

# Staff Position Management: Request Audit for a 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](https://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 are two links: "Activate your NetID" and "Forgot Password". The footer includes the text "MEMBER THE TEXAS STATE UNIVERSITY SYSTEM" and the university's address and contact information.

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](#)

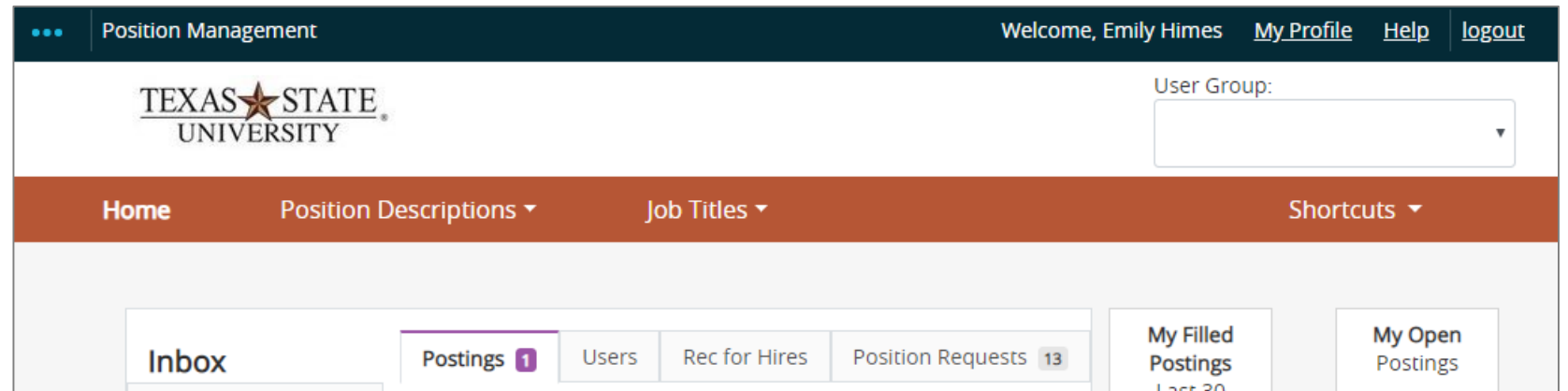
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

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

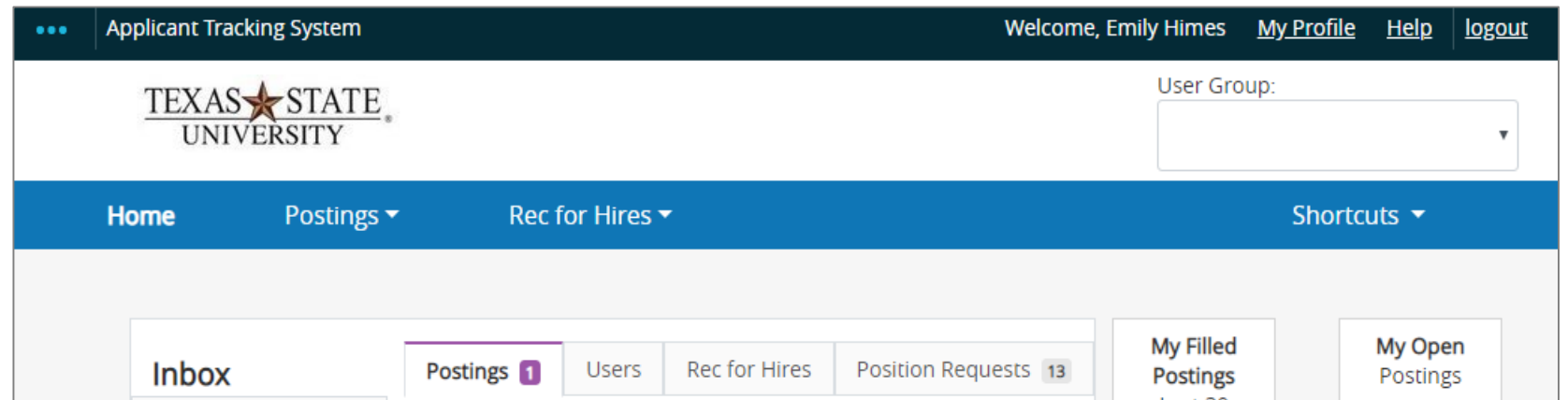
# Login Instructions cont...

