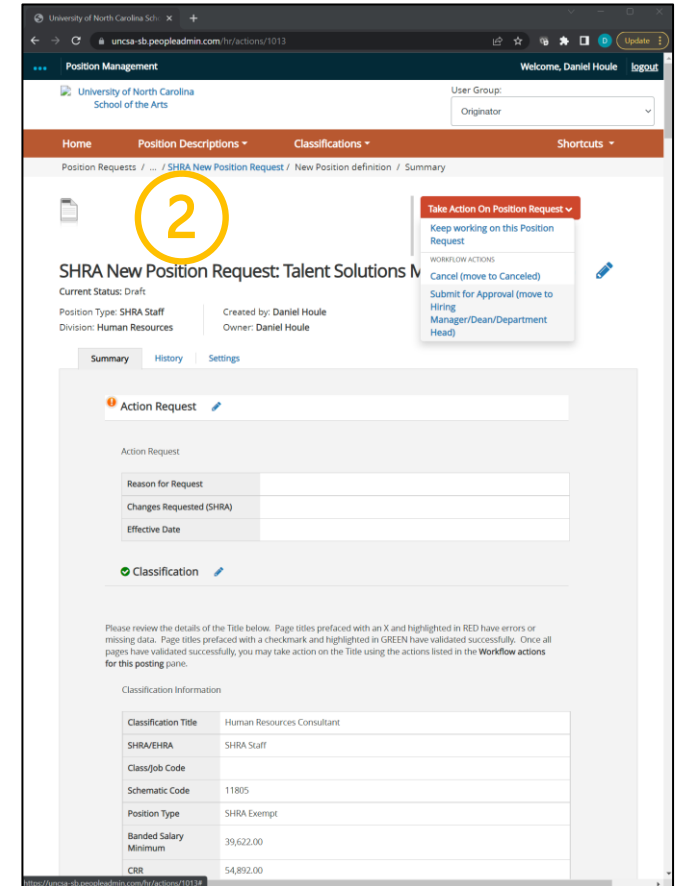
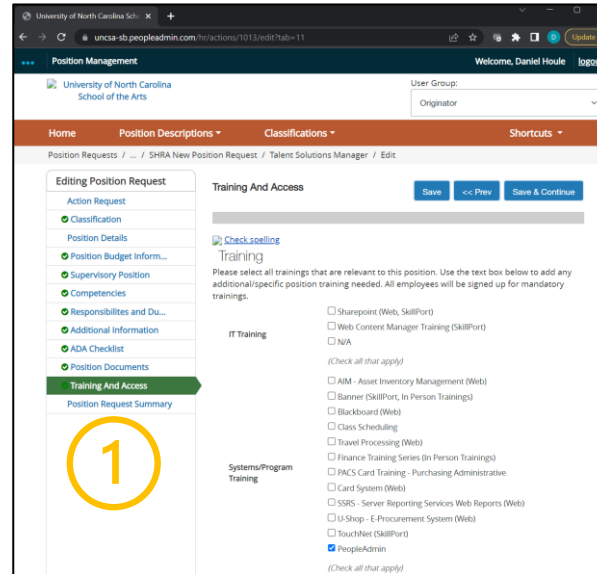
- Position Budget Information** (Title)
- Buttons: Save, << Prev, Save & Continue
- Salary and Budget Information** (Section 2, circled in yellow):
 - Salary: \$25,381 - \$48,446
 - Recruitment Range, if applicable: \$25,381 - \$35,000
 - Is Position Contingent Upon Funding: [Dropdown]
- Budget Summary** (Section):
 - Fund Code: 170160
 - Account Code: 612100
 - Amount: 35000.00
 - Percentage Funded: 100
 - Remove Entry?
- Add Budget Summary Entry** (Button)
- Supplemental Pay Budget Summary** (Section 1, circled in yellow):
 - Fund Code: [Field]
 - Account Code: [Field]
 - Amount: [Field]
 - Percentage Funded: [Field]
 - Requesting Department: Department that is requesting Supplemental Pay.
 - Supplemental Position Number: [Field]
 - Appointment Begin Date: MM/DD/YYYY [Calendar]
 - Appointment End Date: MM/DD/YYYY [Calendar]
 - Payment Begin Date: MM/DD/YYYY [Calendar]
 - Payment End Date: MM/DD/YYYY [Calendar]
 - Remove Entry?



ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY | Complete Position Information

STEPS

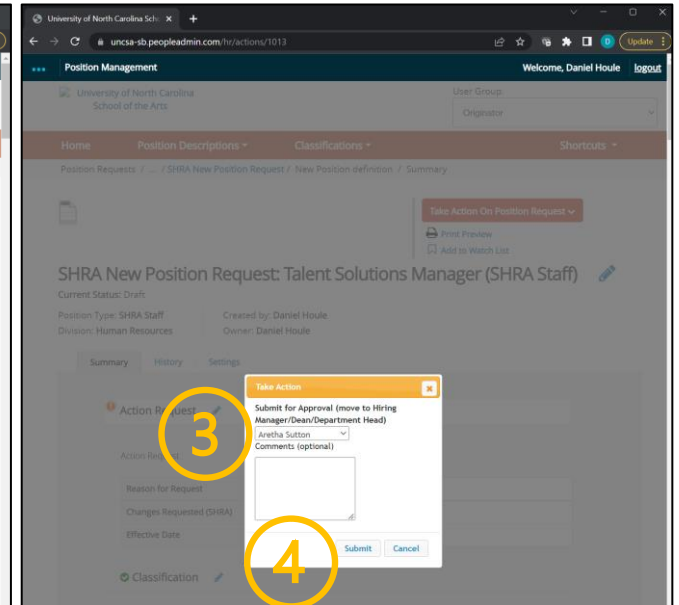
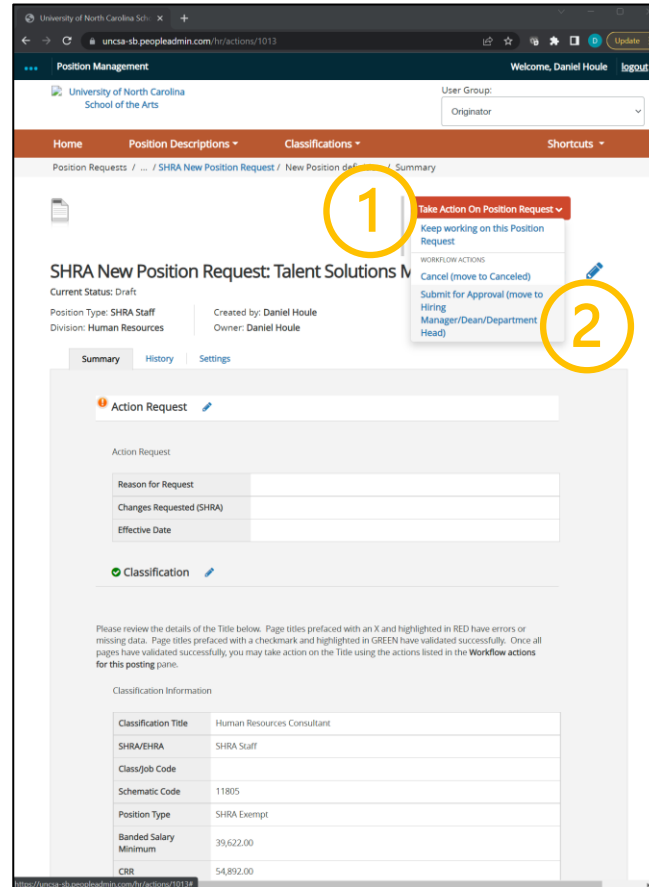
1. Move to Position Request Summary
2. Review Position Request Summary



ORIGINATOR ROLE: SHRA STAFF SUPPLEMENTAL PAY | Submit for Approval

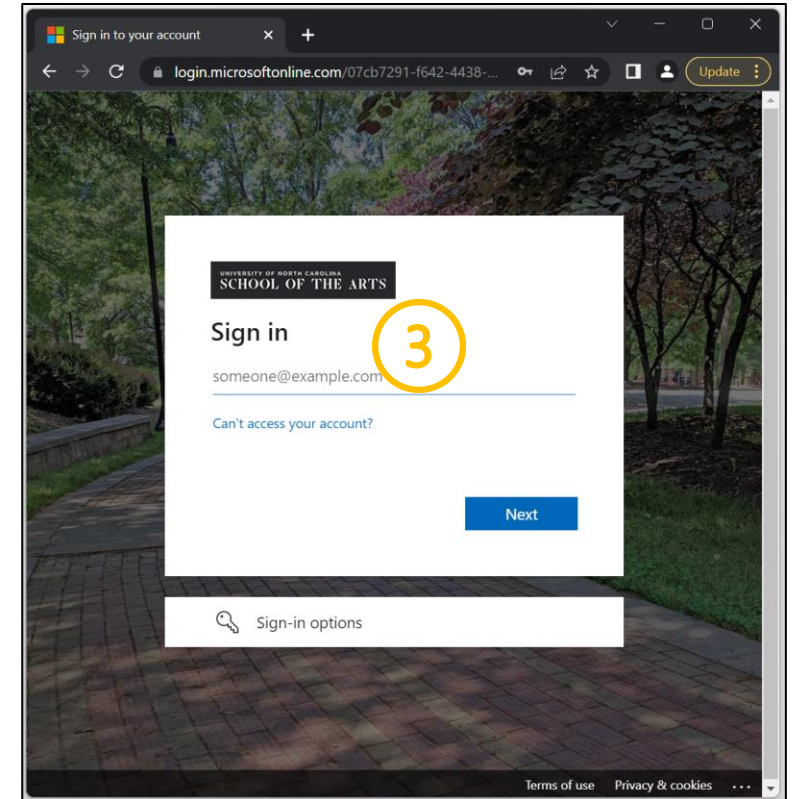
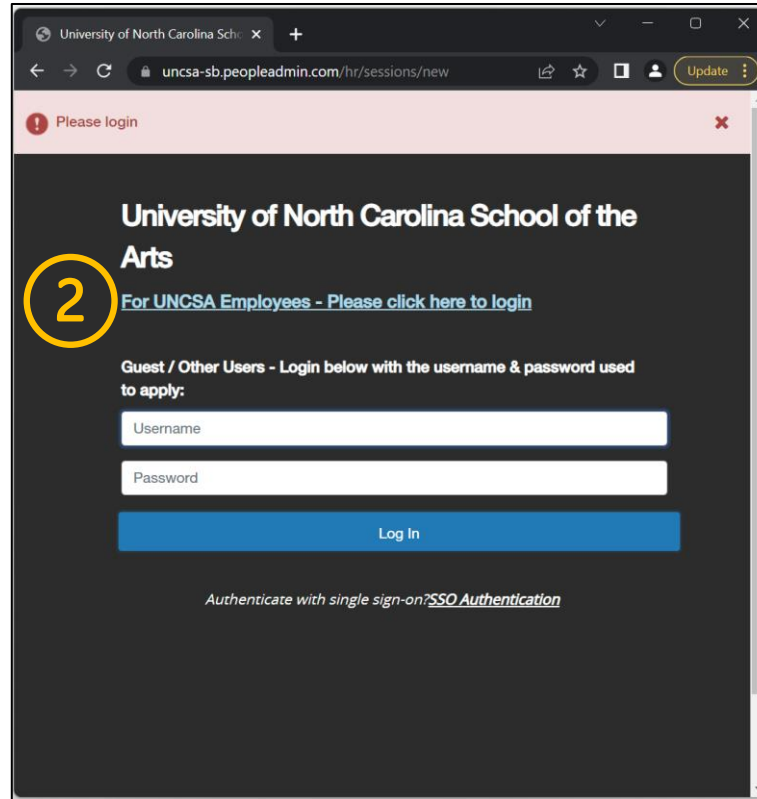
STEPS

1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Select Correct Approver
4. Click Submit!



STEPS

1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft

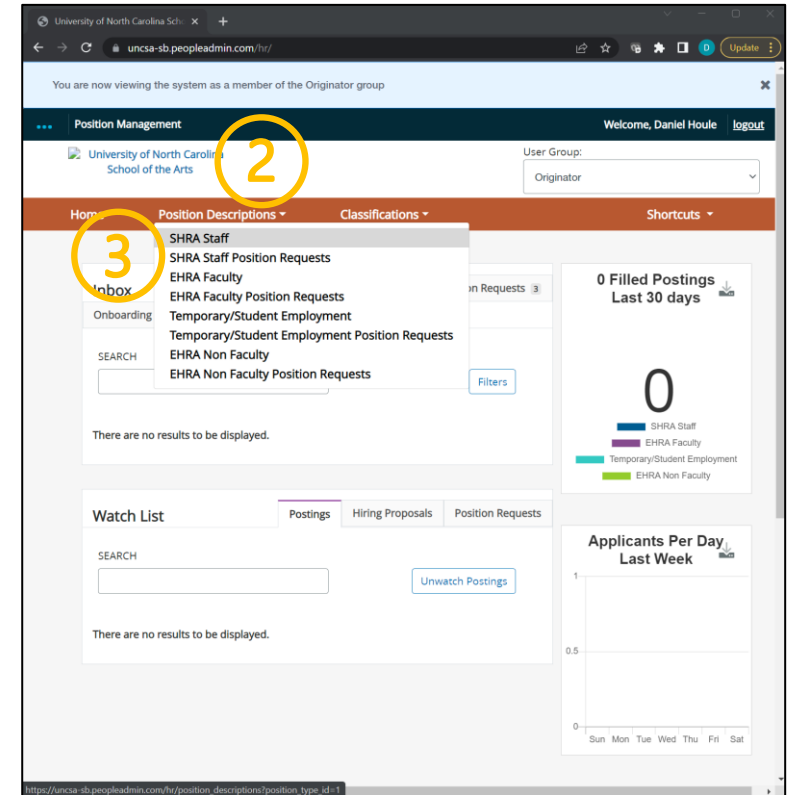
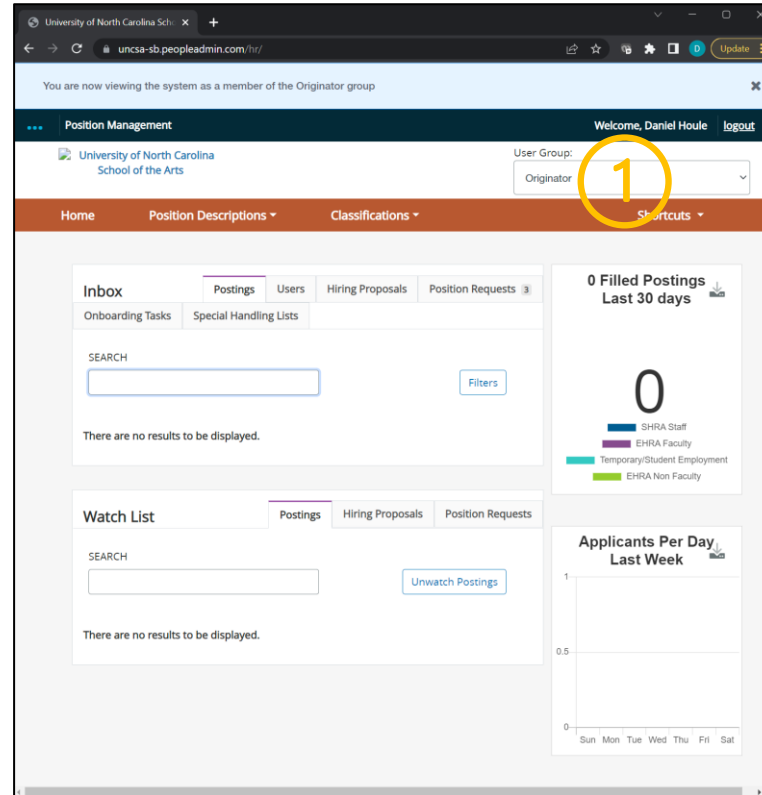


ORIGINATOR ROLE: SHRA STAFF TERMINATION | Originator & SHRA Staff Selection

STEPS

Change User Group to Originator

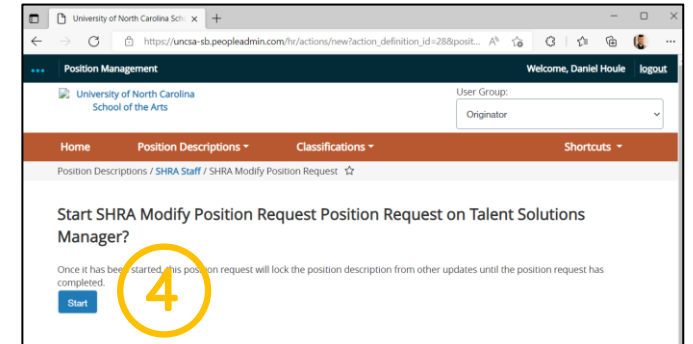
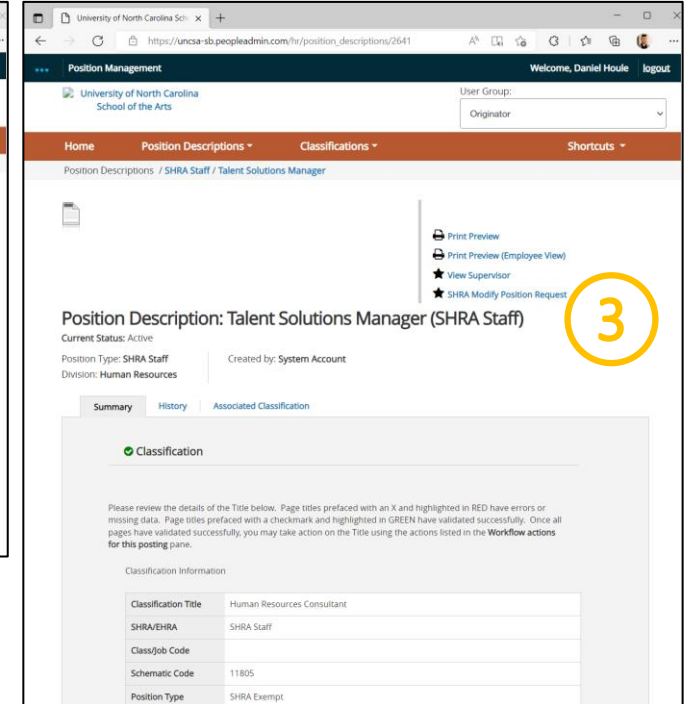
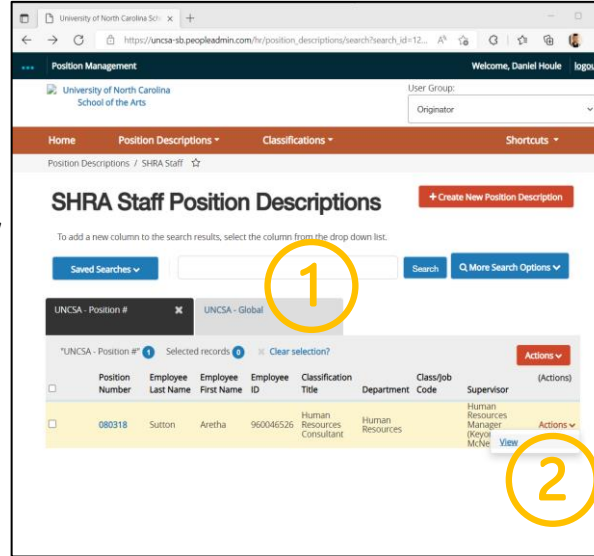
1. Click Positions Descriptions
2. Select SHRA Staff



ORIGINATOR ROLE: SHRA STAFF TERMINATION | Search for Position

STEPS

1. Search for Employee
2. Click Actions Next to Position Row & Click View
3. Click SHRA Modify Position Request
4. Click Start on the Modify Confirmation Page



ORIGINATOR ROLE: SHRA STAFF TERMINATION | Complete Information for Termination

STEPS

1. Complete Reason for Termination
 - Reason for Termination & Effective Date
2. Select Termination, Click Save
3. Move to Position Documents
4. Go to Other, Click Actions, Click Upload New
5. Required: Upload Resignation Letter or other supporting documents
6. Click Save

University of North Carolina School of the Arts
User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA New Position Request / Talent Solutions Manager / Edit

Editing Position Request

Action Request

Check spelling
Required Information

Reason for Request

Identify changes in job tasks and/or organizational structure for this position.
This field is required.

Changes Requested (SHRA)

- Request to Post - Without Changes
- Request to Post - With Changes
- Update Only - No Requested Changes to Position Description
- Supervisor Change
- FTE Change
- Months Per Year Change
- SHRA to SHRA
- SHRA to EHRA
- SHRA Reclassification with a Salary Increase
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- Retention (Offer Letter Required)
- Interim Appointment Begin
- Interim Appointment End
- Deactivate (Abolish) Position
- Supplemental Pay
- Termination

Multiple Actions may be selected.
This field is required.

