

Staff Position Management: Reclassify an Existing Position

PeopleAdmin

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



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Login Instructions

To log into the system:

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

Texas State University

[Login with your Texas State ID here.](#)

Guest User Login ONLY

Username

Password

Log In

Authenticate with single sign-on? [SSO Authentication](#)

Login Instructions cont...

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



The screenshot shows the login interface for PeopleAdmin 7 at Texas State University. At the top left is the Texas State University logo. The main heading is "Texas State Authenticated Access". Below this is the sub-heading "Login to PeopleAdmin 7 Texas State University". A paragraph of legal disclaimer text follows. The login form contains two input fields: "NetID:" and "Password:". Below the fields is a dark red "Login" button. At the bottom of the form area are two links: "Activate your NetID" and "Forgot Password". The footer includes the text "MEMBER THE TEXAS STATE UNIVERSITY SYSTEM" with a small logo, and the contact information "Texas State University | 601 University Drive, San Marcos, Texas 78666-4684 | 512-245-2111".

Login Instructions cont...

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

Position Management
(orange header)

The screenshot shows the 'Position Management' system interface. At the top, there is a dark blue header with the text 'Position Management' on the left and 'Welcome, Emily Himes My Profile Help logout' on the right. Below the header is the Texas State University logo and a 'User Group:' dropdown menu. A prominent orange navigation bar contains the following items: 'Home', 'Position Descriptions' (with a dropdown arrow), 'Job Titles' (with a dropdown arrow), and 'Shortcuts' (with a dropdown arrow). Below the navigation bar is a dashboard area with several widgets: 'Inbox', 'Postings' (with a purple badge showing '1'), 'Users', 'Rec for Hires', 'Position Requests' (with a badge showing '13'), 'My Filled Postings' (with 'Last 30' below it), and 'My Open Postings'.

Applicant Tracking
(blue header)

The screenshot shows the 'Applicant Tracking System' interface. At the top, there is a dark blue header with the text 'Applicant Tracking System' on the left and 'Welcome, Emily Himes My Profile Help logout' on the right. Below the header is the Texas State University logo and a 'User Group:' dropdown menu. A prominent blue navigation bar contains the following items: 'Home', 'Postings' (with a dropdown arrow), 'Rec for Hires' (with a dropdown arrow), and 'Shortcuts' (with a dropdown arrow). Below the navigation bar is a dashboard area with several widgets: 'Inbox', 'Postings' (with a purple badge showing '1'), 'Users', 'Rec for Hires', 'Position Requests' (with a badge showing '13'), 'My Filled Postings' (with 'Last 30' below it), and 'My Open Postings'.

What are you trying to do?

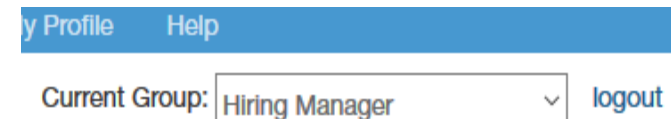
When to use the **Position Management**:

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

When to use the **Applicant Tracking**:

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

Important: Make sure your Current Group is in HIRING MANAGER status.



My Profile Help

Current Group: Hiring Manager

Understanding the homepage links

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

Inbox 36

Displaying items for group "Hiring Manager".

Postings (10+) Users (4) Rec for Hires (9) Position Requests (9) Special Handling Lists (0)

Job Title	Applicant Name	Type	Current State	State Owner
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The **Watch List** displays any items you have flagged to follow.

Watch List 0

Postings (0) Rec for Hires (0) Position Requests (0)

Job Title	Type	Current State	State Owner
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The **Shortcuts** are quick links to assist starting your requisition.

Shortcuts

[Create New Staff Posting](#)

The **Useful Links** are links that are available to be used throughout the hiring process.

Useful Links

- [Applicant Portal](#)
- [Employment Verification Form](#)
- [Hiring Matrix Form, Instructions and Tutorial](#)
- [Background Inquiry Release for Criminal History Background Check](#)
- [Staff Job Posting Tutorial](#)
- [Grant Employment Descriptions \(Grant Only\)](#)

The following slides walk you through how to
reclassify an existing position.

Reclassification of an Existing Position

- go to **Position Descriptions and Staff**
- find the position you want to reclassify
- click on the number and it opens up giving you options for what you are trying to do.

 [Print Preview \(Employee View\)](#)

 [Print Preview](#)

 [Reclassify Regular Staff Position Description](#)

 [Reclassify Academic Staff Position Description](#)

 [Regular Staff Promotion and Transfer](#)

 [Academic Staff Promotion and Transfer](#)

If you are part of the **ACADEMIC DIVISION** you will always choose **Reclassify Academic Staff Position Description**.

If one of the **OTHER DIVISIONS** you will always choose **Reclassify Regular Staff Position Description**.

FAQ: Can I do a reclassification request on my own position?

- No, you cannot do a reclassification requisition on your own position.

Reclassification of an Existing Position cont...

- Click on “Start”

Start Reclassify Regular Staff Position Description Position Request on Plumber II?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.



- Fill in all of the required fields and others as appropriate and click on “Next”.

* Required Information

Current Job Title

* Current Job Code No. This field is required.

* Current Job Title This field is required.

* Current Pay Grade This field is required.

Proposed Job Title

New Job Classification Code Indicator
If the New Job Classification Code Indicator is checked, the Proposed Job Code No. and Proposed Pay Grade are not required.