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?

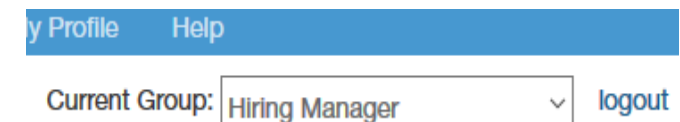
## When to use the **Position Management**:

- 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)

## 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.

## 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
-----------	------	---------------	-------------

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

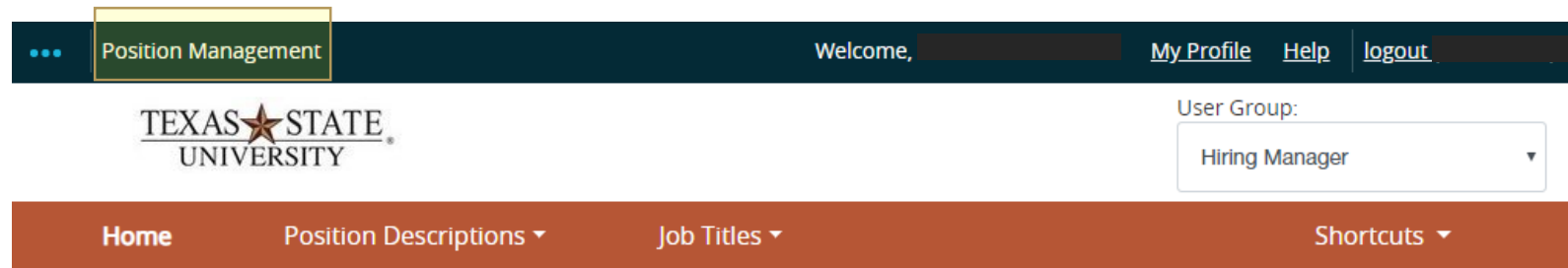
- [Applicant Portal](#)
- [Employment Verification Form](#)
- [Hiring Matrix Form, Instructions and Tutorial](#)
- [Background Inquiry Release for Criminal History Background Check](#)
- [Staff Job Posting Tutorial](#)
  
- [Grant Employment Descriptions \(Grant Only\)](#)

The following slides walk you through how to  
**request an audit for a position.**

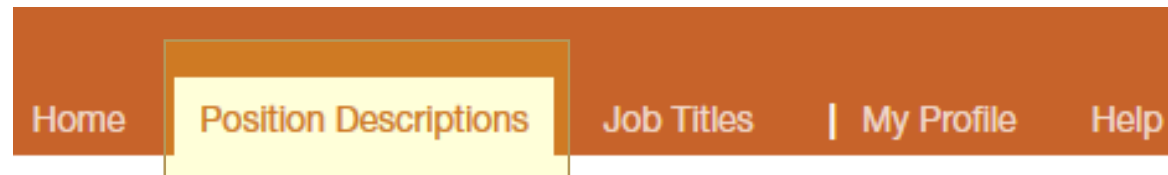


# Request Audit For a Position

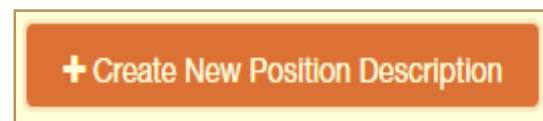
Be sure you are in the **Position Management** Watch List with **orange header**.