Effective Date MM/DD/YYYY

Save Save & Continue

University of North Carolina School of the Arts
User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA Modify Position Request / Talent Solutions Manager / Edit

Editing Position Request

Position Documents

Save << Prev Save & Continue

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

Document Type	Name	Status	(Actions)
Organizational Chart			Actions v
Memo			Actions v
Justification of Need/Replacement			Actions v
OSHR / HR Position Description Form			Actions v
Other			Actions v
ADA Checklist			Actions v
Analysis Notes			Actions v

Upload New
Create New
Choose Existing

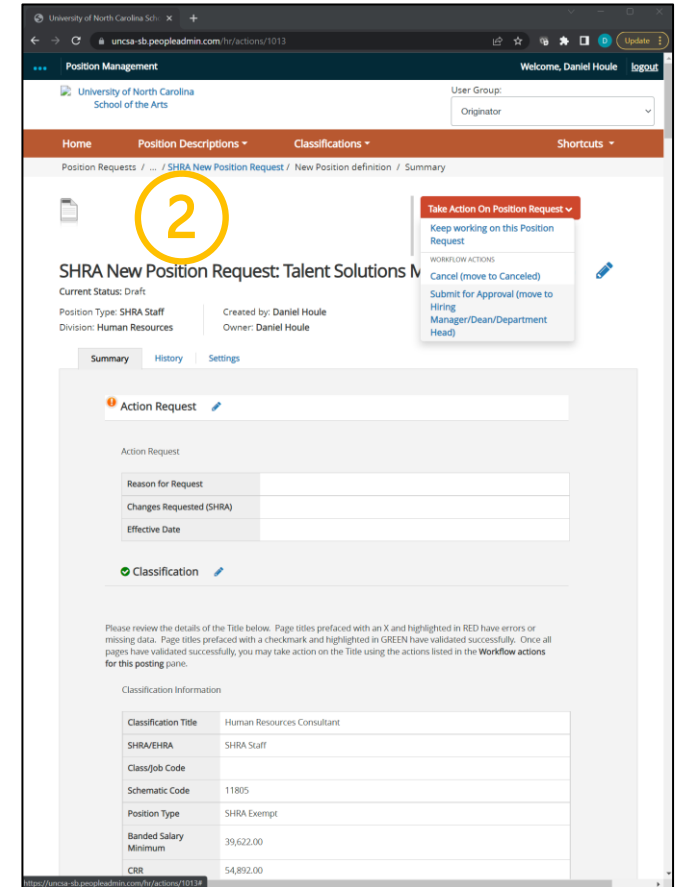
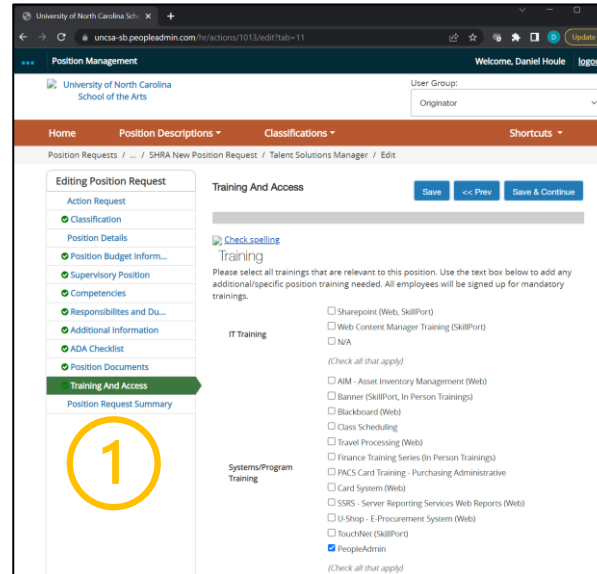
Save << Prev Save & Continue



ORIGINATOR ROLE: SHRA STAFF TERMINATION | Complete Position Information

STEPS

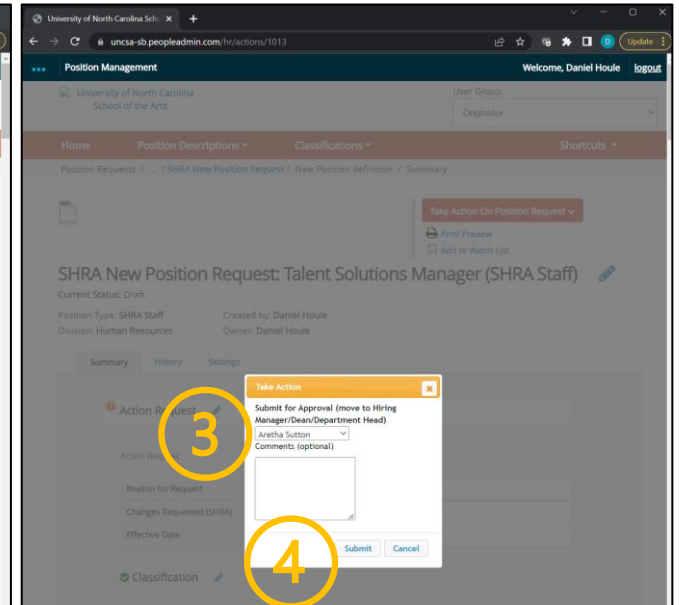
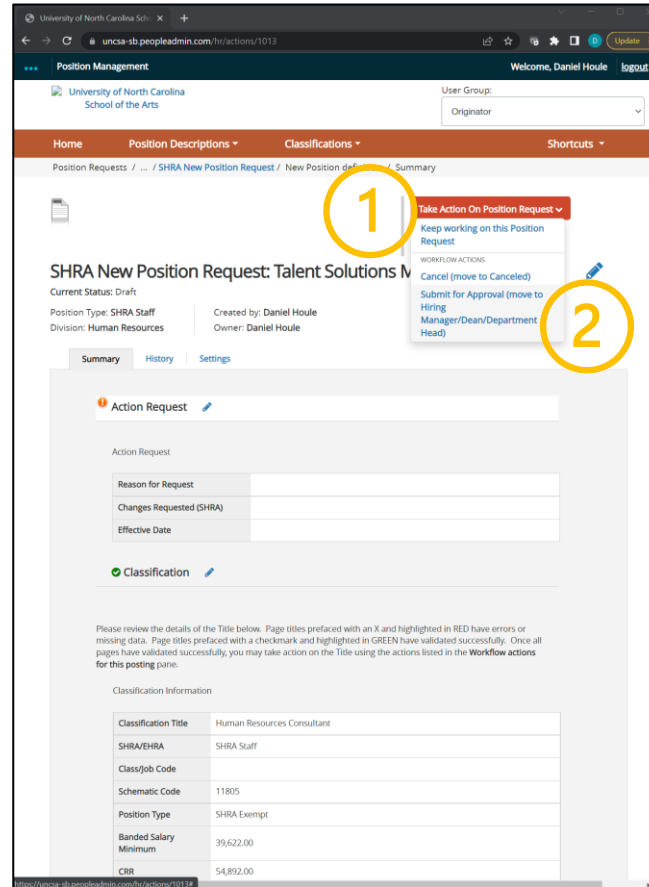
1. Move to Position Request Summary
2. Review Position Request Summary



ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Submit for Approval

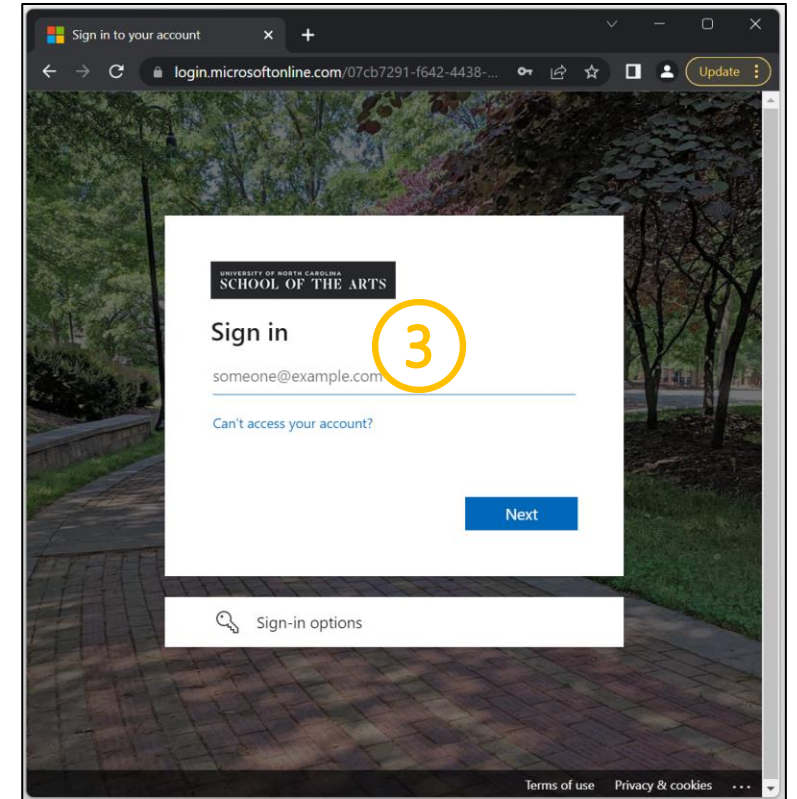
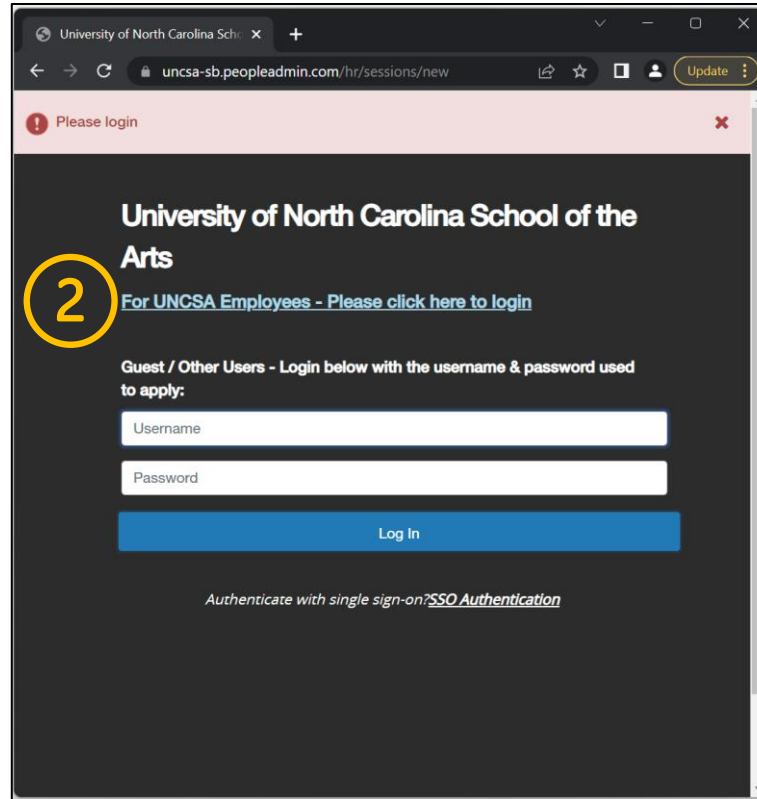
STEPS

1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Select Correct Approver
4. Click Submit!



STEPS

1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft

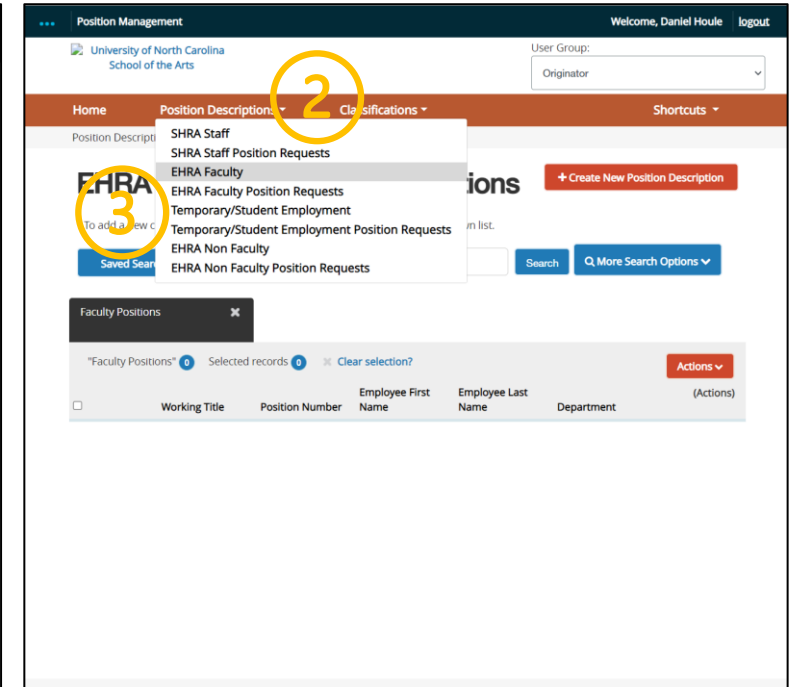
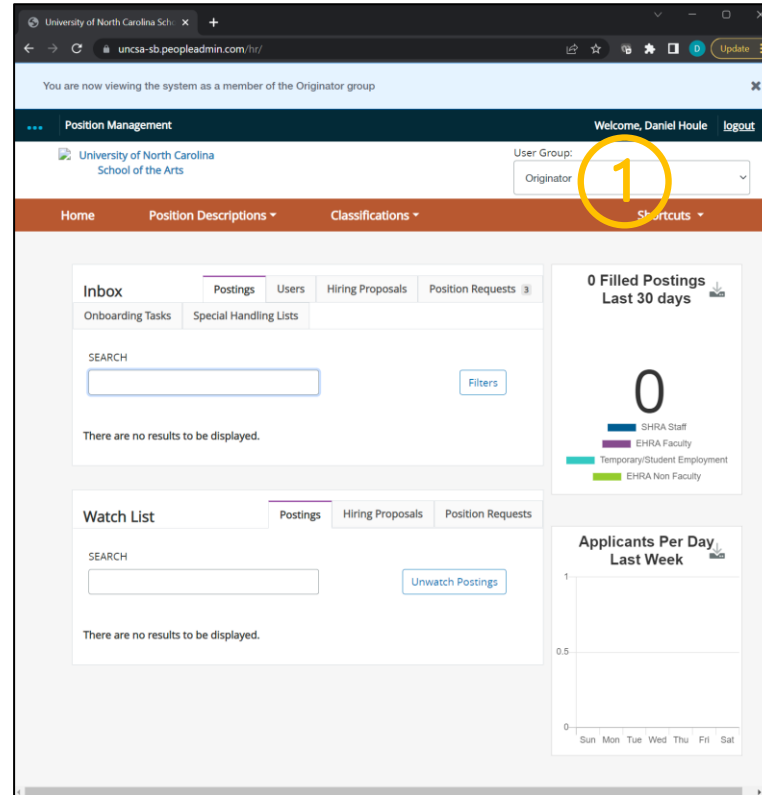


ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Originator & EHRA Faculty Selection

STEPS

Change User Group to Originator

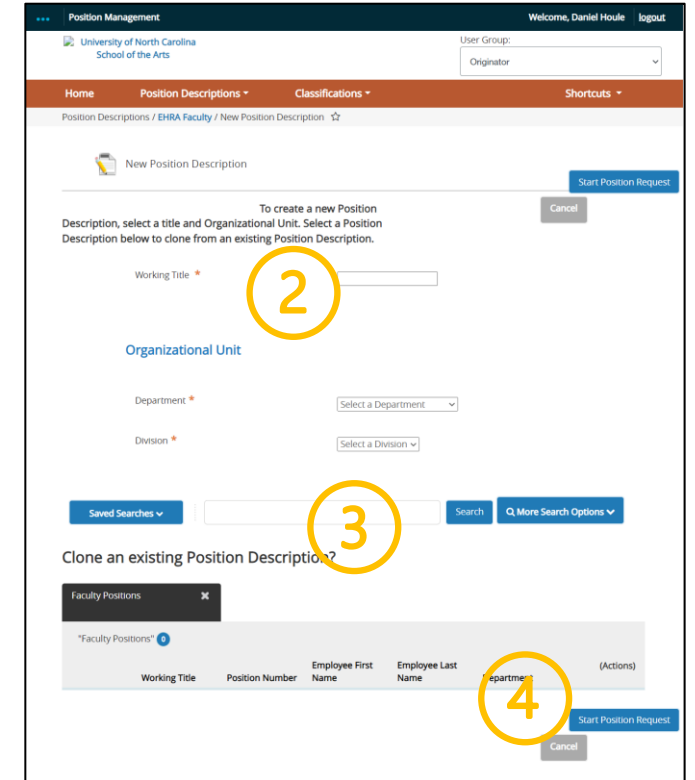
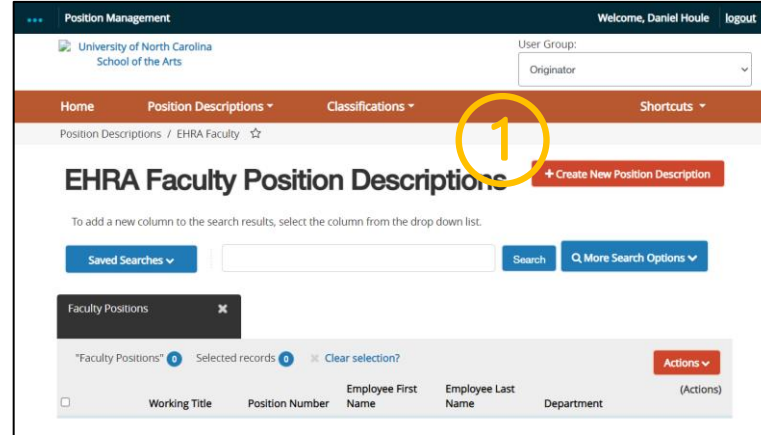
1. Click Positions Descriptions
2. Select EHRA Faculty



STEPS

1. Click Create New Position
2. If New, Fill Out Required Fields
3. If Copying an Existing Position,
Search & Select for Position Number
4. Click Start Position Request

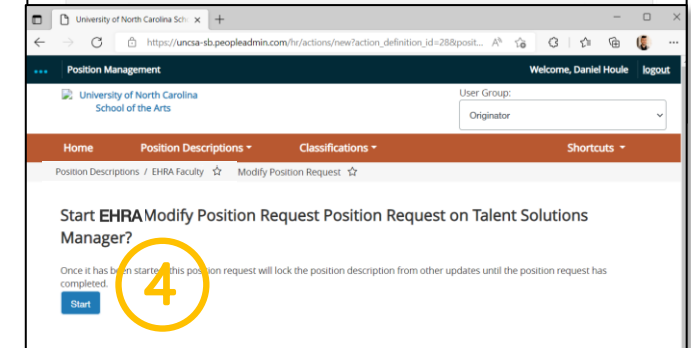
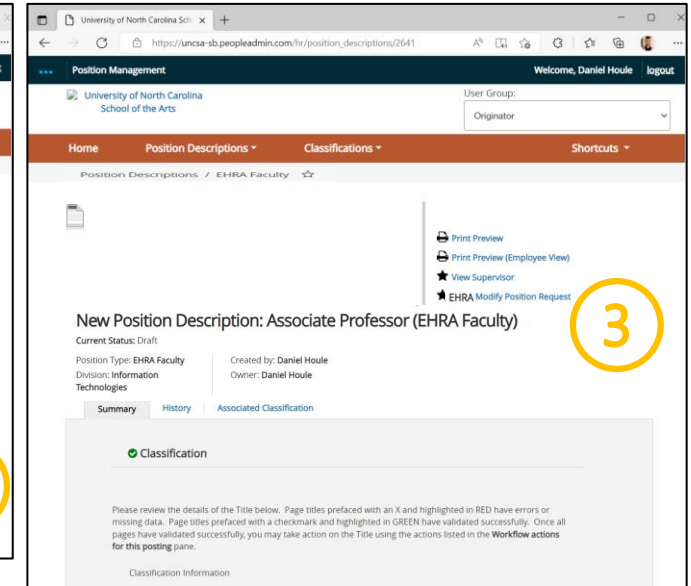
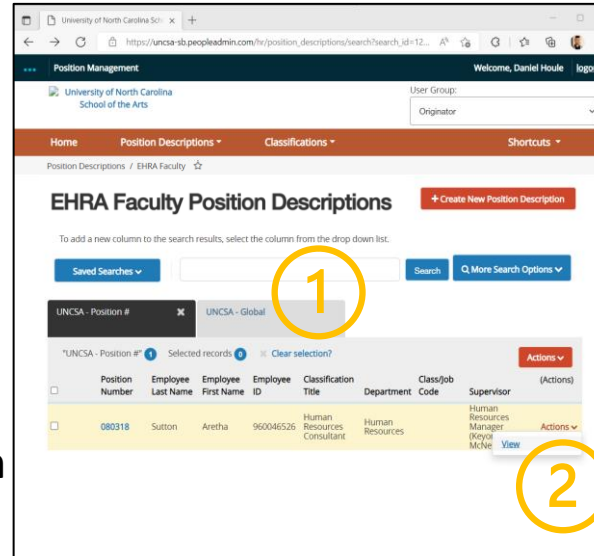
Modifying an Existing Position? Skip to the next slide!



ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Modify Existing Position

STEPS

1. Search for Position
2. Click Actions on the Position Row, Select View
3. Click EHRA Modify Position Request
4. Click Start on the Modify Position Confirmation



If you're creating a New Position, Skip to the next slide!



ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

1. Complete Reason for Request
2. Indicate Changes Requested, Click Save
3. Move to Position Details
4. Complete Information as Needed
5. Click Save

Position Management | University of North Carolina School of the Arts | Welcome, Daniel Houle | log out

Home | Position Descriptions | Classifications | Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- ADA Checklist
- Position Documents
- Training And Access
- Position Request Summary

Action Request

Check spelling

Reason for Request

Identify changes in job tasks and/or organizational structure for this position.

This field is required.

- Request to Post - Without Changes
- Request to Post - With Changes
- Update Only - No Requested Changes to Position Description
- Supervisor Change
- FTE Change
- Months Per Year Change
- EHRA Title Change with Salary Increase
- EHRA Title Change without Salary Increase
- EHRA Salary Increase
- EHRA to SHRA
- SHRA to EHRA
- Retention (Offer Letter Required)
- Interim Appointment Begin
- Interim Appointment End
- Deactivate (Abolish) Position
- Supplemental Pay
- Termination

Changes Requested (SHRA)

Effective Date

Save | Save & Continue

Position Management | University of North Carolina School of the Arts | Welcome, Daniel Houle | log out

Home | Position Descriptions | Classifications | Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- ADA Checklist
- Position Documents
- Training And Access
- Position Request Summary

Position Details

Check spelling

Seated Employee Information

Employee First Name

Employee Last Name

Employee ID

Position Information

Position Type

Working Title: Associate Professor

Position Number: 856078

Salary Grade

Banded Salary Minimum

CBR

JMR

ABR

Banded Salary Maximum

Hiring Manager/Dean/Department Head users with access: Select Some Options

Originator/Business Officer users with access: Select Some Options

FTE

Hours Per Week

Full Time Part Time: Full-time

Work Schedule and: 40 hours per week

Save | Save & Continue



STEPS

1. Move to Position Budget Information
2. Complete Information as Needed
3. Click Save

The screenshot displays the 'Position Management' interface for the University of North Carolina School of the Arts. The user is logged in as 'Daniel Houle' with the role of 'Originator'. The breadcrumb trail indicates the current page is 'Position Requests / ... / New Position Description / Associate Professor / Edit'. The left sidebar shows a list of menu items under 'Editing Position Request', with 'Position Budget Inform...' highlighted by a yellow circle containing the number '1'. The main content area is titled 'Position Budget Information' and includes a 'Check spelling' link. The 'Salary and Budget Information' section contains fields for 'Salary' (range: \$54,995 - \$109,993) and 'Recruitment Range, if applicable' (range: \$60,000 - \$65,000). The 'Budget Summary' section includes fields for 'Fund Code' (170160), 'Account Code' (612100), 'Amount' (57,000), and 'Percentage Funded' (100.0%), with the 'Amount' field highlighted by a yellow circle containing the number '2'. Navigation buttons for 'Save', '<< Prev', and 'Save & Continue' are present at the top and bottom of the form.

ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

1. Move to Responsibilities and Duties
2. Complete Information as Needed, Click Save
3. Move to Additional Information
4. Complete Information as Needed
5. Click Save

Position Management - University of North Carolina School of the Arts

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...

Additional Information

- ADA Checklist
- Position Documents
- Training and Access
- Position Request Summary

Responsibilities and Duties

Save << Prev Save & Continue

Check spelling

Responsibilities and Duties Section

Percentage of total time: 100%

Description of Job Responsibility/Duty

- Instructs undergraduate and graduate Art students in online and in-person courses.
- Manages class curriculum.

Remove Entry?

Add Responsibilities and Duties Section Entry

Save << Prev Save & Continue

Position Management - University of North Carolina School of the Arts

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information

Additional Information

Save << Prev Save & Continue

Check spelling

Mandatory Personnel

The University has identified "mandatory personnel" who are required to report to work when classes are delayed, canceled or when the campus is closed. Mandatory personnel are employees designated to ensure the continuous operation of the University. These employees most often fall into the categories of law enforcement, facilities operations, housing, payroll, technical services and certain other support services. Mandatory personnel who fail to report to work at the designated time during adverse weather and other emergencies may be subject to disciplinary action and/or required to charge missed hours to leave or leave without pay.

Is this employee designated as mandatory personnel? No

On-Call

"On-Call" which means when an employee must remain available to be called back to work on short notice if the need arises. On-call scheduling involves referred to as on-call shifts are processes use where employee work schedules are intentionally unpredictable. Employees who work on-call are expected to be available at any time, usually with short notice, to carry out their working duties.

Is this employee designated as on-call personnel? No

Emergency Callback

"Emergency Callback" which means when an employee has left the work site and is requested to respond on short notice (either by returning to work or via telephone/computer) to an emergency work situation for the following reasons: 1. avoid significant service disruption; 2. avoid placing employees, students, or the public in unsafe situations; 3. protect and/or provide emergency services to property or equipment; OR 4. respond to emergencies with students or residents.

Is this employee designated as emergency callback personnel?



ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

1. Move to ADA Checklist
2. Complete Information as Needed, Click Save
3. Move to Position Documents
4. Upload PDFs as Needed
5. Click Save

Position Management

Welcome, Daniel Houle | logout

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- ADA Checklist**
- Position Documents
- Training And Access
- Position Request Summary

ADA Checklist

Save << Prev Save & Continue

Check spelling

ADA Checklist – Job Functions

Please check ALL that apply to the essential functions of the job.

Environmental Conditions

- Confined/restricted spaces
- Exposure to infectious diseases
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Extreme noises
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilations, shock, etc.)
- Inside work environment
- Vibrations
- Weather (rain, snow, wind)

Mental Functions

- Analyzing (examine, test data, present alternative actions)
- Comparing (compare/contrast data, people, things)
- Copying (entering, posting, transcribing data)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, things)
- Deciding (choose, commit to a course of action, conclude, resolve, solve)
- Learning (acquire, retain, and apply new information, knowledge, skills)
- Synthesizing (combine data, concepts, interpretations)
- Teaching (impart knowledge or skills, facilitate or guide critical thinking, stimulate interest in the subject, motivate/inspire students to learn)

Position Management

Welcome, Daniel Houle | logout

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- ADA Checklist
- Position Documents**
- Training And Access
- Position Request Summary

Position Documents

Save << Prev Save & Continue

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

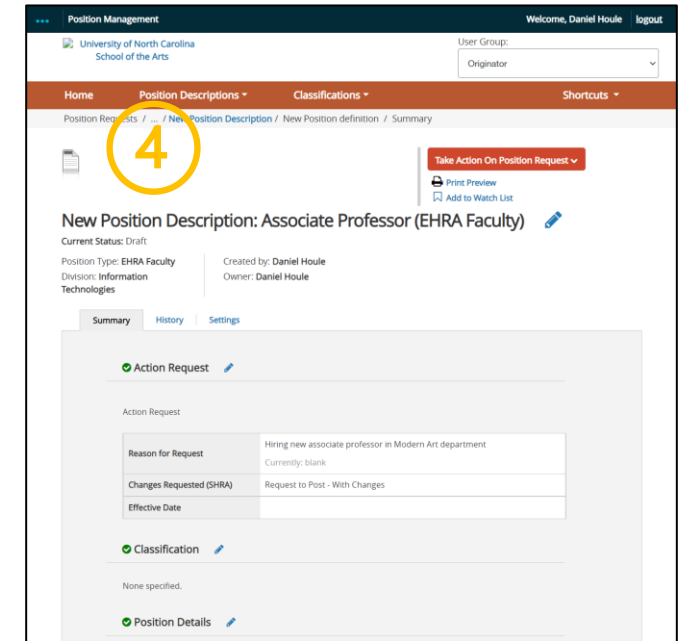
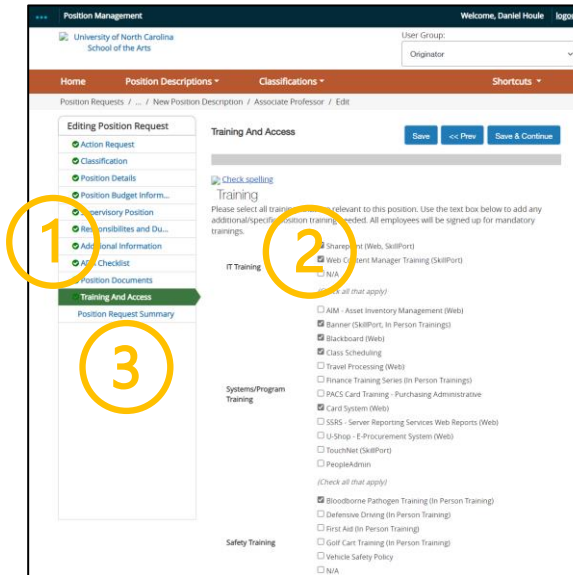
Document Type	Name	Status	Actions
Organizational Chart			Actions
Memo			Actions
Justification of Need/Replacement			Actions
OSHR / HR Position Description Form			Actions
Other			Actions
ADA Checklist			Actions
Analyst Notes			Actions

Save << Prev Save & Continue



STEPS

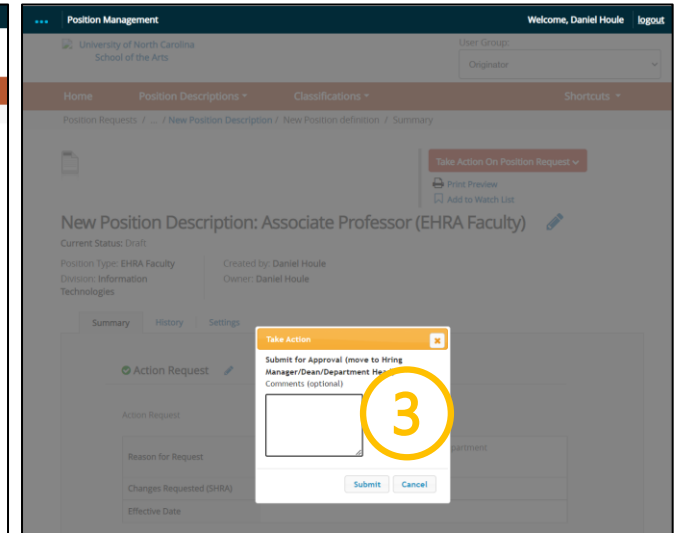
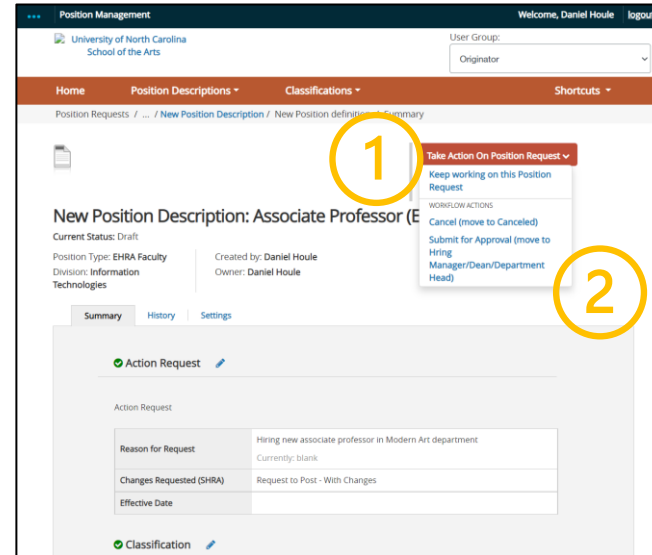
1. Move to Training and Access
2. Complete Information as Needed, Click Save
3. Move to Position Request Summary
4. Review Position Request Summary



ORIGINATOR ROLE: EHRA FACULTY NEW POSITION & UPDATE POSITON | Submit for Approval

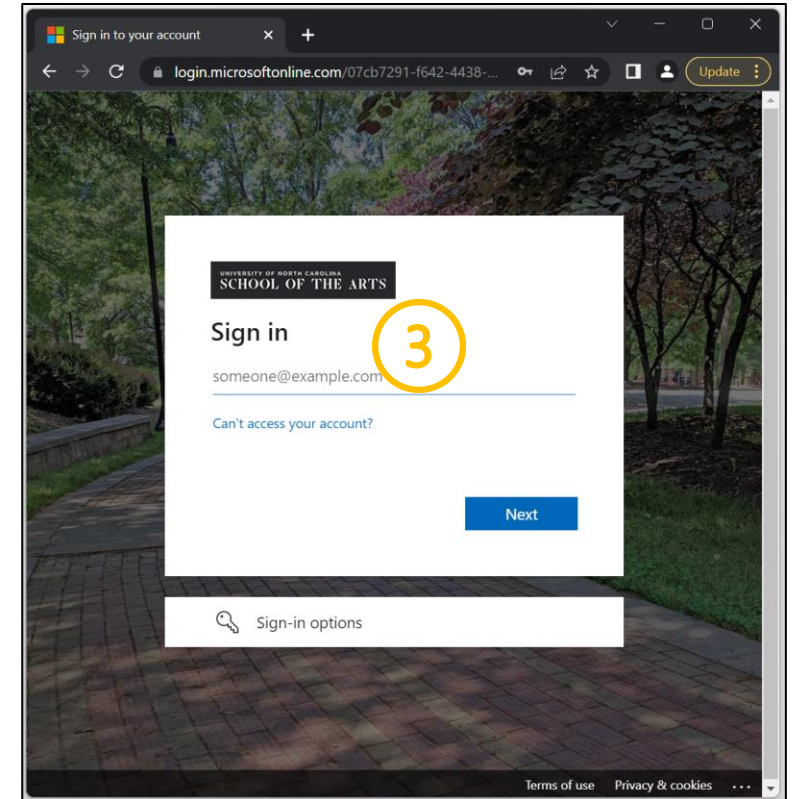
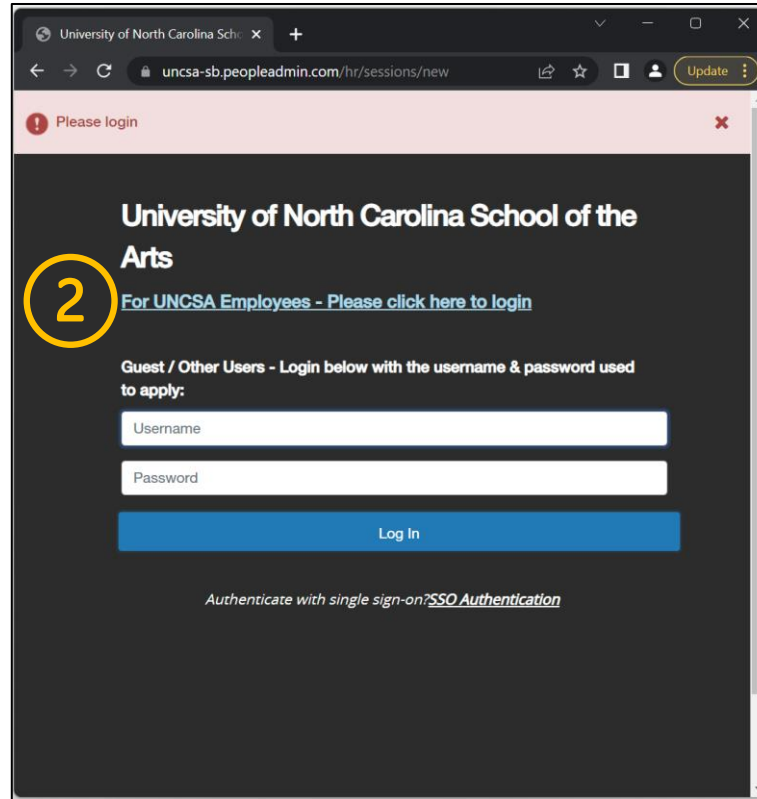
STEPS

1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Click Submit!



STEPS

1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft

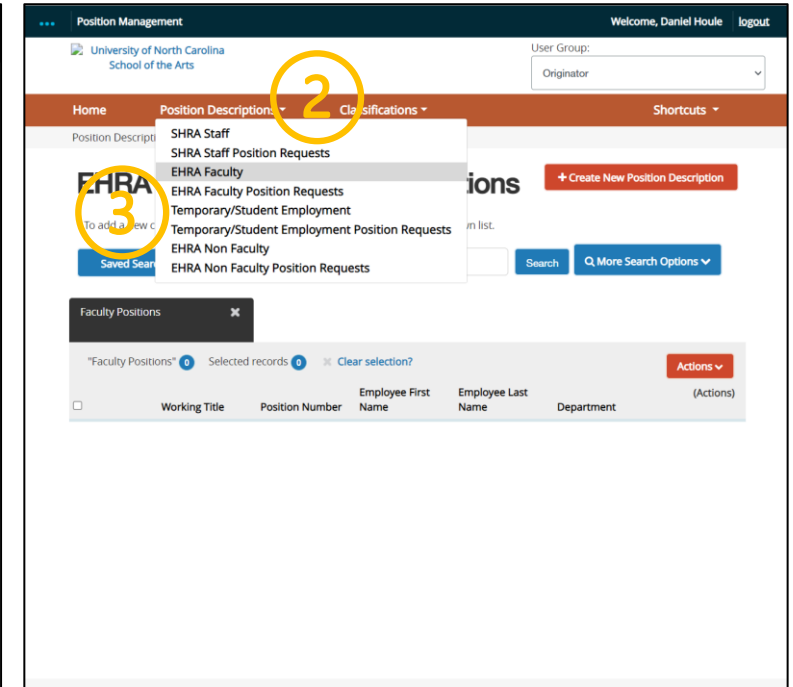
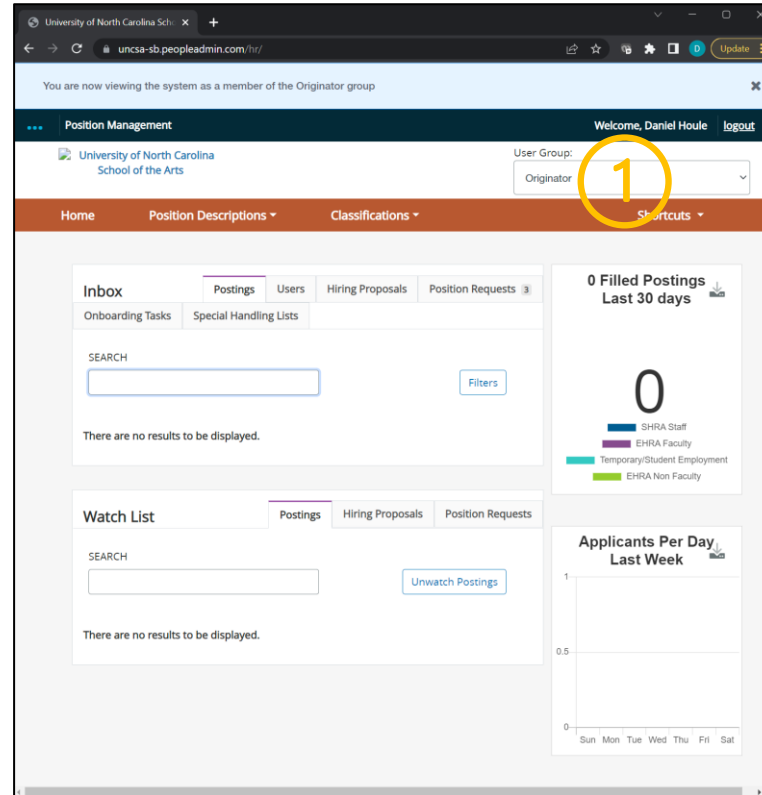


ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY | Originator & EHRA Faculty Selection

