

Staff Position Management: Functional Title Request

PeopleAdmin

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



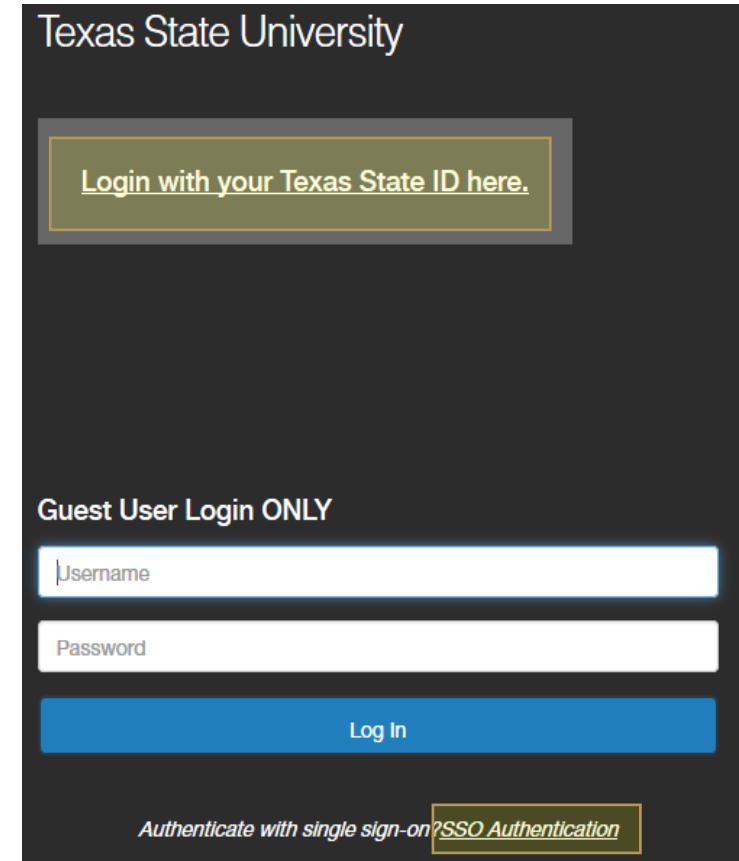
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Login Instructions

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.



The screenshot shows the Texas State University login interface. At the top, it says "Texas State University". Below that, there is a yellow box with the text "Login with your Texas State ID here." which is highlighted by a grey rectangle. Further down, there is a section titled "Guest User Login ONLY". This section contains two input fields: "Username" and "Password". Below these fields is a blue "Log In" button. At the bottom of the page, there is a link that says "Authenticate with single sign-on? SSO Authentication", where the text "SSO Authentication" is highlighted by a yellow box.

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 Texas State University. At the top is the university's logo. Below it, the heading "Texas State Authenticated Access" is centered. The main section is titled "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 these 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 address "Texas State University | 601 University Drive, San Marcos, Texas 78666-4684 | 512-245-2111".

TEXAS STATE UNIVERSITY

Texas State Authenticated Access

Login to PeopleAdmin 7 Texas State University

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

NetID:

Password:

Login

[Activate your NetID](#) [Forgot Password](#)

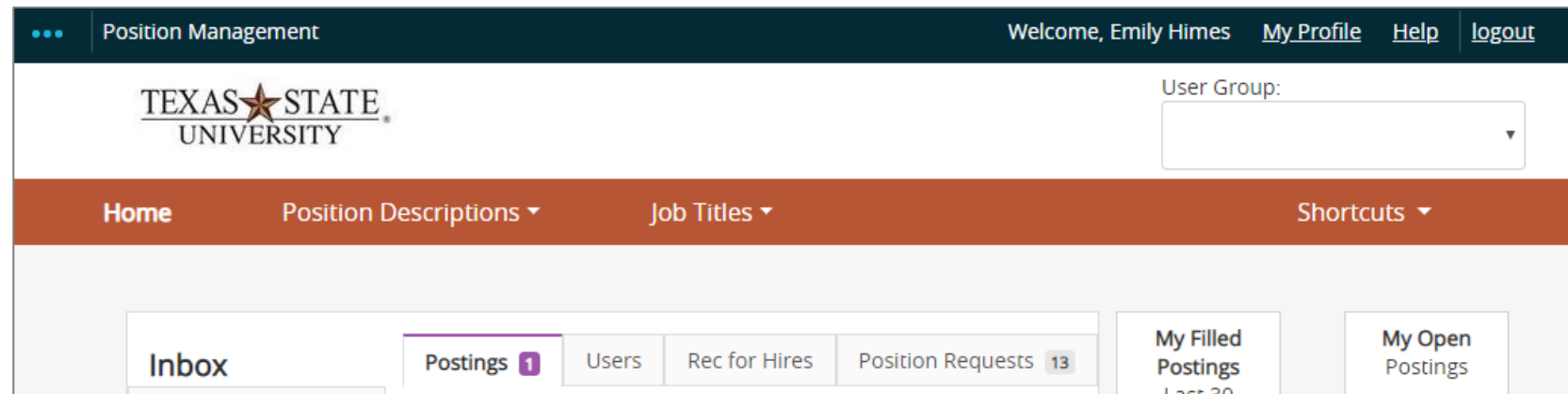
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Texas State University | 601 University Drive, San Marcos, Texas 78666-4684 | 512-245-2111