- Click on “Position Descriptions” located on the orange header and choose Staff

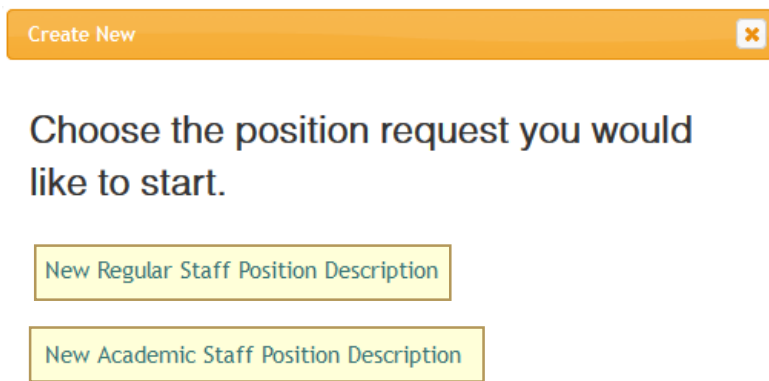


- To start a new position that does not have an SAP position number already assigned to it click on “Create New Position Description”.



# Request Audit For a Position cont...

- Click on the type of position description.



The screenshot shows a 'Create New' dialog box with a close button (X) in the top right corner. Below the title bar, the text reads 'Choose the position request you would like to start.' There are two buttons: 'New Regular Staff Position Description' and 'New Academic Staff Position Description'.


All divisions **EXCEPT** Academic Affairs use the **New Regular Staff Position Description**

Academic Affairs division **ONLY** uses the **New Academic Staff Position Description**

Academic Affairs has a different approval flow than the other divisions so it was necessary to set them up separately.

# Request Audit For a Position cont...

- Fill in the required fields marked with an asterisk \*

 New Regular Staff Position Description [Start Position Request](#) [Cancel](#)

---

Job Title \*

**Organizational Unit**

Division \*

Department \*

- Click on “Start Position Request”.

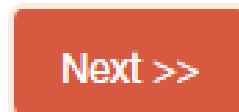
[Start Position Request](#)

# Request Audit For a Position cont...

- Fill in the Proposed Job Title information, if known.

The screenshot displays a web interface for editing a position request. On the left is a vertical navigation menu with the following items: 'Editing Position Request', 'Proposed Job Title' (highlighted with a green arrow), 'Position Information', 'Approved Job Title Sum...', 'E-PCR', 'Department Head', 'Personnel Subarea', 'Budget Information', 'Supervisory Position', 'Contact Information fo...', 'Position Documents', and 'Position Request Summary'. The main content area is titled 'Proposed Job Title' and contains a 'Save' button and a 'Next >>' button. Below the title is a large grey input field. A 'Check spelling' link is visible. A yellow-bordered box contains the following fields: 'New Job Classification Code Indicator' with a checkbox, 'Job Code No.' with a text input field, 'Job Title' with a text input field, and 'Pay Grade' with a text input field. At the bottom right of the form area, there are 'Save' and 'Next >>' buttons.

- To go to the next page, click on “Next”.



# Request Audit For a Position cont...

 [Check spelling](#)

\* Required Information

## Audit Request

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

Position Number

\* Proposed Position Title

\* FTE (%)  This field is required.

\* Proposed Monthly Salary  This field is required.

Department Name Facilities Operations

\* Responsible Hiring Manager  Select Some Options This field is required.

Required Quals Summary

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

Preferred Quals Summary

- Fill in as much information as you can in the Audit Request section
- Then, click on “Next” to proceed.

Next >>

# Request Audit For a Position cont...

- Click on “Next” for this section (this section is filled in by HR Class & Comp when the audit is complete).

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

Pay Grade

Pay Grade

Min Salary

Max Salary

Save << Prev Next >>

# Request Audit For a Position cont...

- Answer the questions using the drop down menu and click on “Next” for the next couple sections

E-PCR Save << Prev Next >>

Additional form and mandatory training required for e-PCR access. Approval is granted by manager, ITAC, and Human Resources on a limited basis. The SAP Security Authorization Form is available online through the Human Resources website

\* Required Information

E-PCR

\* Will this position be preparing Personal Change Requests (E-PCR's)?  This field is required.