Proposed Job Code No.

* Proposed Job Title This field is required.

Proposed Pay Grade

Editing Position Request	
Current/Proposed Job T...	
Position Information	
✓ Approved Job Title Sum...	
✓ Seated Employee	
E-PCR	
Department Head	
✓ Personnel Subarea	
Budget Information	
✓ Supervisory Position	
Contact Information fo...	
✓ Position Documents	
Position Request Summary	

As you go through the process you will get the green check marks by each item letting you know that everything is complete.

Reclassification of an Existing Position cont...

- Complete all of the required items and others as appropriate.
- Enter the date you want it effective but depending on the completion date this may be changed.
- Click on “Next” to continue

* Required Information

Audit Request

Position Effective Date This field is required.
(MM/DD/YYYY)

Position Number 50001014

Proposed Position Title

FTE (%) This field is required.

Proposed Monthly Salary This field is required.

Responsible Hiring Manager This field is required.

Required Quals Summary This field is required if the position will be posted from an audit.

Preferred Quals Summary This field is required if the position will be posted from an audit.

Duties This field is required if the position will be posted from an audit.

Post Position from Audit
Once the audit is approved, departments must access the Applicant Tracking module to create a posting requisition.

Reclassifications are typically effective on the first of the month following the month that the audit is completed.

Reclassification of an Existing Position cont...

This portion is completed by HR when the audit is completed.

Approved Job Title Summary Save << Prev Next >>

The Approved Job Title Summary will reflect the current pay plan job title until the audit is complete. Upon completion of the audit, Human Resources will update the Approved Job Title to the approved Pay Plan Title.

Approved Job Title Summary

Job Title	Plumber II
Job Code Short Text	Plumber II

Pay Grade

Pay Grade	20
Min Salary	3330
Max Salary	5483

Save << Prev Next >>

If there is a person in the position the data for the person will appear. If it is vacant it will say, “This position description is vacant.”

Seated Employee

This position description is vacant.

Users - [Filter these results](#)

Reclassification of an Existing Position cont...

- Answer each drop down.

*** Required Information**

E-PCR

* Will this position be preparing Personal Change Requests (E-PCR's)?

This field is required.

Department Head

* Is this position designated a Department Head?

This field is required.

Personnel Subarea

* Personnel Subarea

*** Required Information**

Budget Information

* Is this a 12 month position?

This field is required.

* Is this a grant position?

This field is required.

How will this position be funded?

This section requires at least one (1) valid funding combination.

Add How will this position be funded? Entry

Department Charge Information

Please provide information for HR to charge department's MO for required criminal history background check, and/or other pr

Add Department Charge Information Entry

Comments Section

Notes

Reclassification of an Existing Position cont...

- Supervisor will appear in list below the selected supervisor. Change the information as appropriate.

Selected Supervisor

Job Title	Supv, Plumbers view
Position Number	50001945
Position Type	Staff
Org Unit	Facilities Operations (50000163)
First Name	Mario
Last Name	Mendez
Email	emailaddress@zed.zed

Position Descriptions - [Filter these results](#)

* Required Information

Contact Information for this form

- * Contact Person's Name
This field is required.
- * Contact Person's Phone
This field is required.
- * Contact Person's Email
This field is required.


- Then, attach the required documents needed for the reclassification to be completed.

- Org Structure
- Justification Memo
- Job Analysis Form (JAF)

Audit will not be started without these documents attached.

Position Documents				Save	<< Prev	Next >>
Document Type	Name	Status	(Actions)			
Org Structure			Actions ▾			
Justification Memo			Actions ▾			
Job Analysis Form (JAF)			Actions ▾			
GAP Job Description (for Grant Positions only)			Actions ▾			
Background Inquiry Release Form			Actions ▾			
Other Support Document			Actions ▾			


Reclassification of an Existing Position cont...

- After hitting return through the whole requisition it will bring you to the summary
- Look for all green check marks, if incomplete an error  will show.

 Personnel Subarea [Edit](#)

Personnel Subarea

Personnel Subarea	0002 - Benefits Eligible Full-time (40)
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 Budget Information [Edit](#)

Budget Information

Is this a 12 month position?	
Is this a grant position?	

Budget Information

- * Is this a 12 month position?
- * Is this a grant position?

How will this position be funded?

This section requires at least one (1) valid funding combination.

Cost Percentage	<input type="text" value="100"/> <i>(Must total 100%)</i>
Cost Center	<input type="text" value="1234567891"/> <i>(Must be 10 digits)</i>
Grant/Internal Order	<input type="text"/> <i>(Must be 10 digits)</i>
WBS Element	<input type="text"/> <i>(Must be 10 digits)</i>
Fund	<input type="text" value="3216549873"/> <i>(Must be 10 digits)</i>

Reclassification of an Existing Position cont...

Add How will this position be funded? Entry

Department Charge Information

Please provide information for HR to charge department's MO for required criminal history back

Type	<input type="text" value="Both"/>
COST CTR	<input type="text" value="1234567899"/>
FUND	<input type="text" value="3216549877"/>
INTERNAL ORDER	<input type="text"/>

Remove Entry?

Add Department Charge Information Entry

Comments Section

Notes

- Once you are at the summary click on “Take Action on Position Request” and move to the first approver.

Take Action On Position Request ▼

- You will be notified when audit is completed by HR Class & Comp

Reminder: reclassifications typically go into affect on the first of the month following completion of the audit.

Contacts

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