STEPS

Change User Group to Originator

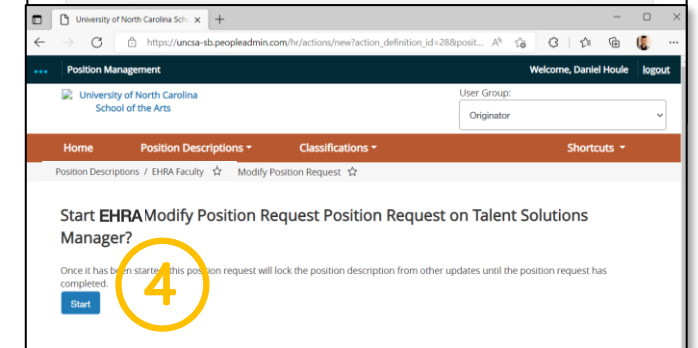
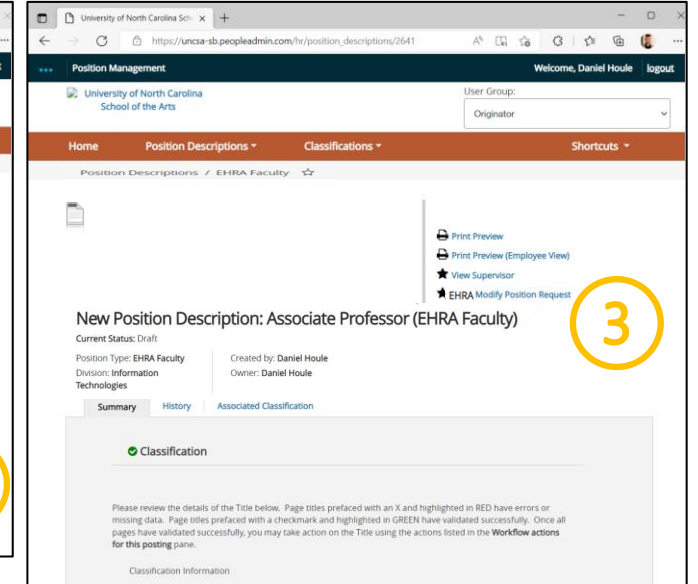
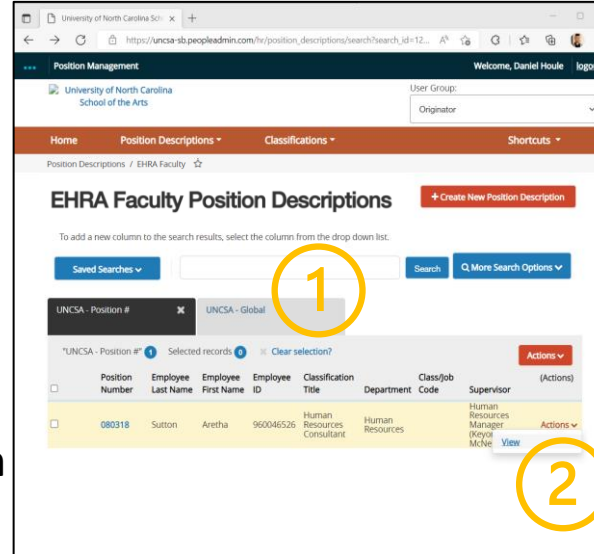
1. Click Positions Descriptions
2. Select EHRA Faculty



ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY | Search & Modify Position

STEPS

1. Search for Position
2. Click Actions on the Position Row, Select View
3. Click EHRA Modify Position Request
4. Click Start on the Modify Position Confirmation



If you're creating a New Position, Skip to the next slide!



ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY | Complete Information for Supplemental Pay

STEPS

1. Complete Reason for Supplemental Pay
 - Reason for Request & Effective Date
2. Select Supplemental Pay, Click Save
3. Move to Position Budget Information
4. Complete Information as Needed

Position Management - University of North Carolina School of the Arts

Editing Position Request - Action Request

Reason for Request

Changes Requested (SHRA)

- Request to Post - Without Changes
- Request to Post - With Changes
- Update Only - No Requested Changes to Position Description
- Supervisor Change
- FTE Change
- Months Per Year Change
- EHRA Title Change with Salary Increase
- EHRA Title Change without Salary Increase
- EHRA Salary Increase
- EHRA to SHRA
- SHRA to EHRA
- Retention (Offer Letter Required)
- Interim Appointment Begin
- Interim Appointment End
- Deactivate (Abolish) Position
- Supplemental Pay
- Termination

Effective Date

Position Management - University of North Carolina School of the Arts

Editing Position Request - Position Budget Information

Position Details

Salary and Budget Information

Budget Summary

Add Budget Summary Entry

Supplemental Pay Budget Summary

Add Supplemental Pay Budget Summary Entry



STEPS

1. Complete All Supplemental Pay fields

- Add additional details regarding the specifics behind the supplemental pay request in the Originator Comments field

2. Click Save

The screenshot shows a web form titled "Position Budget Information" with navigation buttons "Save", "<< Prev", and "Save & Continue". The form is divided into several sections:

- Salary and Budget Information:** Includes fields for Salary (\$25,381 - \$48,446), Recruitment Range, Is Position Contingent Upon Funding, and Budget Summary (Fund Code, Account Code, Amount, Percentage Funded).
- Supplemental Pay Budget Summary:** Includes fields for Fund Code, Account Code, Amount, Percentage Funded, Requesting Department, and Supplemental Position Number.
- Dates:** Includes Appointment and Payment begin/end dates.

Two yellow circles with numbers are overlaid on the form: a "2" in the top right corner and a "1" next to the "Supplemental Pay Budget Summary" section.



ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY | Review Request Summary

STEPS

1. Move to Position Request Summary
2. Review Position Request Summary

The screenshot shows the 'Supplemental Pay Budget Summary' form. The left-hand navigation menu is visible, with a yellow circle containing the number '1' highlighting the 'Position Request Summary' link. The main form area contains fields for 'Salary and Budget Information', including 'Salary' (\$39,622-\$89,235), 'Recruitment Range, if applicable' (\$50,000-\$57,000), and 'Is Position Contingent Upon Funding' (Yes). Below this is the 'Supplemental Pay Budget Summary' section with fields for 'Fund Code', 'Account Code', 'Amount', 'Percentage Funded', and 'Requesting Department'. There are also date pickers for 'Appointment Begin Date', 'Appointment End Date', 'Payment Begin Date', and 'Payment End Date'. A 'Remove Entry?' checkbox is at the bottom.

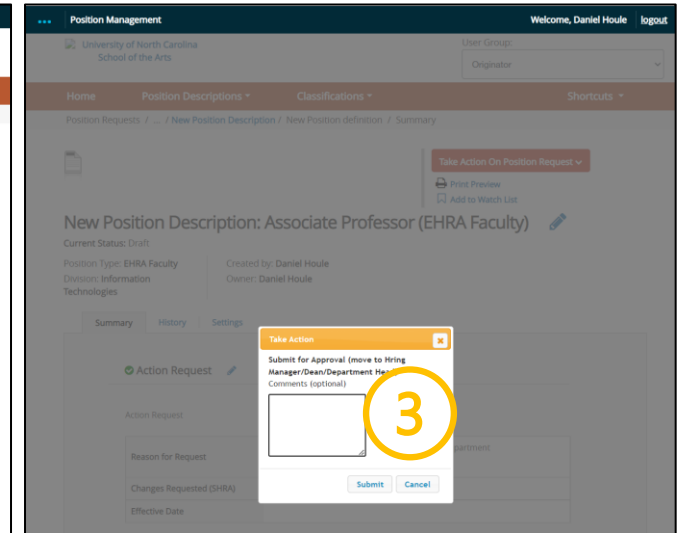
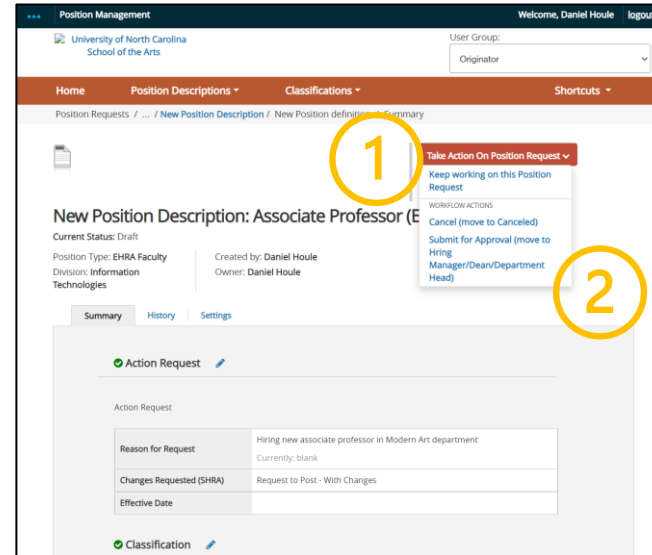
The screenshot shows the 'New Position Description: Associate Professor (EHRA Faculty)' summary page. A yellow circle with the number '2' highlights the 'Take Action On Position Request' button in the top right corner. The page displays the current status as 'Draft', the position type as 'EHRA Faculty', and the division as 'Information Technologies'. Below this, there are tabs for 'Summary', 'History', and 'Settings'. The 'Summary' tab is active, showing an 'Action Request' section with fields for 'Reason for Request' (Hiring new associate professor in Modern Art department), 'Changes Requested (SHRA)' (Request to Post - With Changes), and 'Effective Date'. There is also a 'Classification' section with the text 'None specified.' and a 'Position Details' section.



ORIGINATOR ROLE: EHRA FACULTY SUPPLEMENTAL PAY | Submit for Approval

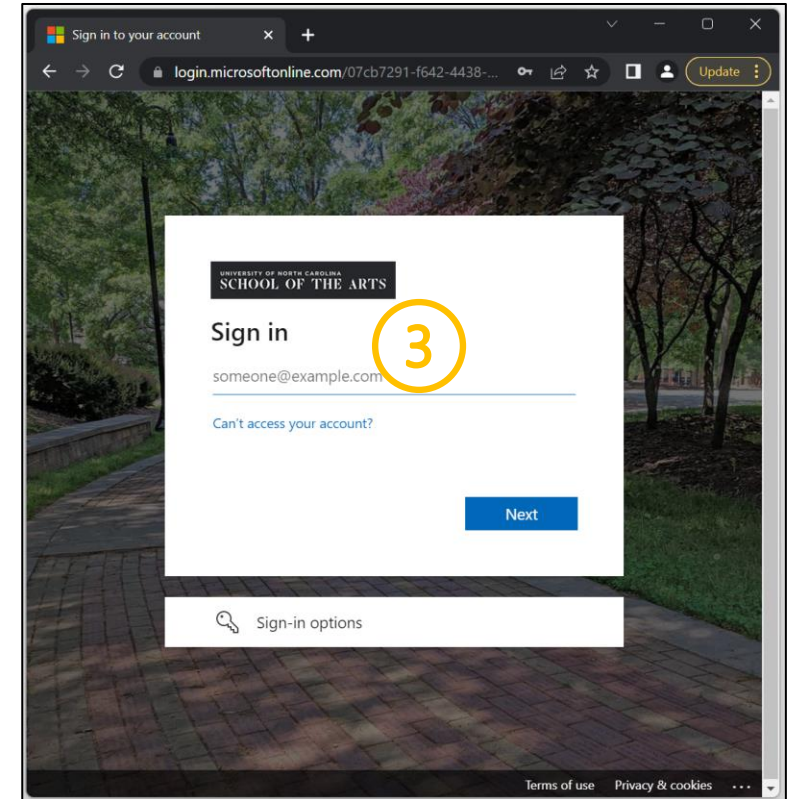
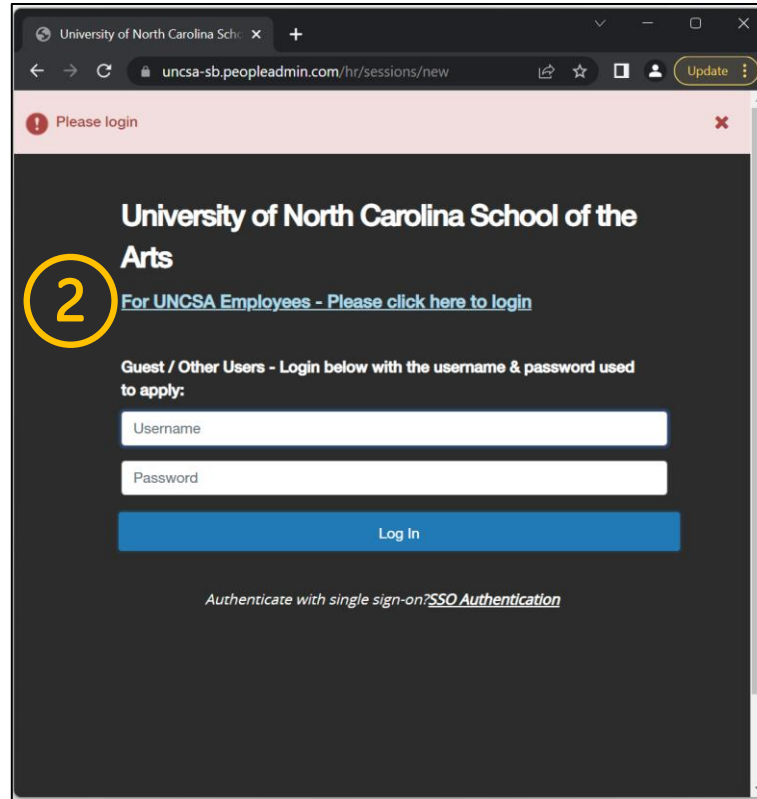
STEPS

1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Click Submit!



STEPS

1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft

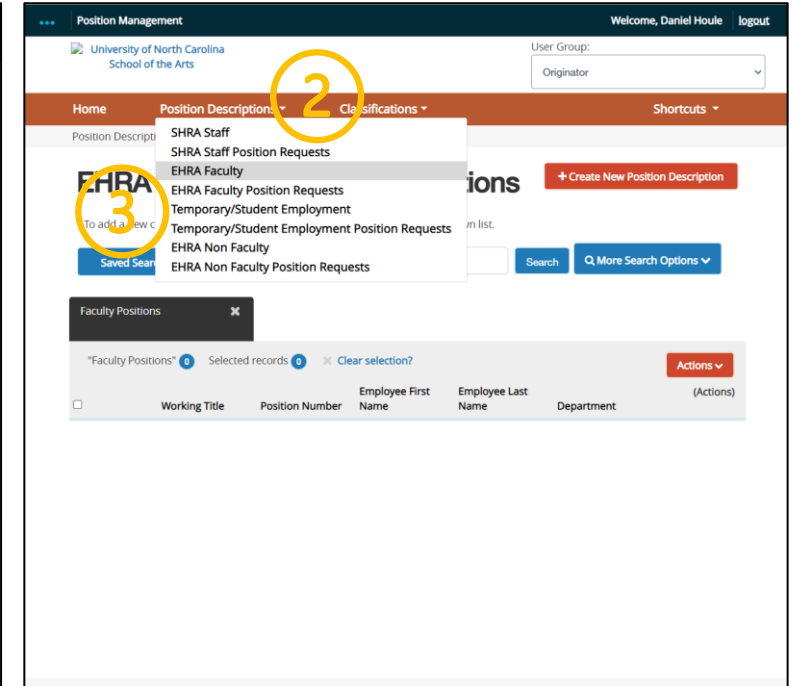
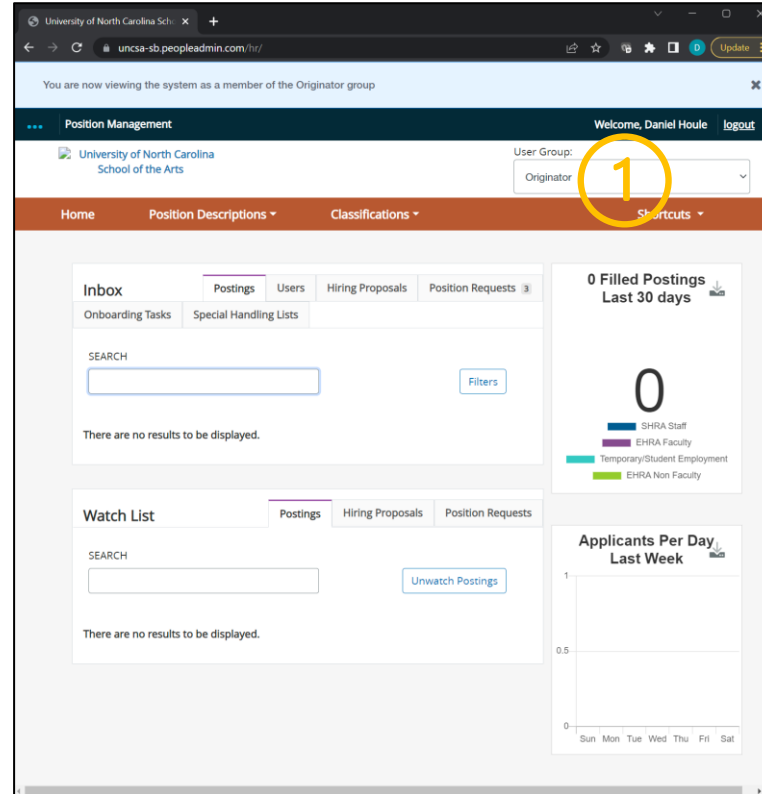


ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Originator & EHRA Faculty Selection

STEPS

Change User Group to Originator

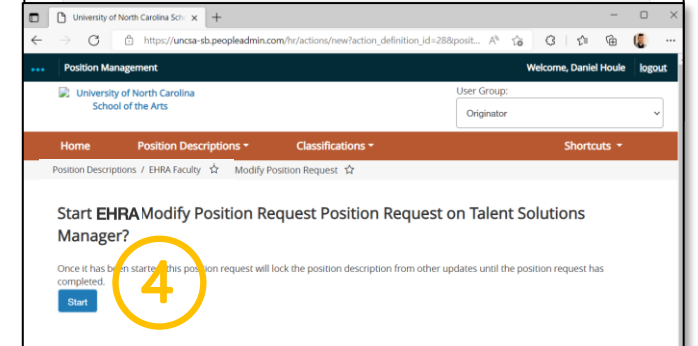
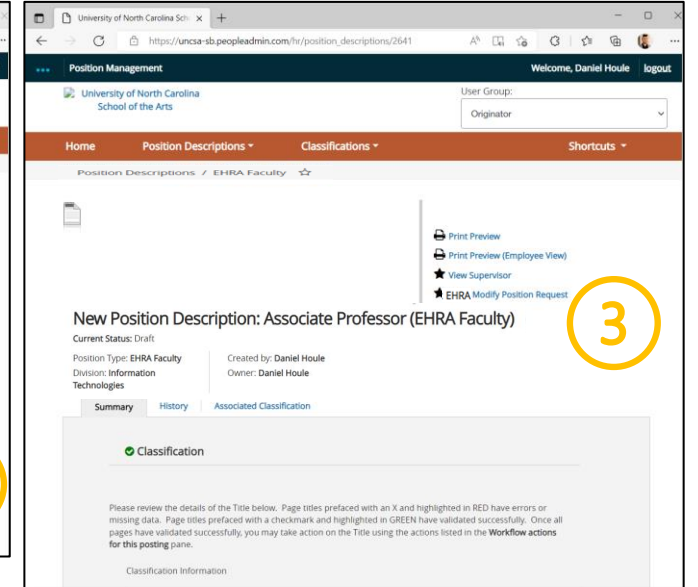
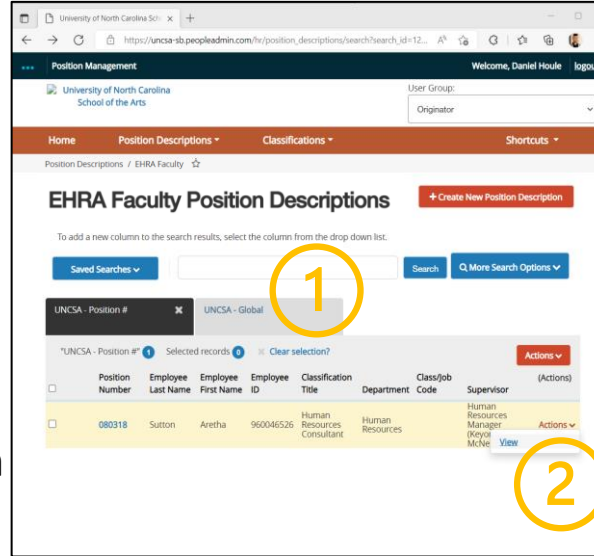
1. Click Positions Descriptions
2. Select EHRA Faculty



ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Search & Modify Position

STEPS

1. Search for Position
2. Click Actions on the Position Row, Select View
3. Click EHRA Modify Position Request
4. Click Start on the Modify Position Confirmation



If you're creating a New Position, Skip to the next slide!



ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Complete Information for Termination

STEPS

1. Complete Reason for Termination
 - Reason for Termination & Effective Date
2. Select Termination, Click Save
3. Move to Position Documents
4. Required: Upload Resignation Letter or other supporting documents
5. Click Save

Position Management

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

Action Request

Classification

Position Details

Position Budget Inform...

Supervisory Position

Responsibilities and Du...

Additional Information

ADA Checklist

Position Documents

Training And Access

Position Request Summary

Check spelling

Required Information

Action Request

Reason for Request

Identity changes in job tasks and/or organizational structure for this position.

This field is required.

Changes Requested (SHRA)

Request to Post - Without Changes

Request to Post - With Changes

Update Only - No Requested Changes to Position Description

Supervisor Change

FTE Change

Months Per Year Change

EHRA Title Change with Salary Increase

EHRA Title Change without Salary Increase

EHRA Salary Increase

EHRA to SHRA

SHRA to EHRA

Retention (Offer Letter Required)

Interim Appointment Begin

Interim Appointment End

Deactivate (Abolish) Position

Supplemental Pay

Termination

Multiple Actions may be selected.

This field is required.

Effective Date

Save Save & Continue

Position Management

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / SHRA Modify Position Request / Talent Solutions Manager / Edit

Editing Position Request

Action Request

Classification

Position Details

Position Budget Inform...

Supervisory Position

Responsibilities and Du...

Additional Information

ADA Checklist

Position Documents

Training And Access

Position Request Summary

Position Documents

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

Document Type Name Status (Actions)

Organizational Chart

Memo

Justification of Need/Replacement

OSHR / HR Position Description Form

Other

ADA Checklist

Analyst Notes

Upload New

Create New

Choose Existing

Save << Prev Save & Continue



STEPS

1. Move to Position Request Summary
2. Review Position Request Summary

The screenshot shows the 'Editing Position Request' form. The left-hand navigation menu is visible, with a yellow circle containing the number '1' around the 'Position Request Summary' link. The main content area shows 'Salary and Budget Information' with fields for Salary (\$39,622 - \$89,235), Recruitment Range (\$50,000 - \$57,000), and Is Position Contingent Upon Funding (Yes). Below this is the 'Supplemental Pay Budget Summary' section with fields for Fund Code, Account Code, Amount, Percentage Funded, and Requesting Department. There are also date pickers for Appointment Begin/End and Payment Begin/End dates.

The screenshot shows the 'New Position Description: Associate Professor (EHRA Faculty)' summary page. A yellow circle with the number '2' highlights the 'Take Action On Position Request' button in the top right corner. The page displays the current status as 'Draft', position type as 'EHRA Faculty', and division as 'Information Technologies'. Below this is a table with the following data:

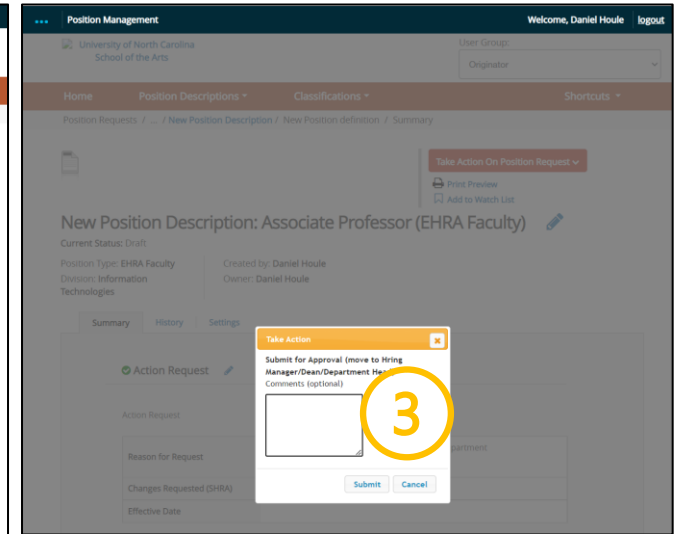
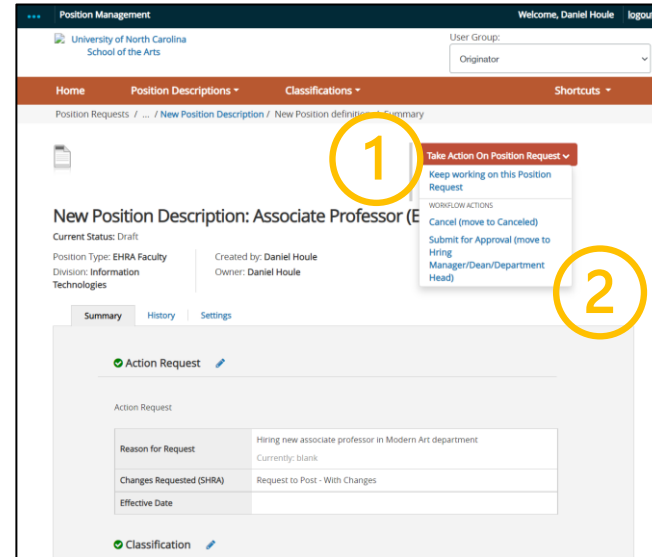
Reason for Request	Hiring new associate professor in Modern Art department
Currently:	blank
Changes Requested (SHRA)	Request to Post - With Changes
Effective Date	

Below the table, there are sections for 'Classification' (None specified) and 'Position Details'.

ORIGINATOR ROLE: EHRA FACULTY TERMINATION | Submit for Approval

STEPS

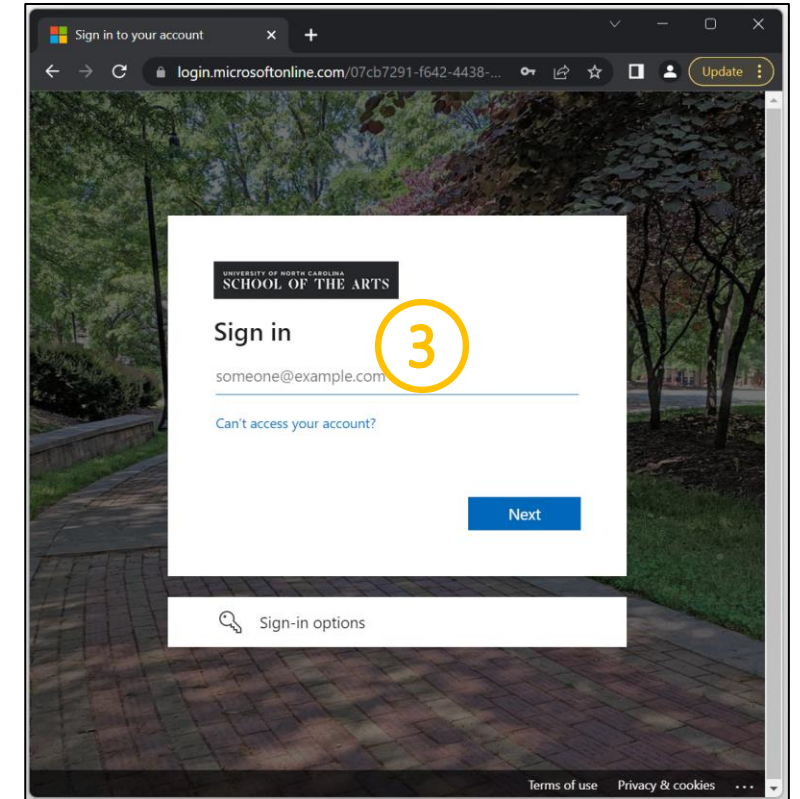
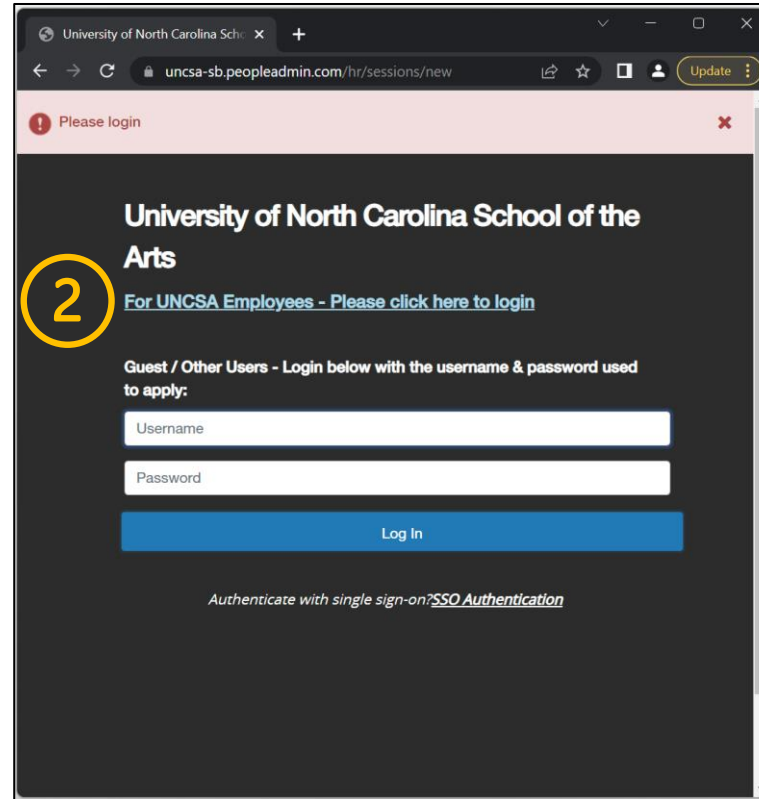
1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Click Submit!



ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Login

STEPS

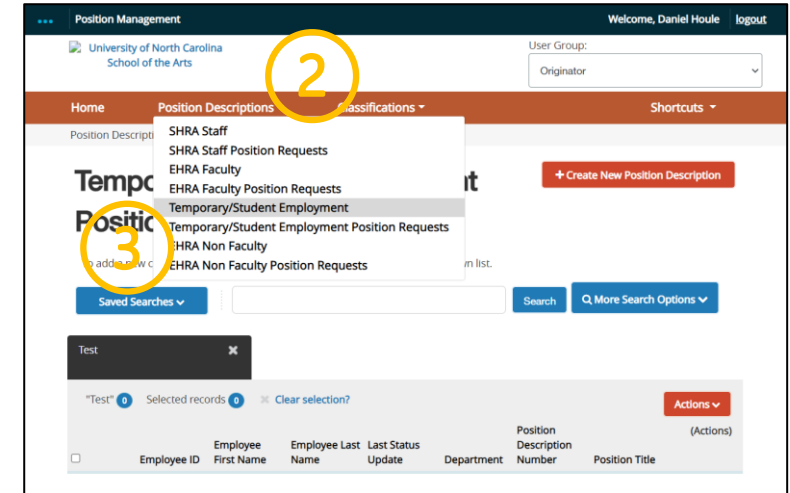
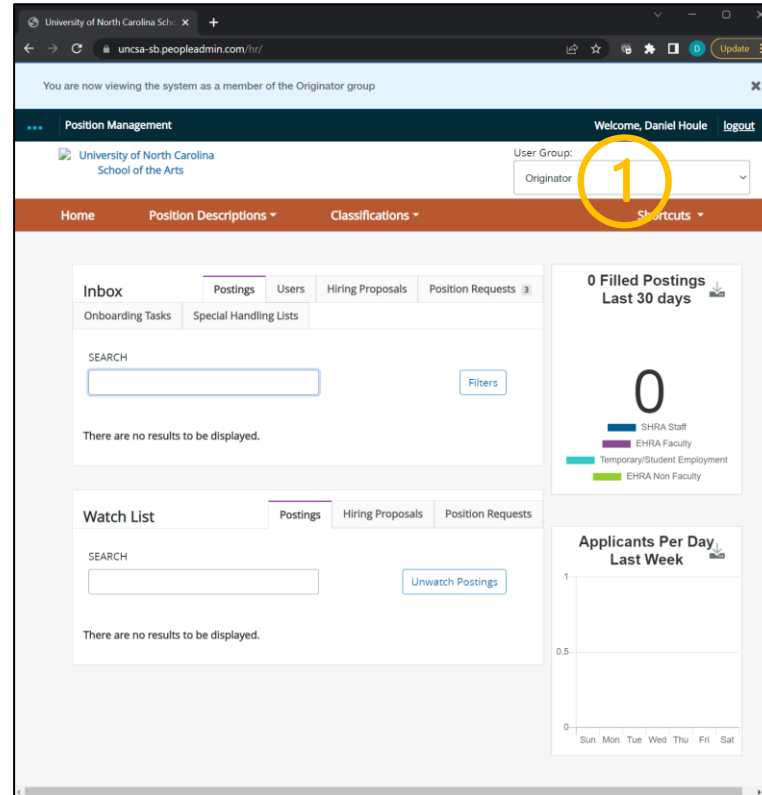
1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft



ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Originator & SHRA Staff Selection

STEPS

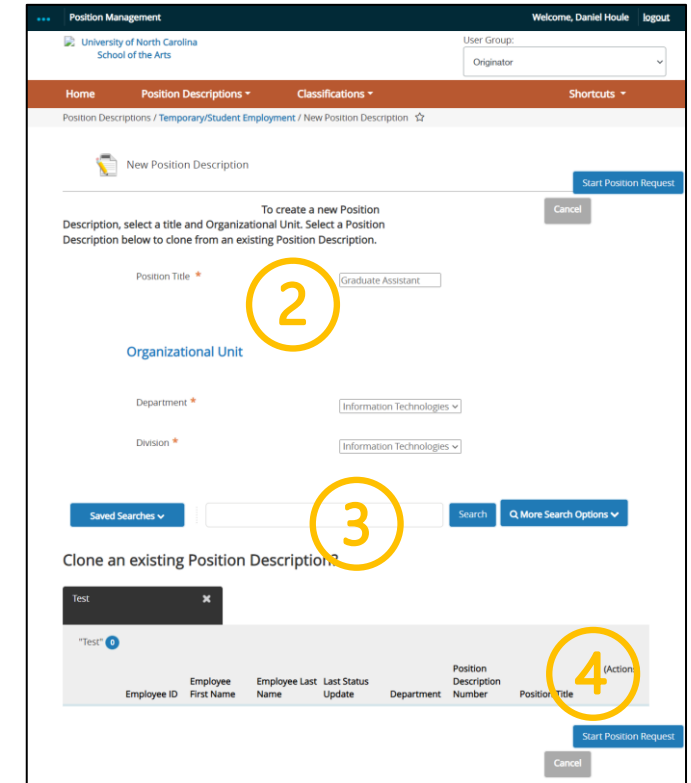
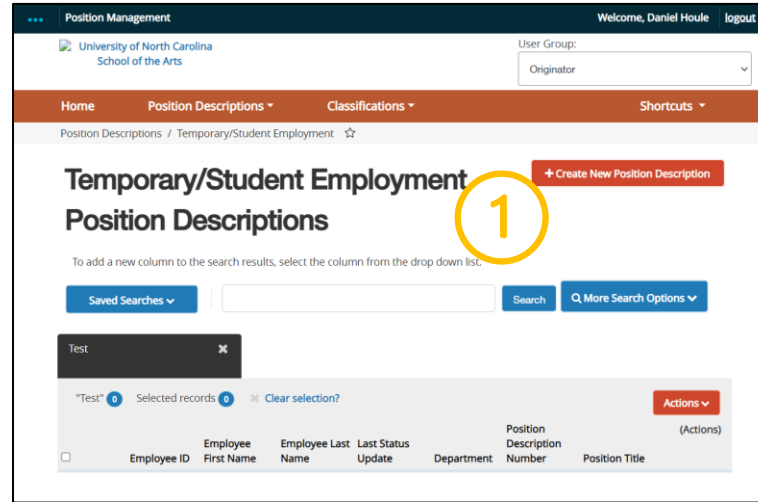
1. Change User Group to Originator
 2. Click Positions Descriptions
 3. Select Temporary/Student Employment
- Employment



ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Create New Position

STEPS

1. Click Create New Position
2. If New, Fill Out Required Fields
3. If Copying an Existing Position,
Search & Select for Position Number
4. Click Start Position Request



ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Complete Position Information

STEPS

1. Complete Reason for Request
 2. Complete Appointment & Payment Dates
- Click Save
3. Move to Employee Section
 4. Select User from List, click Save

Note: If you are adding a new person not on the list, move to next the slide

Position Management - Welcome, Daniel Houle | Logout

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Graduate Assistant / Edit

Editing Position Request

- Action Request
- Classification
- Employee
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- ADA Checklist
- Position Documents
- Training And Access
- HR Use Only
- Position Request Summary

Action Request

Save Save & Continue

Check spelling Required information

Reason for Request

Identify changes in job tasks and/or organizational structure for this position. This field is required.

Appointment Begin Date MM/DD/YYYY

Appointment End Date MM/DD/YYYY

Payment Begin Date MM/DD/YYYY

Payment End Date MM/DD/YYYY

Save Save & Continue

Position Management - Welcome, Daniel Houle | Logout

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Graduate Assistant / Edit

Editing Position Request

- Action Request
- Classification
- Employee
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- ADA Checklist
- Position Documents
- Training And Access
- HR Use Only
- Position Request Summary

Employee

Save << Prev Save & Continue

This position description is vacant.

Details

First Name

Last Name

Work Email

Employee ID

Users - Filter these results

Users

First Name	Last Name	Username	Default Group	User
Shonda	Davis	960000787	Employee	Emp Cont
William	Poole	960001106	Employee	Emp Cont
Chase	Rogers	960022301	Employee	Appr Emp Cont

Joan Roggenkamp 960000945 Originator Appl Emp Sear

Steven Gallagher 960004997 Hiring Manager/Dean/Department Head Appl Emp Man Head Cont

Laurel Donley 960026107 Originator Appl Emp Man Head Chair Cont

Previous 1 2 3 4 5 6 7 8 9 ... 21 22 Next ->

Select User

Save << Prev Save & Continue



ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Complete Position Information

STEPS

1. Move to Position Details Information
2. Complete Information as Needed, Click Save
 - If you need to add a new person, enter Employee Name Details here
3. Move to Position Budget Information
4. Complete Information as Needed
5. Click Save

Position Management - University of North Carolina School of the Arts

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Graduate Assistant / Edit

Editing Position Request

- Action Request
- Classification
- Employee
- Position Details**
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- Checklist
- Position Documents
- Training And Access
- HR Use Only

Position Request Summary

Position Details

Save << Prev Save & Continue

Check spelling

* Required Information

Seated Employee Information

Employee First Name

Employee Last Name

Employee ID

Permanent Address

City

State

Zip Code

Personnel Email

1. Is the individual a current enrolled student (as of the anticipated start date?) Yes

2. Is the individual a current state employee for a institution or agency other than UNCSA? No

PLEASE INDICATE IF THIS IS A REVISION OF A PREVIOUSLY APPROVED FORM.*

Revision Reason

Position Management - University of North Carolina School of the Arts

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Graduate Assistant / Edit

Editing Position Request

- Action Request
- Classification
- Employee
- Position Details
- Position Budget Inform...**
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- Checklist
- Position Documents
- Training And Access
- HR Use Only

Position Request Summary

Position Budget Information

Save << Prev Save & Continue

Check spelling

Salary and Budget Information

Total Salary

Budget Summary

Add Budget Summary Entry

Save << Prev Save & Continue



ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Complete Position Information

STEPS

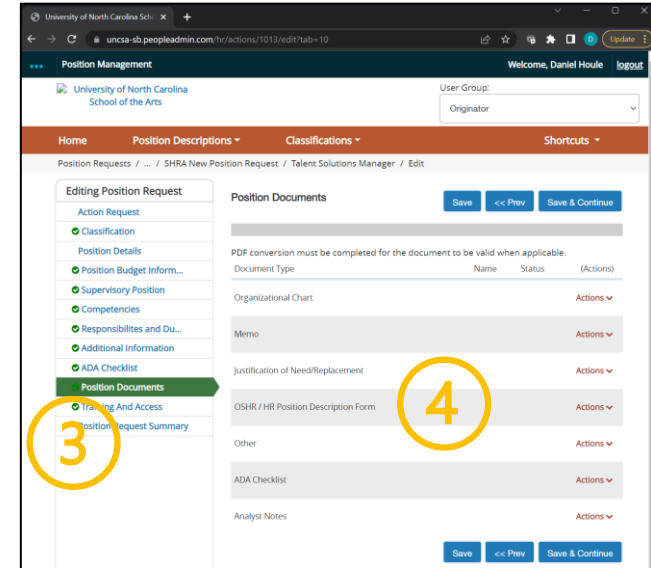
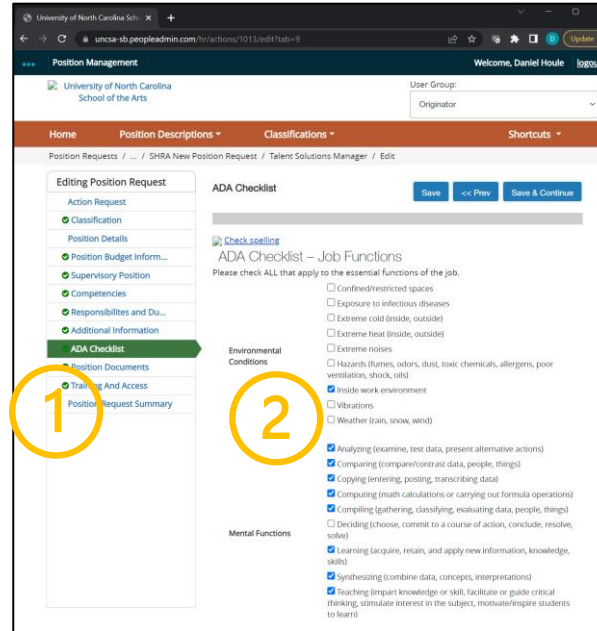
1. Move to Responsibilities and Duties
2. Complete Information as Needed, Click Save
3. Move to Additional Information
4. Complete Information as Needed



ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Complete Position Information

STEPS

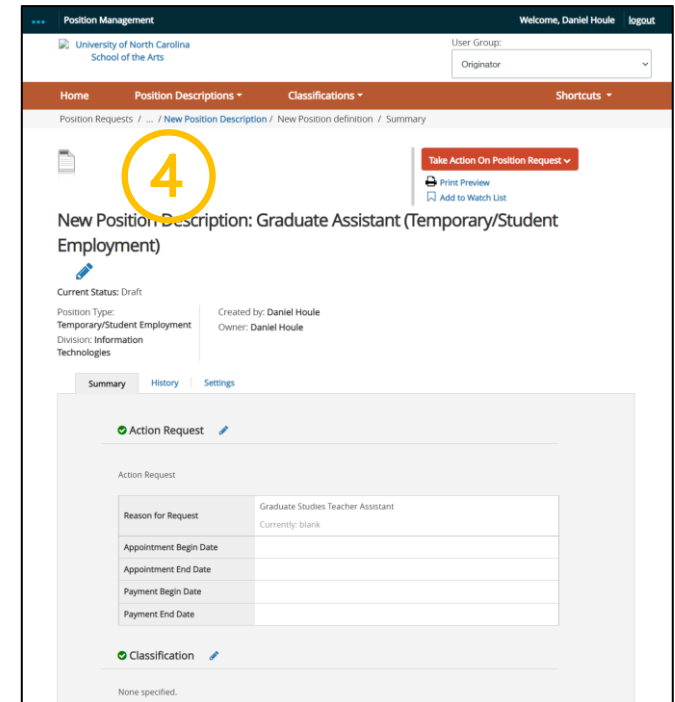
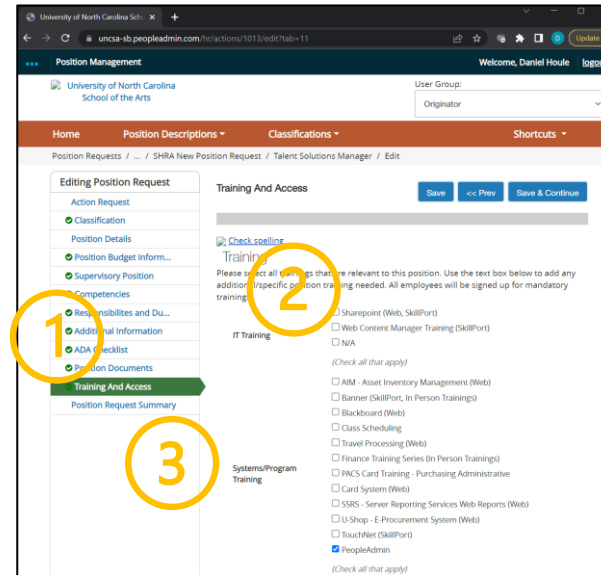
1. Move to ADA Checklist
2. Complete Information as Needed
3. Move to Position Documents
4. Upload PDFs as Needed



ORIGINATOR ROLE: TEMPORARY/STUDENT NEW POSITION | Complete Position Information

STEPS

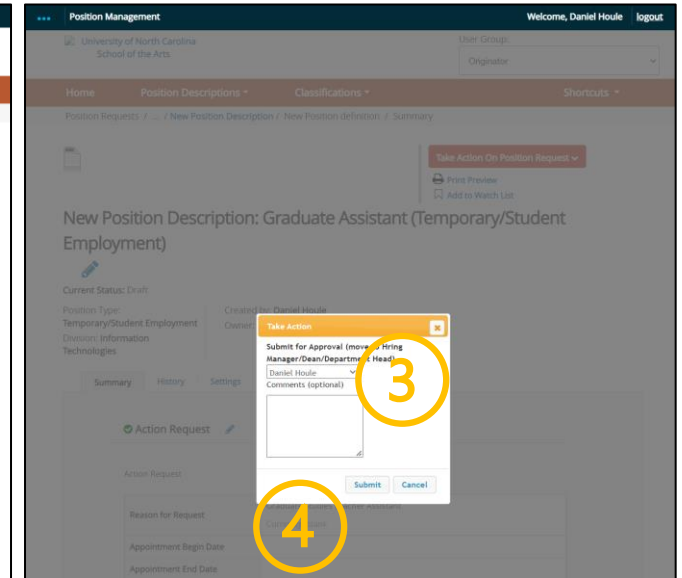
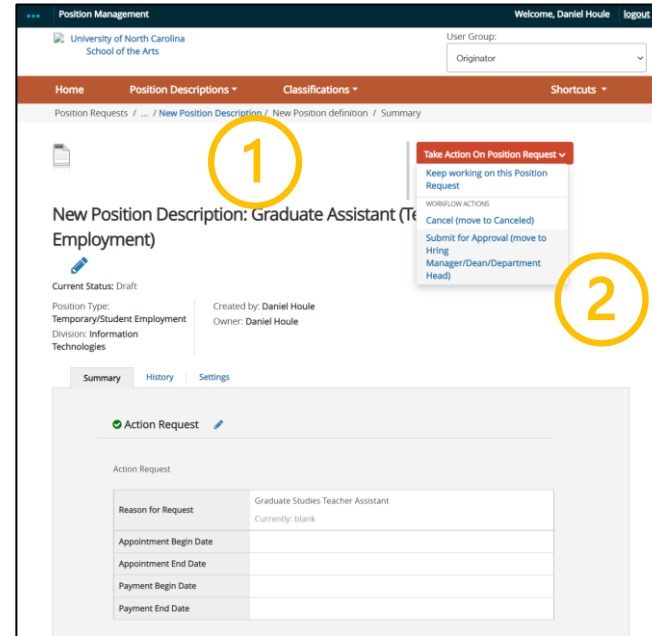
1. Move to Training and Access
2. Complete Information as Needed
3. Move to Position Request Summary
4. Review Position Request Summary



ORIGINATOR ROLE: TEMPORARY/STUDENT | Submit for Approval

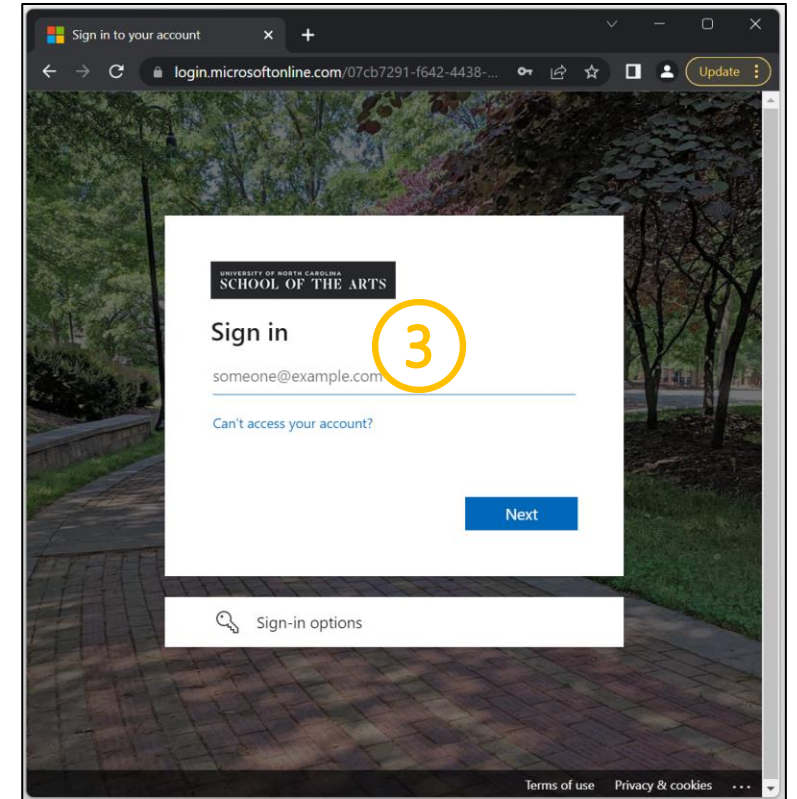
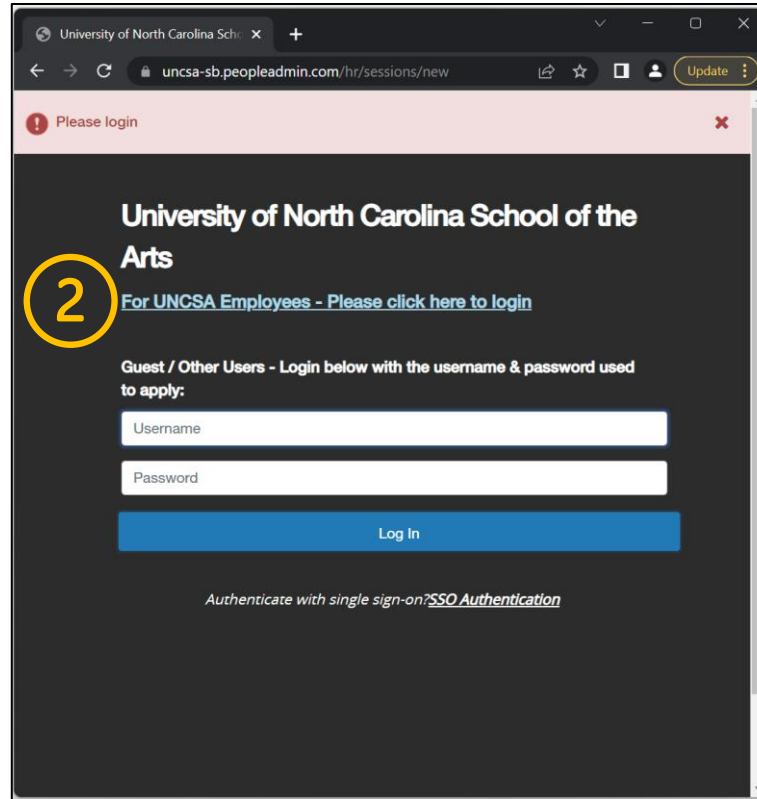
STEPS

1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Select Correct Approver
4. Click Submit!



STEPS

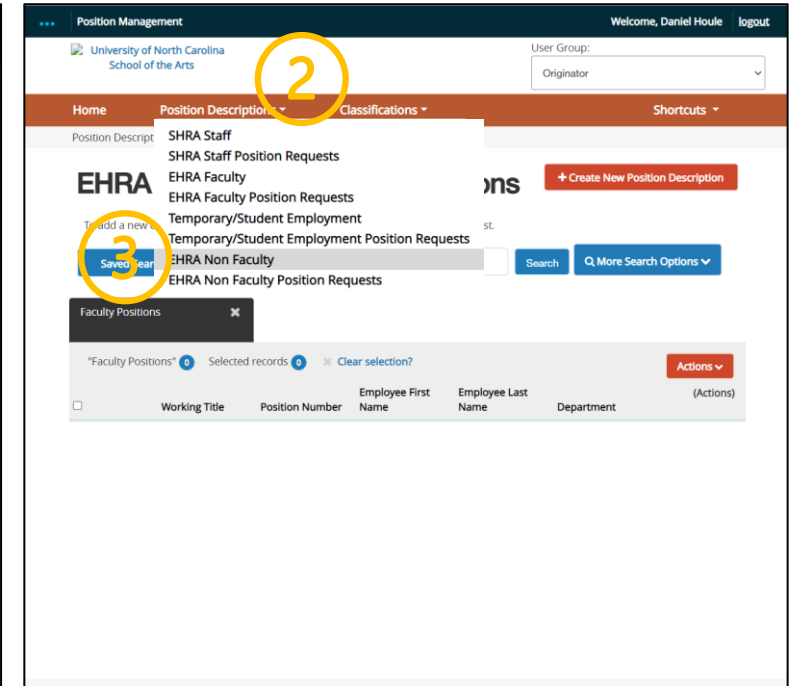
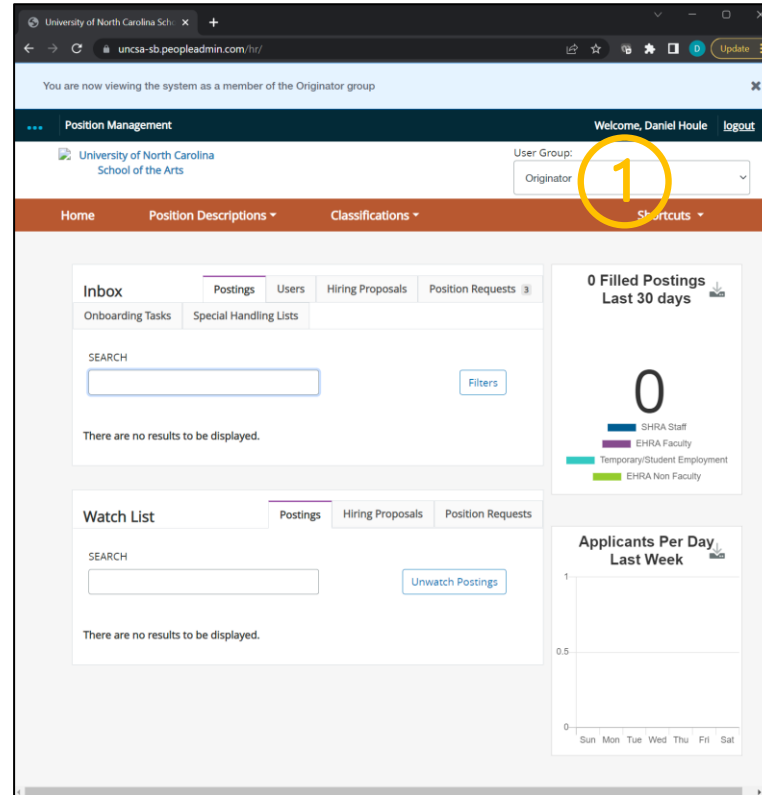
1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft



STEPS

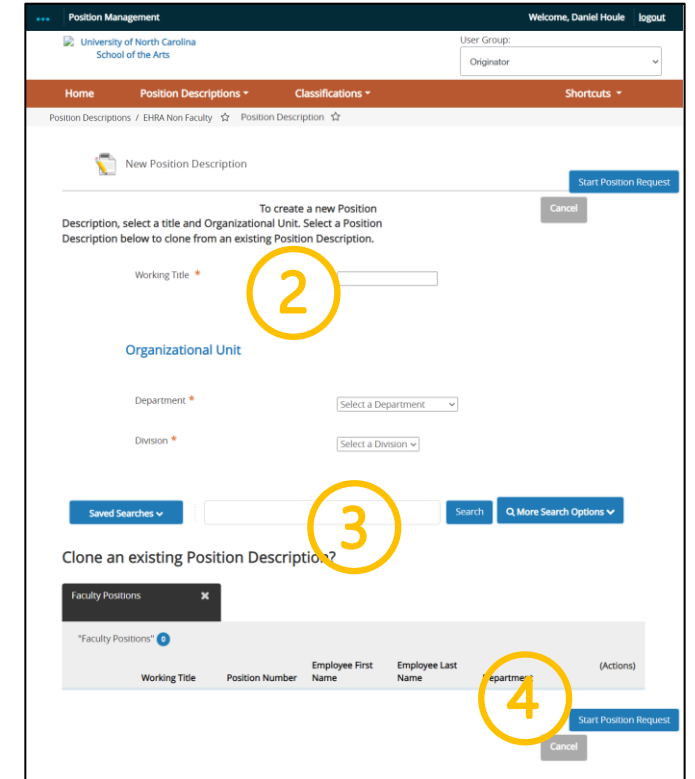
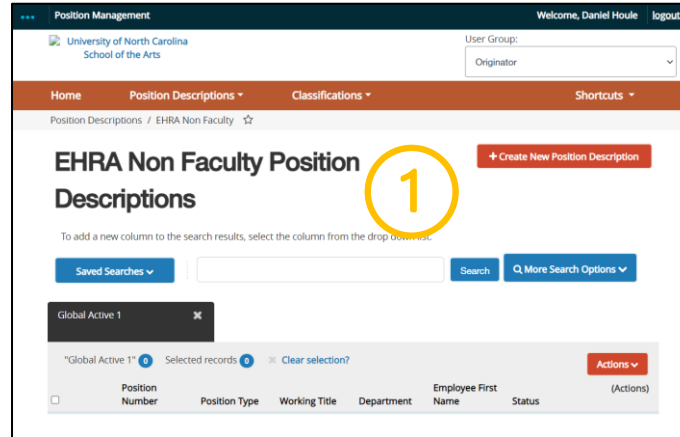
Change User Group to Originator

1. Click Positions Descriptions
2. Select EHRA Non-Faculty



STEPS

1. Click Create New Position
2. If New, Fill Out Required Fields
3. If Copying an Existing Position,
Search & Select for Position Number
4. Click Start Position Request



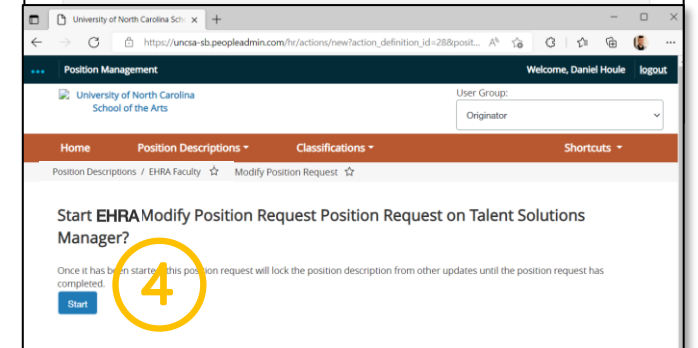
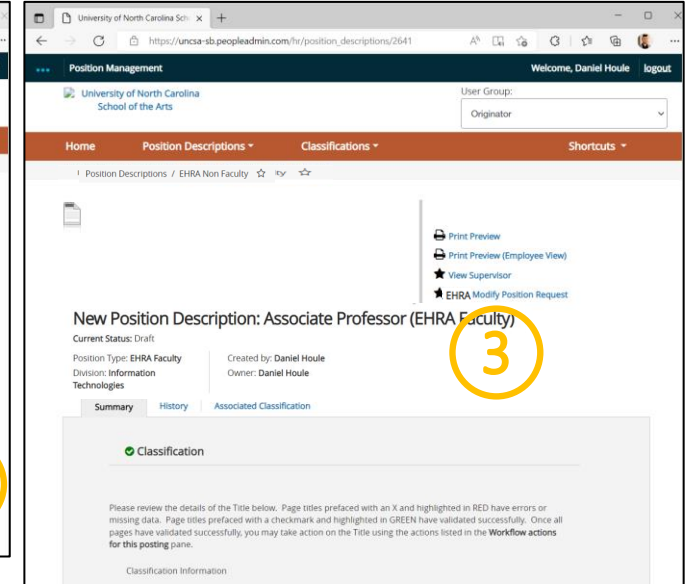
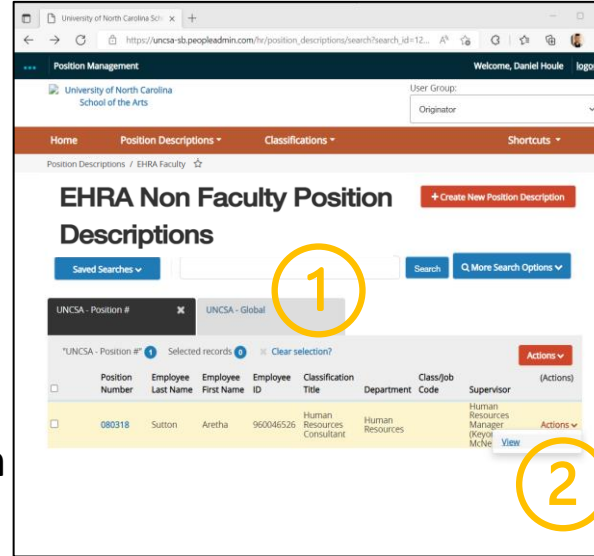
Modifying an Existing Position? Skip to the next slide!



