Staff Position Management: Functional Title Request

PeopleAdmin

This guide is intended to assist hiring managers in managing positions.
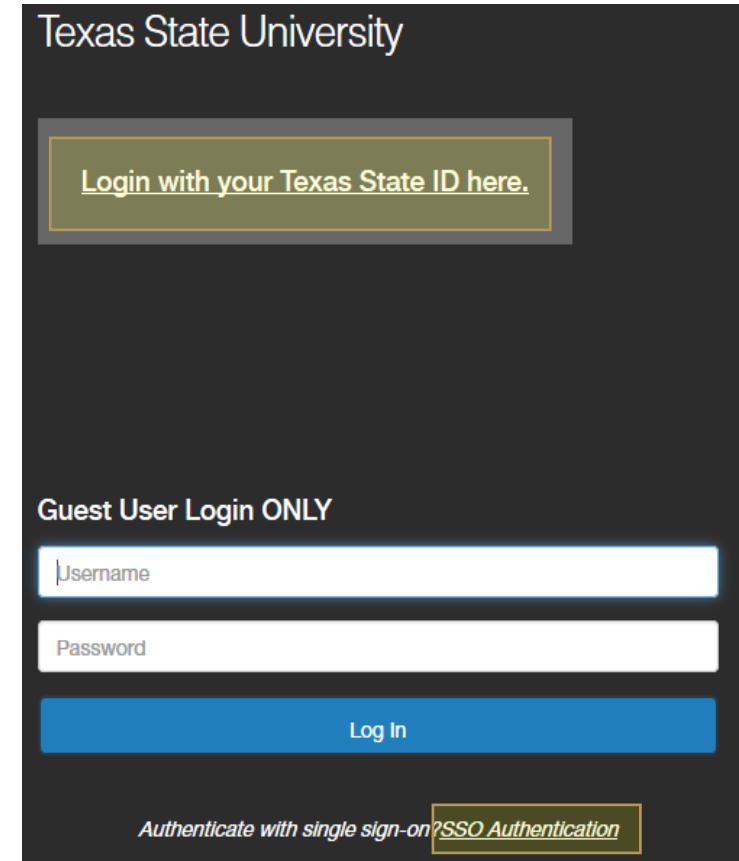
TEXAS ★ STATE
UNIVERSITY ®
The rising STAR of Texas

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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.

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Login Instructions cont…

o 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)
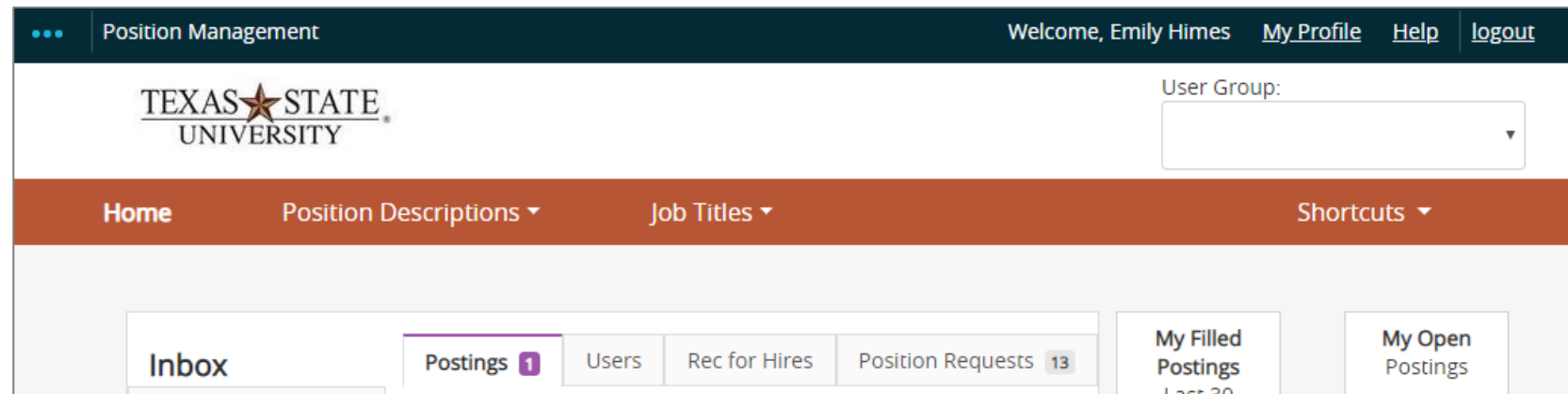
Applicant Tracking (blue header)
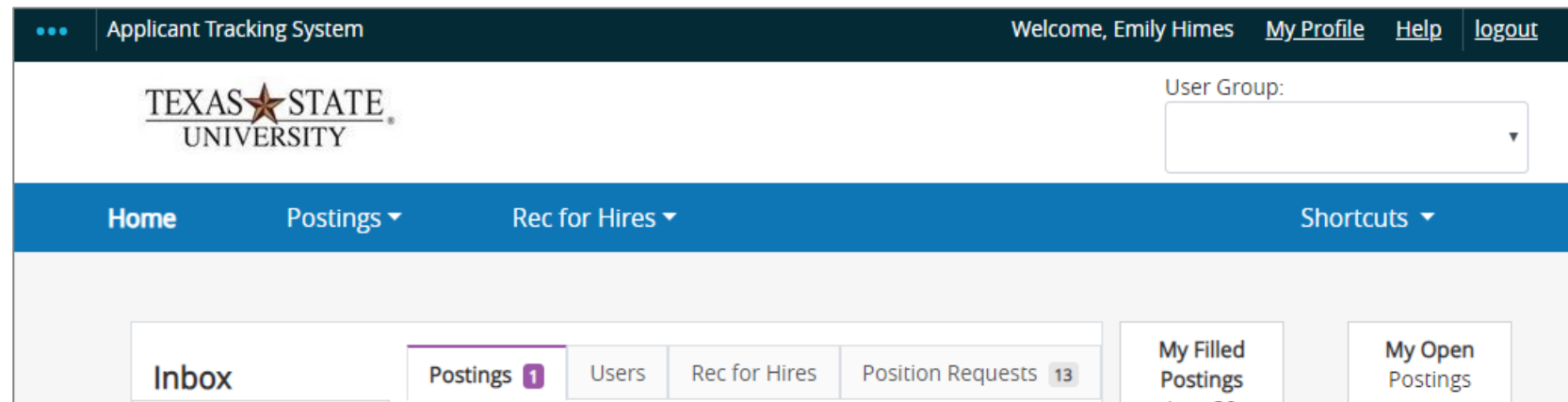
What are you trying to do?
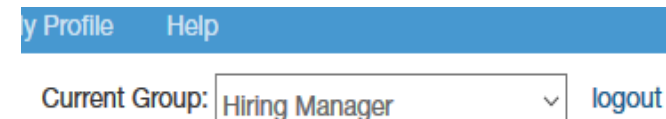
When to use the Position Management:

