Staff Position Management: Reclassify an Existing Position

Electronic Application System (EASY) | 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.
Login Instructions cont...

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

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

- **Position Management** (orange header)

  ![Position Management](image1)

- **Applicant Tracking** (blue header)

  ![Applicant Tracking](image2)
What are you trying to do?

When to use the **Position Management:**

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

When to use the **Applicant Tracking:**

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

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

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

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Applicant Name</th>
<th>Type</th>
<th>Current State</th>
<th>State Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postings (10)</td>
<td>Users (6)</td>
<td>Rec for Hires (6)</td>
<td>Position Requests (2)</td>
<td>Special Handling Lists (2)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Type</th>
<th>Current State</th>
<th>State Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postings (5)</td>
<td>Rec for Hires (5)</td>
<td>Position Requests (5)</td>
<td></td>
</tr>
</tbody>
</table>

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

- Create New Staff Posting

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

- 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.

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”

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

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.

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.

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.”
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)?
      - No
        - This field is required.
  - Department Head
    - Is this position designated a Department Head?
      - No
        - This field is required.
  - Personnel Subarea
    - Personnel Subarea
      - 0002 - Benefits Eligible Full-time (40)

- Budget Information
  - Is this a 12 month position?
    - Yes
    - This field is required.
  - Is this a grant position?
    - Yes
    - 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.

- 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.
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.
Reclassification of an Existing Position

cont...

- Once you are at the summary click on “Take Action on Position Request” and move to the first approver.
  
  ![Take Action On Position Request](image)

- 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

Applicant Tracking
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