ORIGINATOR ROLE: EHRA NON-FACULTY NEW POSITION & UPDATE POSITON | Modify Existing Position

STEPS

1. Search for Position
2. Click Actions on the Position Row, Select View
3. Click EHRA Modify Position Request
4. Click Start on the Modify Position Confirmation



If you're creating a New Position, Skip to the next slide!



ORIGINATOR ROLE: EHRA NON-FACULTY NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

1. Complete Reason for Request
2. Indicate Changes Requested, Click Save
3. Move to Position Details
4. Complete Information as Needed
5. Click Save

Position Management

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

Action Request

Save Save & Continue

Check spelling

Required Information

Action Request

Reason for Request

Identify changes in job tasks and/or organizational structure for this position.

This field is required.

- Request to Post - Without Changes
- Request to Post - With Changes
- Update Only - No Requested Changes to Position Description
- Supervisor Change
- FTE Change
- Months Per Year Change
- EHRA Title Change with Salary Increase
- EHRA Title Change without Salary Increase
- EHRA Salary Increase
- EHRA to SHRA
- SHRA to EHRA
- Retention (Offer Letter Required)
- Interim Appointment Begin
- Interim Appointment End
- Deactivate (Abolish) Position
- Supplemental Pay
- Termination

Changes Requested (SHRA)

Effective Date

Multiple Actions may be selected.

This field is required.

Save Save & Continue

Position Management

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

Position Details

Save < Prev Save & Continue

Check spelling

Position Details

Seated Employee Information

Employee First Name

Employee Last Name

Employee ID

Position Information

Position Type

Working Title Associate Professor

Position Number 856078

Salary Grade

Banded Salary Minimum

CBR

JMR

ABR

Banded Salary Maximum

Hiring Manager/Dean/Department Head users with access

Originator/Business Officer users with access

FTE

Hours Per Week

Full Time Part Time

Full Time Part Time Full-time

Work Schedule and 40 hours per week



STEPS

1. Move to Position Budget Information
2. Complete Information as Needed
3. Click Save

The screenshot displays the 'Position Management' interface for the University of North Carolina School of the Arts. The user is logged in as 'Daniel Houle' with the role of 'Originator'. The breadcrumb trail indicates the current page is 'Position Requests / ... / New Position Description / Associate Professor / Edit'. The left sidebar shows a list of menu items under 'Editing Position Request', with 'Position Budget Inform...' highlighted by a yellow circle containing the number 1. The main content area is titled 'Position Budget Information' and includes a 'Check spelling' link. The 'Salary and Budget Information' section contains fields for 'Salary' (\$54,995 - \$109,993) and 'Recruitment Range, if applicable' (\$60,000 - \$65,000). The 'Budget Summary' section includes fields for 'Fund Code' (170160), 'Account Code' (612100), 'Amount' (57,000), and 'Percentage Funded' (100.0%), with the 'Amount' field highlighted by a yellow circle containing the number 2. Navigation buttons for 'Save', '<< Prev', and 'Save & Continue' are visible at the top and bottom of the form.

ORIGINATOR ROLE: EHRA NON-FACULTY NEW POSITION & UPDATE POSITON | Complete Position Information

STEPS

1. Move to Responsibilities and Duties
2. Complete Information as Needed, Click Save
3. Move to Additional Information
4. Complete Information as Needed
5. Click Save

Position Management

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...**

Additional Information

- ADA Checklist
- Position Documents
- Training and Access
- Position Request Summary

Responsibilities and Duties

Save << Prev Save & Continue

Check spelling

Responsibilities and Duties Section

Percentage of total time: 100%

Description of job Responsibility/Duty

- Instructs undergraduate Art students in online and in-person courses.
- Manages class curriculum.

Remove Entry?

Add Responsibilities and Duties Section Entry

Save << Prev Save & Continue

Position Management

University of North Carolina School of the Arts

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...**
- Additional Information**

Additional Information

Save << Prev Save & Continue

Check spelling

Mandatory Personnel

The University has identified "mandatory personnel" who are required to report to work when classes are delayed, canceled or when the campus is closed. Mandatory personnel are employees designated to ensure the continuous operation of the University. These employees most often fall into the categories of law enforcement, facilities operations, housing, payroll, technical services and certain other support services. Mandatory personnel who fail to report to work at the designated time during adverse weather and other emergencies may be subject to disciplinary action and/or required to charge missed hours to leave or leave without pay.

Is this employee designated as mandatory personnel? No

On-Call

"On-Call" which means when an employee must remain available to be called back to work on short notice if the need arises. On-call scheduling sometimes referred to as on-call shifts are processes use where employee work schedules are intentionally unpredictable. Employees who work on-call are expected to be available at any time, usually with short notice, to carry out their working duties.

Is this employee designated as on-call personnel? No

Emergency Callback

"Emergency Callback" which means when an employee has left the work site and is requested to respond on short notice (either by returning to work or via telephone/computer) to an emergency work situation for the following reasons: 1. avoid significant service disruption; 2. avoid placing employees, students, or the public in unsafe situations; 3. protect and/or provide emergency services to property or equipment; OR 4. respond to emergencies with students or residents.

Is this employee designated as emergency callback personnel?



ORIGINATOR ROLE: EHRA NON-FACULTY NEW POSITION & UPDATE POSITON | Complete Position Information

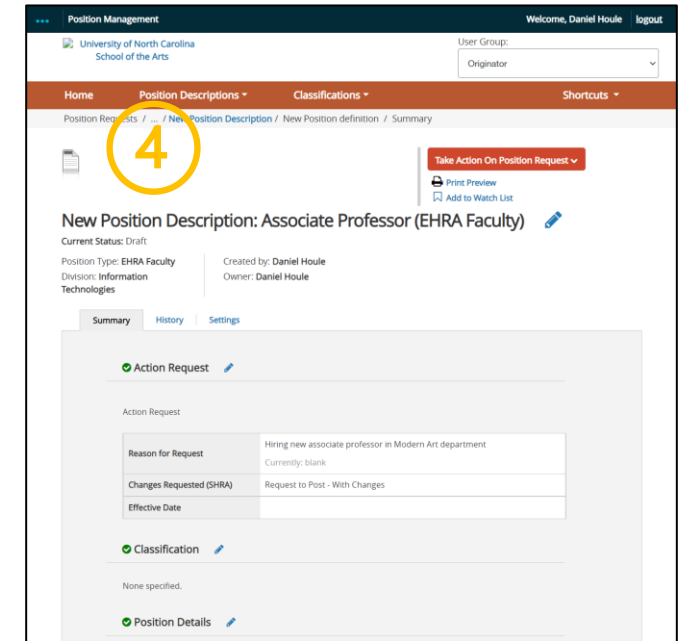
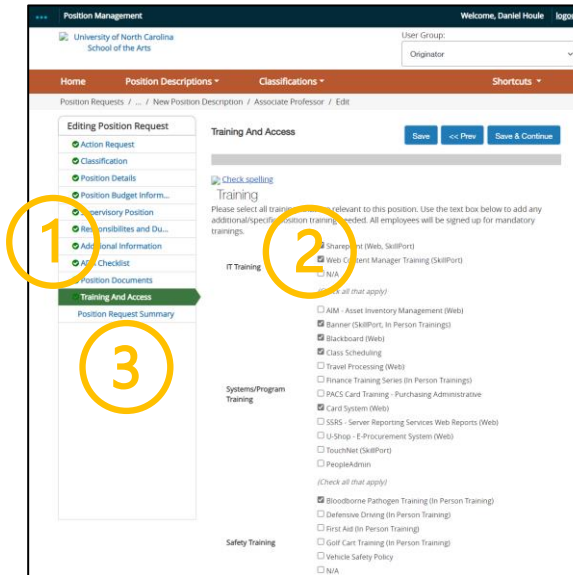
STEPS

1. Move to ADA Checklist
2. Complete Information as Needed, Click Save
3. Move to Position Documents
4. Upload PDFs as Needed
5. Click Save



STEPS

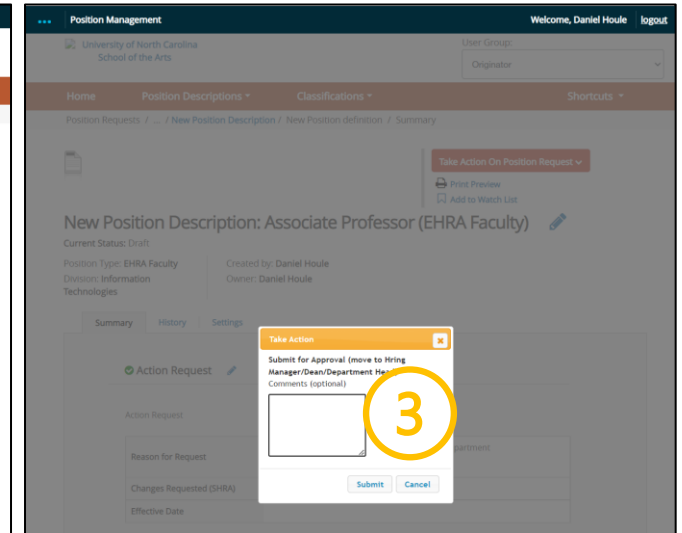
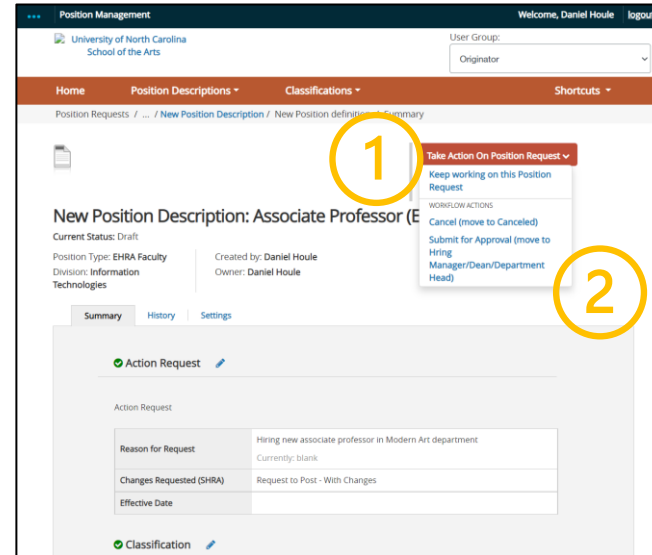
1. Move to Training and Access
2. Complete Information as Needed, Click Save
3. Move to Position Request Summary
4. Review Position Request Summary



ORIGINATOR ROLE: EHRA NON-FACULTY NEW POSITION & UPDATE POSITON | Submit for Approval

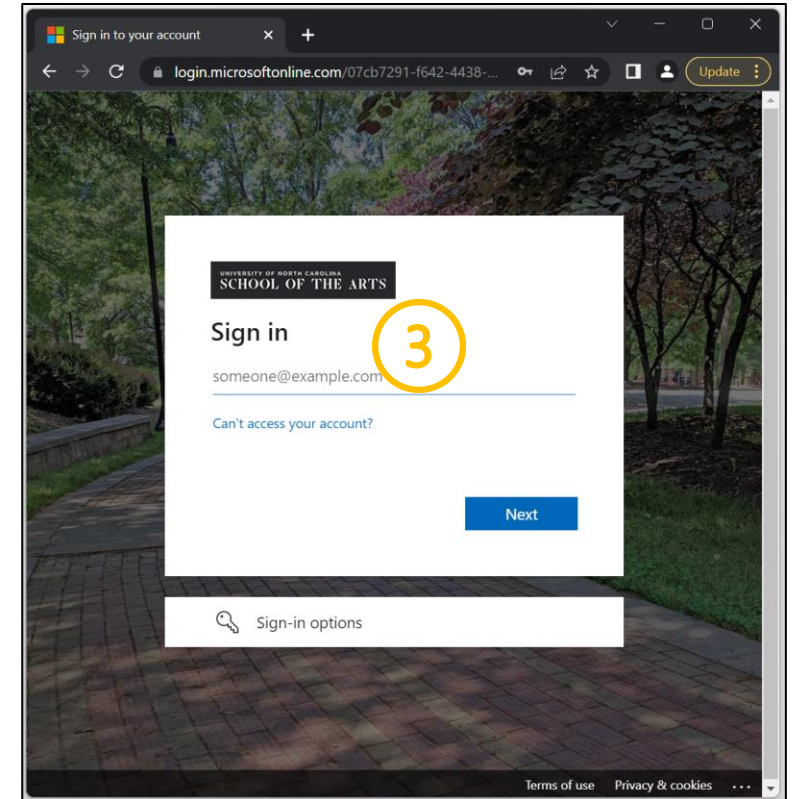
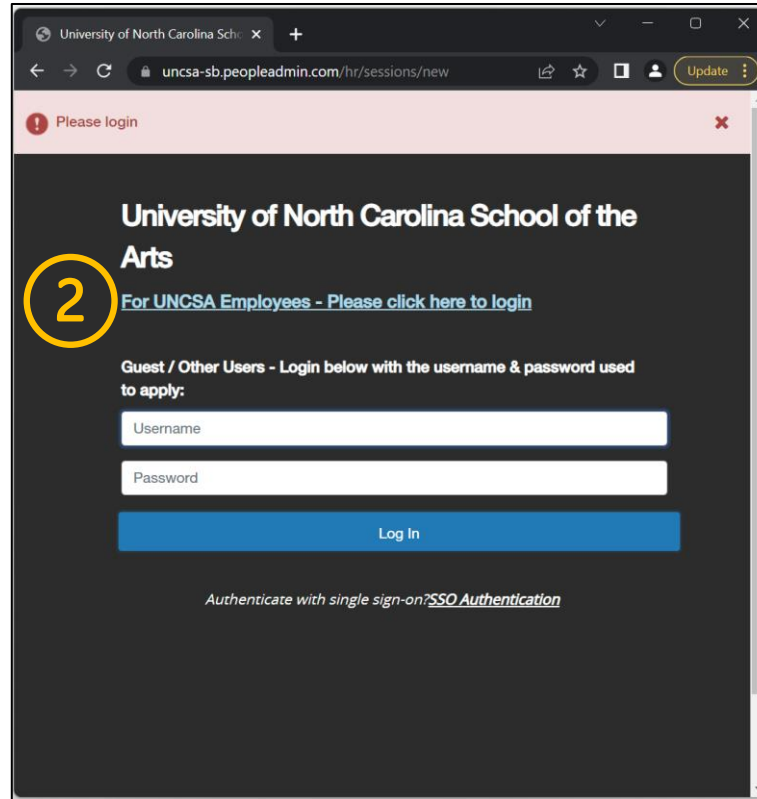
STEPS

1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Click Submit!



STEPS

1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft

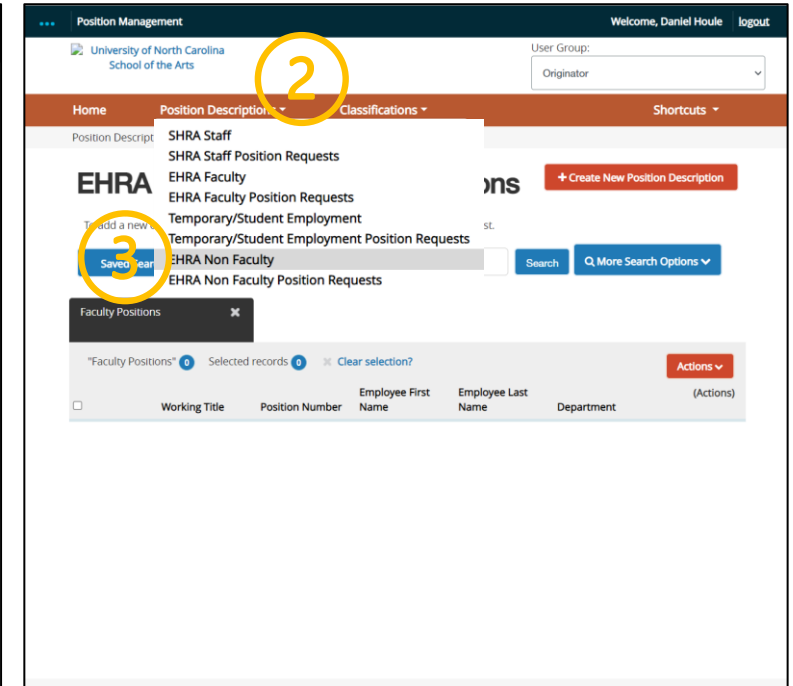
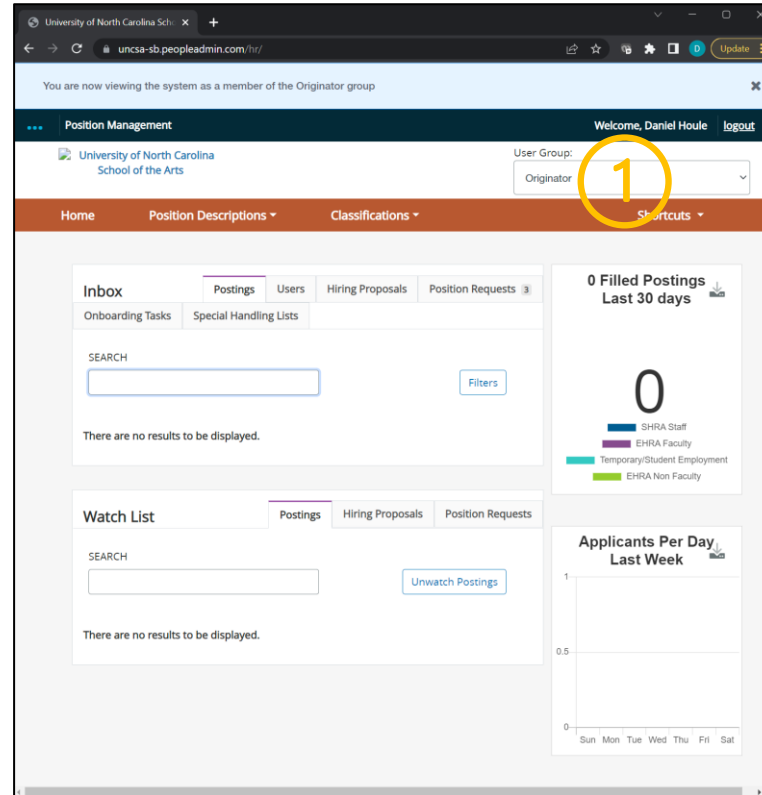


ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY | Originator & EHRA Non-Faculty

STEPS

Change User Group to Originator

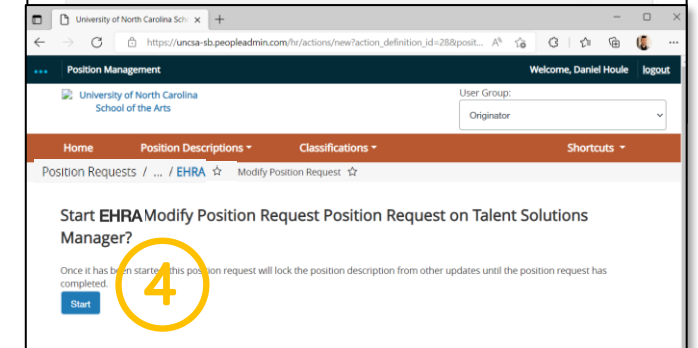
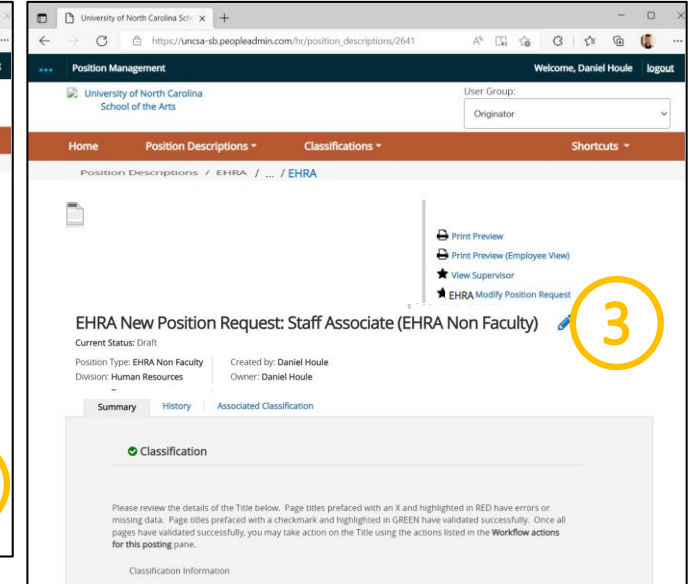
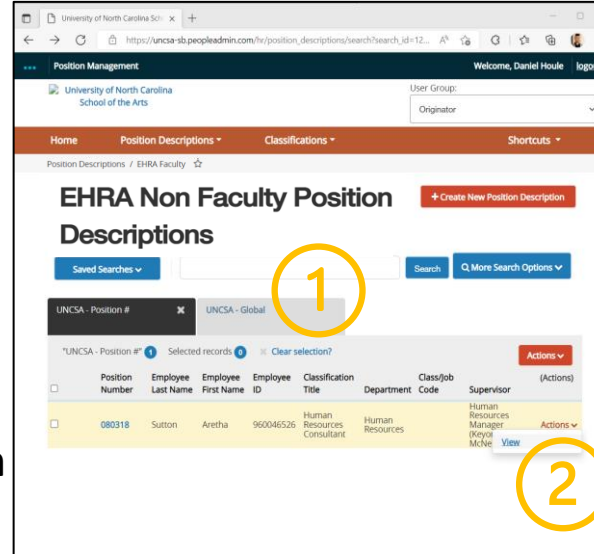
1. Click Positions Descriptions
2. Select EHRA Non-Faculty



ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY | Search & Modify Position

STEPS

1. Search for Position
2. Click Actions on the Position Row, Select View
3. Click EHRA Modify Position Request
4. Click Start on the Modify Position Confirmation



If you're creating a New Position, Skip to the next slide!



ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY | Complete Information for Supplemental Pay

STEPS

1. Complete Reason for Supplemental Pay
 - Reason for Request & Effective Date
2. Select Supplemental Pay, Click Save
3. Move to Position Budget Information
4. Complete Information as Needed
5. Click Save

Position Management - University of North Carolina School of the Arts

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- ADA Checklist
- Position Documents
- Training And Access
- Position Request Summary

Action Request

Check spelling

Required Information

Action Request

Reason for Request

Identify changes in job tasks and/or organizational structure for this position. This field is required.

- Request to Post - Without Changes
- Request to Post - With Changes
- Update Only - No Requested Changes to Position Description
- Supervisor Change
- FTE Change
- Months Per Year Change
- EHRA Title Change with Salary Increase
- EHRA Title Change without Salary Increase
- EHRA Salary Increase
- EHRA to SHRA
- SHRA to EHRA
- Retention (Offer Letter Required)
- Interim Appointment Begin
- Interim Appointment End
- Deactivate (Abolish) Position
- Supplemental Pay
- Termination

Changes Requested (SHRA)

Effective Date

Save Save & Continue

Position Management - University of North Carolina School of the Arts

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / New Position Description / Associate Professor / Edit

Editing Position Request

- Action Request
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Responsibilities and Du...
- Additional Information
- ADA Checklist
- Position Documents
- Training And Access
- Position Request Summary

Position Details

Check spelling

Salary and Budget Information

Salary \$39,622 - \$89,235

Recruitment Range, if applicable \$50,000-\$57,000

Is Position Contingent Upon Funding Yes

Budget Summary

Fund Code 170160

Account Code 612100

Amount 67,000

Percentage Funded 100.0

Remove Entry?

Add Budget Summary Entry

Supplemental Pay Budget Summary

Add Supplemental Pay Budget Summary Entry

Comments

Originator Comments

Business Officer Comments

Save < Prev Save & Continue



STEPS

1. Complete All Supplemental Pay fields

- Add additional details regarding the specifics behind the supplemental pay request in the Originator Comments field

2. Click Save

The screenshot shows a web form titled "Position Budget Information" with navigation buttons "Save", "<< Prev", and "Save & Continue". The form is divided into several sections:

- Salary and Budget Information:** Includes fields for Salary (\$25,381 - \$48,446), Recruitment Range, Is Position Contingent Upon Funding, and a "Budget Summary" section with fields for Fund Code (170160), Account Code (612100), Amount (35000.00), and Percentage Funded (100).
- Supplemental Pay Budget Summary:** Includes fields for Fund Code, Account Code, Amount, Percentage Funded, Requesting Department, and Supplemental Position Number.
- Dates:** Includes Appointment and Payment begin/end dates with calendar icons.

Two yellow circles with numbers are overlaid on the form: a "2" in the top right corner and a "1" next to the "Supplemental Pay Budget Summary" section.



ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY | Review Request Summary

STEPS

1. Move to Position Request Summary
2. Review Position Request Summary

The screenshot shows the 'Supplemental Pay Budget Summary' form. A yellow circle with the number '1' highlights the 'Add Budget Summary Entry' button. The form includes fields for Fund Code, Account Code, Amount, Percentage Funded, and Requesting Department. It also has date pickers for Appointment Begin Date, Appointment End Date, Payment Begin Date, and Payment End Date. A 'Remove Entry?' checkbox is at the bottom.

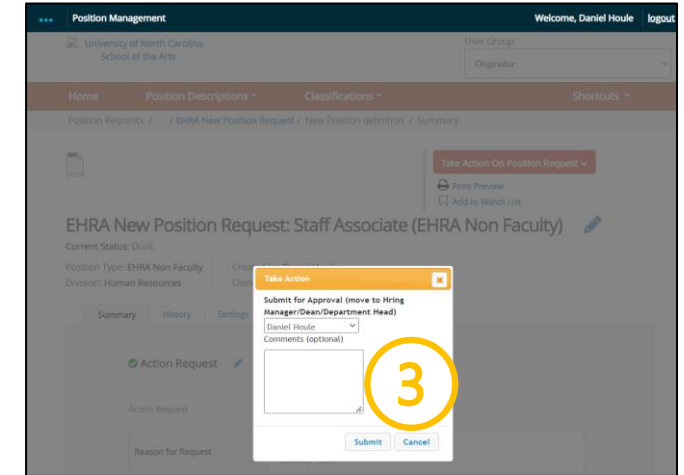
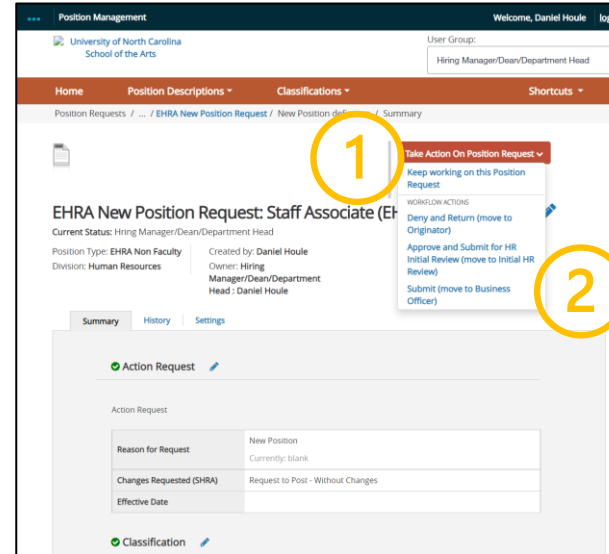
The screenshot shows the summary page for an 'EHRA New Position Request: Staff Associate (EHRA Non Faculty)'. A yellow circle with the number '2' highlights the 'Take Action On Position Request' button. The page displays the current status as 'Draft', position type as 'EHRA Non Faculty', and division as 'Human Resources'. It also shows the reason for request as 'Hiring new associate professor in Modern Art department' and changes requested as 'Request to Post - With Changes'.



ORIGINATOR ROLE: EHRA NON-FACULTY SUPPLEMENTAL PAY | Submit for Approval

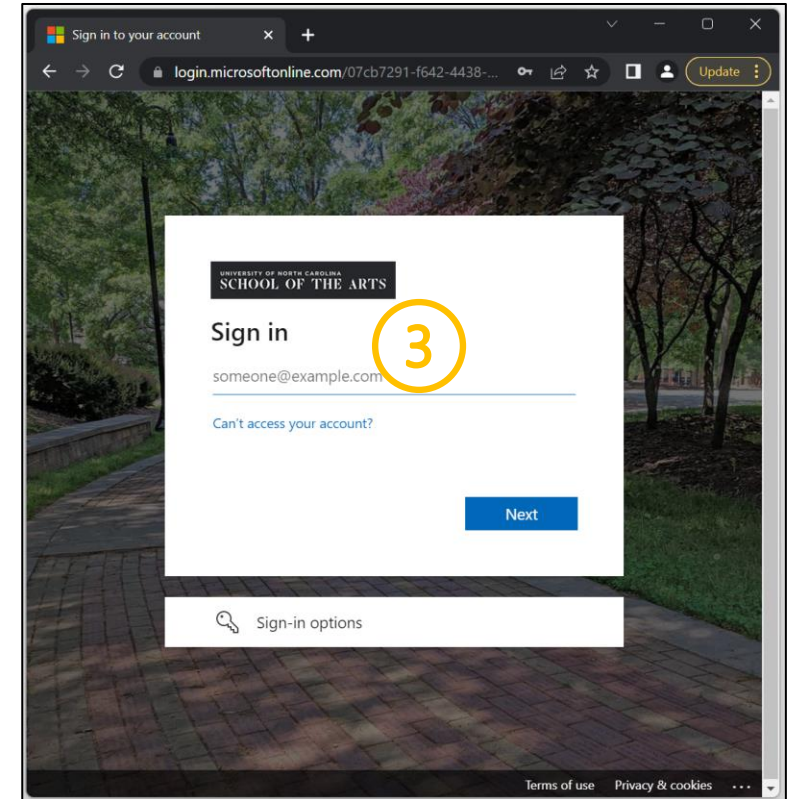
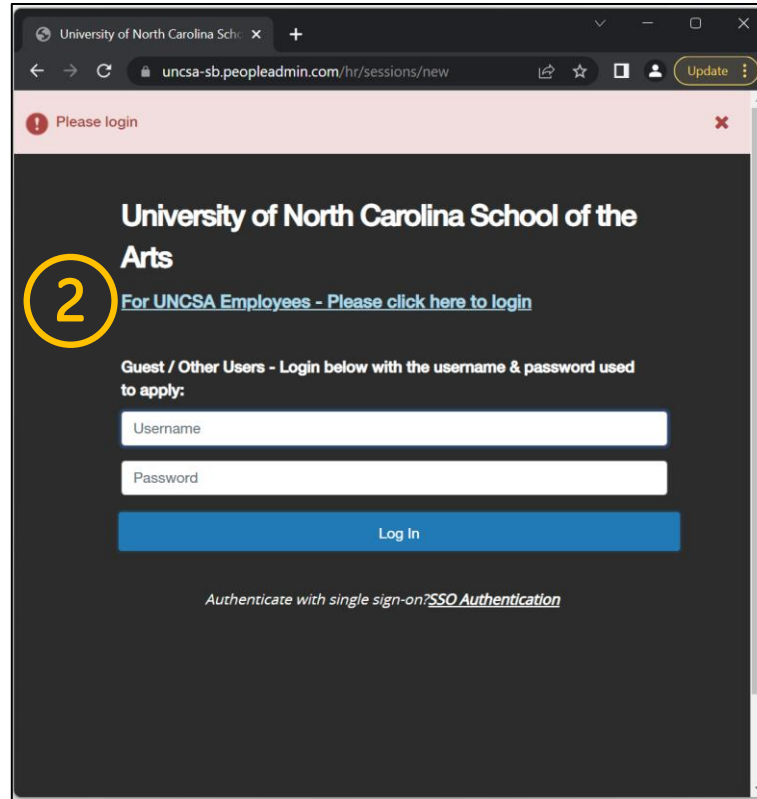
STEPS

1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Click Submit!



STEPS

1. Access [Position Management](#)
2. Click For UNCSA Employees
3. Login with Microsoft

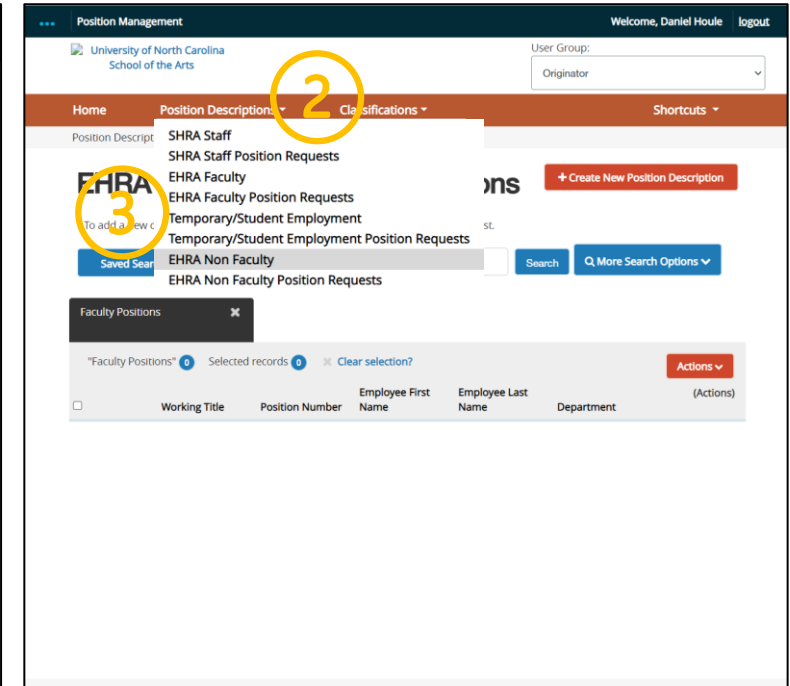
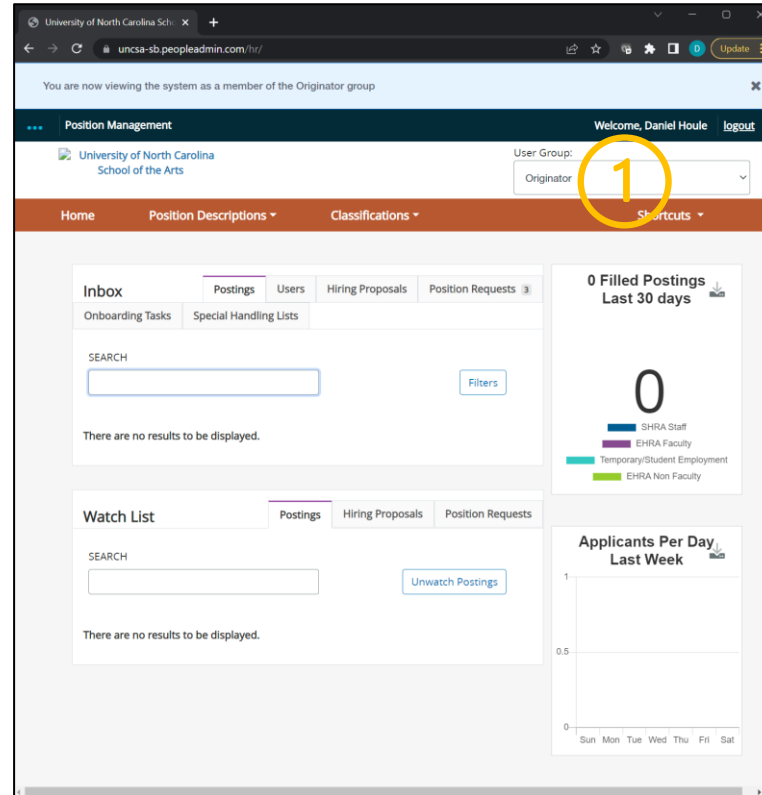


ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Originator & EHRA NON-FACULTY Selection

STEPS

Change User Group to Originator

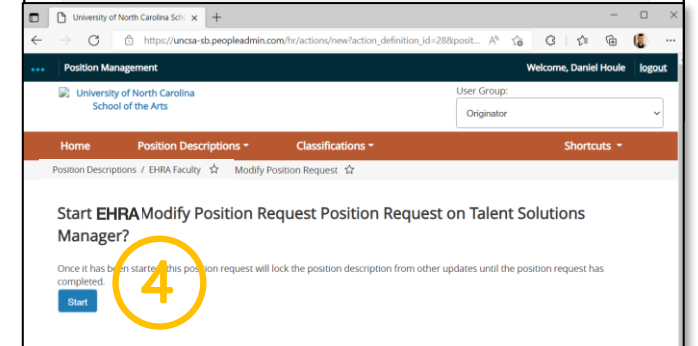
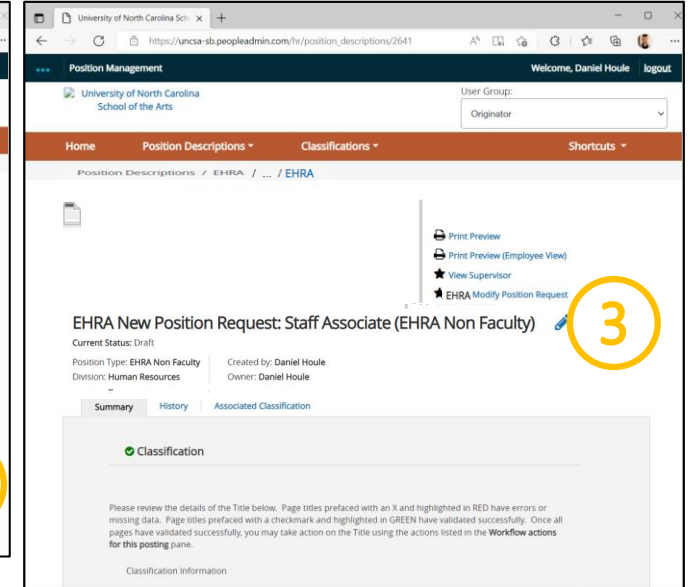
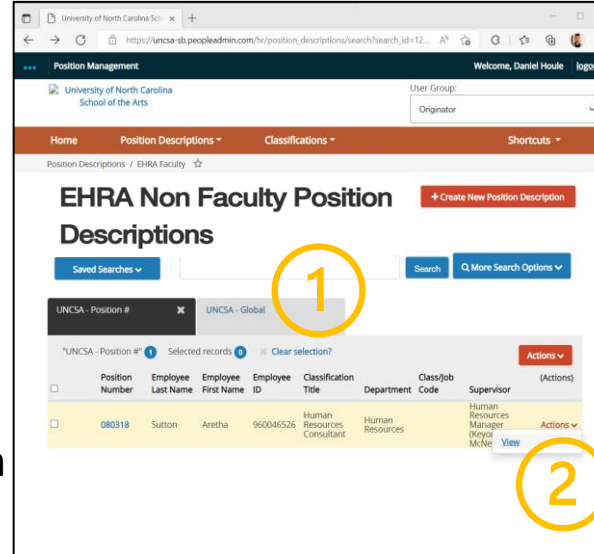
1. Click Positions Descriptions
2. Select EHRA NON-FACULTY



ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Search & Modify Position

STEPS

1. Search for Position
2. Click Actions on the Position Row, Select View
3. Click EHRA Modify Position Request
4. Click Start on the Modify Position Confirmation



If you're creating a New Position, Skip to the next slide!



ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Complete Information for Termination

STEPS

1. Complete Reason for Termination
 - Reason for Termination & Effective Date
2. Select Termination, Click Save
3. Move to Position Documents
4. Required: Upload Resignation Letter or other supporting documents
5. Click Save



ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Review Request Summary

STEPS

1. Move to Position Request Summary
2. Review Position Request Summary

The screenshot shows the 'Editing Position Request' form. The left-hand navigation menu is visible, with a yellow circle and the number '1' highlighting the 'Position Request Summary' link. The main content area shows 'Position Details' with fields for 'Salary' (\$39,622 - \$89,235), 'Recruitment Range, if applicable' (\$50,000 - \$57,000), and 'Is Position Contingent Upon Funding' (Yes). Below this is the 'Supplemental Pay Budget Summary' section with fields for 'Fund Code', 'Account Code', 'Amount', 'Percentage Funded', and 'Requesting Department'.

The screenshot shows the 'New Position Description: Associate Professor (EHRA Faculty)' summary page. A yellow circle with the number '2' highlights the 'Take Action On Position Request' button. The page displays the current status as 'Draft', position type as 'EHRA Faculty', and division as 'Information Technologies'. Below this is a table with the following data:

Reason for Request	Hiring new associate professor in Modern Art department
Changes Requested (SHRA)	Request to Post - With Changes
Effective Date	Currently: blank

Below the table, there are sections for 'Classification' (None specified) and 'Position Details'.



ORIGINATOR ROLE: EHRA NON-FACULTY TERMINATION | Submit for Approval

STEPS

1. Once Review is Complete, Select Take Action
2. Select Submit for Approval
3. Click Submit!