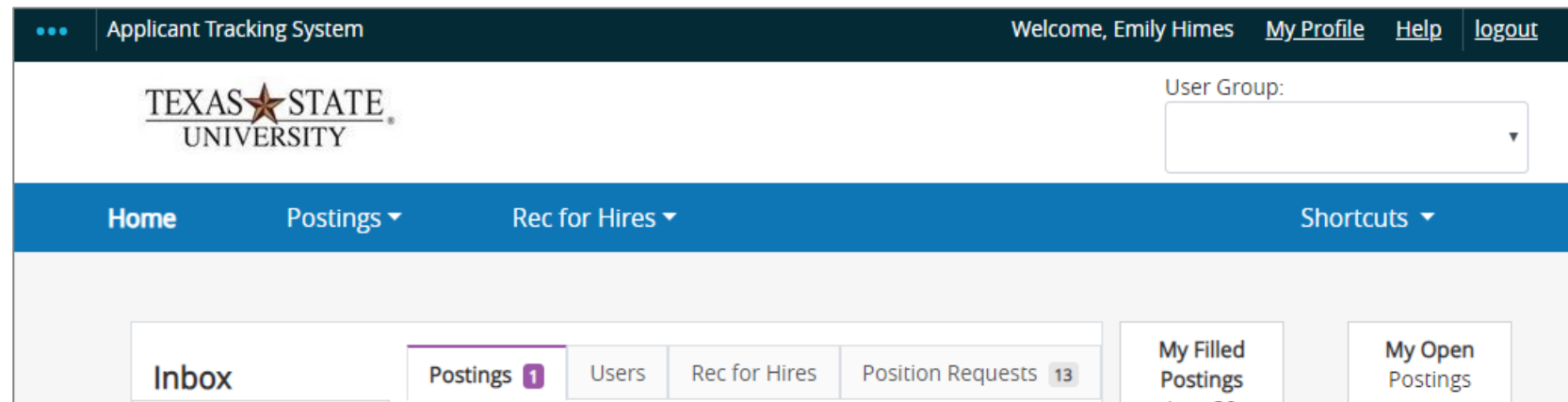
Login Instructions cont...

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)



Applicant
Tracking
(blue header)



What are you trying to do?

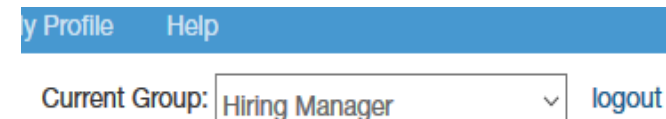
When to use the **Position Management**:

- 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.



My 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
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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.

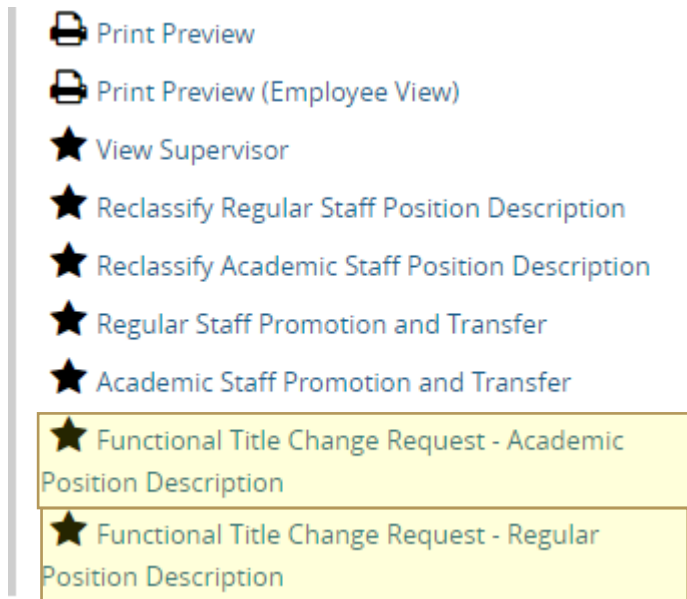
Useful Links

- [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
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.



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

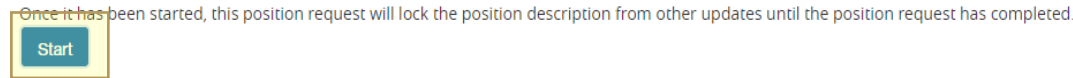
If one of the **OTHER DIVISIONS** you will always choose **Functional Title Change Request – Regular Position Description**

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.

Request a functional title change for an Existing Position cont...

- Click on “Start” Start Functional Title Change Request - Regular Position Description Position Request on Head Plumber?



- 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.

Request a functional title change for an Existing Position cont...

- Complete all of the required items and others as appropriate, clicking on “Next” to continue.

 [Check spelling](#)

Contact Information for this form

Contact Person's Name	<input type="text"/>
Contact Person's Phone	<input type="text"/>
Contact Person's Email	<input type="text"/>
Responsible Hiring Manager	<input type="text" value="Select Some Options"/>

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...


- Please attach a short sentence memo to the Position I functional title request.

Position Documents Save << Prev Save & Continue

Please provide a brief justification memo explaining how the proposed title describes the function or duties of the position. The justification memo must be attached in order to process the request. All other attachments listed below are optional. PDF conversion must be completed for the document to be valid when applicable.

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 (Required for Reclassify and Promotion and Transfers)			Actions ▼
Other Support Document			Actions ▼

Save << Prev Save & Continue

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

Contacts

Position Management:

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