\* Required Information Save << Prev Next >>

Department Head

\* Is this position designated a Department Head?

Personnel Subarea

\* Personnel Subarea  This field is required.

# Request Audit For a Position cont...

- Answer the questions and click on “Add How will this position be funded? Entry”
- Then, enter the cost center/fund information.

\* Required Information

## 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.

Add How will this position be funded? Entry

## Comments Section

Notes

## 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="1234567890"/>
	<i>Non grant positions require a valid cost center.</i>
	<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="0987654321"/>
	<i>(Must be 10 digits)</i>

Remove Entry?

Add How will this position be funded? Entry

## Comments Section

Notes

money will be moved from salary savings on position 50001456

**IMPORTANT:** Anything with a red asterisk must be completed. \*



# Request Audit For a Position cont...

- Click on the Position Description Number of Supervisor.

Supervisory Position Save << Prev Next >>

Position Descriptions - [Filter these results](#)

Staff Position Description Ad hoc Search ×

Ad hoc Search

← Previous 1 2 ... 57 58 59 60 **61** 62 63 64 65 ... 85 86 Next →

Position Description Number	Position Description Title	Supervisor	Actions
<input checked="" type="radio"/> 50005645	Human Resources Representative	Mgr, Employment (LynnAnn Brewer)	Actions ▾

## Selected Supervisor

Job Title	Human Resources Representative <a href="#">view</a>
Position Number	50005645
Position Type	Staff
Org Unit	Human Resources (50000160)
First Name	Bobbie
Last Name	Brandenburg
Email	emailaddress@zed.zed

# Request Audit For a Position cont...

- Input the “Contact Information For This Form”.

Contact Information for this form

[Check spelling](#)

\* Required Information

Contact Information for this form

- \* Contact Person's Name
- \* Contact Person's Phone
- \* Contact Person's Email

- Then, attach the required documents needed for the audit to be completed:

- Org Structure
- Justification Memo and
- Job Analysis Form (JAF) for regular positions or
- any other support you want to attach

*Audit will not be started without these documents attached.*

Position Documents Save << Prev Next >>

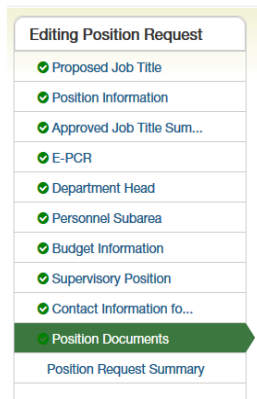
PDF conversion must be completed for the document to be valid when applicable.

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			Actions ▾
Other Support Document			Actions ▾

Save << Prev Next >>

# Request Audit For a Position cont...

- All “Editing Position Requests” must have a green checkmark next to them or the requisition will not move forward through the approval process.



- Click on “Take Action on Position Request” and move forward to the next approver shown in your drop down list.

Take Action On Position Request ▼

# Request Audit For a Position: Completion Process

1. Once the request goes through the approval process it goes to HR Class & Comp for the audit to be started.
2. When an audit is complete it will move to HR Org Management for changes to be made in SAP.
3. Then it will move back to HR Class & Comp and you will be notified by email that the audit is complete.
4. Once the audit has been completed you can start the request to post the position. This requires a new requisition using the [Applicant Tracking \(blue header\)](#) section.

FAQ: How can I check the status of my New Position Audit Request?

- You can tell the current state by looking at the job posting

<a href="#">Residence Hall Director</a>	New Regular Staff Position Description	Audit in Process	HR Class & Comp
<a href="#">Head Warehouse Worker</a>	Reclassify Regular Staff Position Description	HR Class & Comp	HR Class & Comp

# Contacts

For assistance please contact the Office of Human Resources at 5.2557 or email [hr@txstate.edu](mailto:hr@txstate.edu).

