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](image)

- **Applicant Tracking** (blue header)

  ![Applicant Tracking](image)
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.

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

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

The **Useful Links** are links that are available to be used throughout the hiring process.
The following slides walk you through how to complete the promotion/transfer of an employee to a different position.

**Important:** You will need to know the position number of the position the employee is being promoted/transferred to, you will start with the position they are moving to and work backwards. You cannot do a requisition on yourself, it must be created by someone else.
Promotion/Transfer Requisition

- Go to Position Management (orange header) – Position Descriptions
- Click on “Staff.” This will open up all of the positions assigned to you.
- Go to the position the employee is moving to and click on the Position Description Number to open it.

- Once it opens, you will have the option for a Regular Staff Promotion and Transfer. If you are part of VPAA then you choose Academic Staff Promotion and Transfer.
Promotion/Transfer Requisition cont...

- Click on “Start” to begin the process. If there is someone seated in that position it will populate that person. If not it will say the position is vacant.

  Start Regular Staff Promotion and Transfer Position Request on Human Resources Analyst?

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

  ![Start Button]

- Find the person you are promoting or transferring and click on the radio button in front of the name and click on “Select User”, this will seat the person in that position.

- Then, click on “Next”
Promotion/Transfer Requisition cont...

As you see on the left hand menu everything has a green check mark on it except Budget info. In this instance, you would go back to the Budget section to correct any errors.
Promotion/Transfer Requisition cont...

- Click on “Next” for each page to review the requisition.

- Fill in the Contact Information for this section so if there are questions we know who to contact.
Promotion/Transfer Requisition cont...

The Position Documents section is where you will attach all supporting documents.

- Once you have completed everything and have all green check marks you can move the requisition through the normal approval flow.
- Be sure to send the signed Background Form as it is required before the promotion/transfer can be completed.
- You will be notified by HR Employment once everything is done.
Contacts

Applicant Tracking

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