- 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)

- To request a functional position title

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.

y Profile   Help

Current Group: | Hiring Manager   ⌄ | logout

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 |

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 |

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.
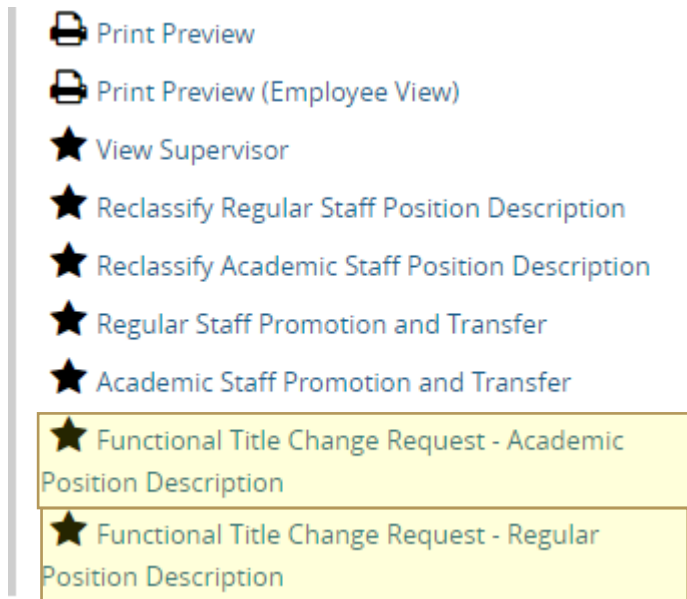
Useful Links

- 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 **request a functional title for a position.**

Request a Function Title for an Existing Position

- Go to **Position Descriptions and Staff**
- Find the position you want to request a change to
- After clicking on the position number, the position will open, giving you options of requests you can make.

🖨 Print Preview
🖨 Print Preview (Employee View)
⭐ View Supervisor
⭐ Reclassify Regular Staff Position Description
⭐ Reclassify Academic Staff Position Description
⭐ Regular Staff Promotion and Transfer
⭐ Academic Staff Promotion and Transfer
⭐ Functional Title Change Request - Academic Position Description
⭐ Functional Title Change Request - Regular Position Description

If you are part of the ACADEMIC DIVISION you will always choose **Function Title Change Request – Academic Position Description.**
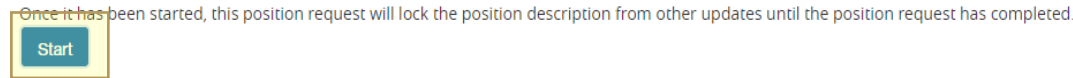
If one of the OTHER DIVISIONS you will always choose **Functional Title Change Request – Regular Position Description**

FAQ: Can I do a functional title change request on my own position?
- No, you cannot do a functional title change requisition on your own position.

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Request a functional title change for an Existing Position cont…

o Click on **"Start"** Start Functional Title Change Request - Regular Position Description Position Request on Head Plumber?

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

Start

o Fill in all of the required fields and others as appropriate and click on **"Next"**.

^{ABC}✓ Check spelling
* Required Information

Current/Proposed Functional Title

★ **Current Position Title**

This field is required.

★ **Proposed Position Title**

This field is required.

Editing Position Request

- ✔ Position Information
- ✔ Current/Proposed Funct...
- ✔ Job Classification
- ✔ Seated Employee
- ✔ Contact Person
- ✔ 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.

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Request a functional title change for an Existing Position cont…

o   Complete all of the required items and others as appropriate, clicking on **"Next"** to continue.

Functional title changes are typically effective on the first of the month following the month that the audit is completed.

Request a functional title change for an Existing Position cont…

o Please attach a short sentence memo to the Position [
functional title request.

o After completing each page of the requisition, People Admin will bring you to the summary page.
o Look for all green check marks, if incomplete an error ⚠ will show.

Contacts

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