How to Approve a Position Description as Department User (Authority) for Supervisors only

Overview:

Position descriptions are the heart of a thriving work environment and align us to our System wide mission. They are the foundation of job postings, recruitment, selection, training, performance management and compensation. Job descriptions should give a brief overview of the role, a list of key responsibilities, requirements and qualifications. As part of the process, Department Users (Dept. Authority) will approve the proposed modifications made by the employee.

Navigation:

1. Log in to PeopleAdmin at https://jobs.usnh.edu/hr/sessions/new using your current campus username & password combination.
2. From the home page, navigate to the Position Request Tab.
3. Click on the Title of the position that you would like to approve.
   
   Nb. In the top blue banner, the system notification may state that your role has changed. You may close this banner and proceed.

Process:

Please review the changes to the position proposed by the employee.

The Position modification process is broken down into tabs on the left-hand side of the page. Text in gray indicates the current data in the Position Description and highlights the changes you are approving. If you would like to make changes, Click on the Edit box to the right of the section name.

1. POSITION JUSTIFICATION TAB; Reasons for Modification and Justification of Need highlight reasons for change.
2. CLASSIFICATION TAB: Classification is determined by USNH and GSC HR. This section is informational only. You may skip this section.
3. POSITION DETAILS TAB: Please note: Position details are associated with the position and not employee. Minimum should reflect min to complete the duties of the position and not a reflection of the experience of the incumbent. Please do not make edits to minimum education or experience before consulting with HR.
   a. Review and update summary of position and please do not make edits to the minimum education, years of experience, DOT requirements, supervisory requirements and access to sensitive data sections before consulting with HR.
4. DUTIES/ RESPONSIBILITIES TAB: Review the duties and responsibilities and assign a percent of time to each duty, if needed.
   a. Add Entries by clicking the Blue Add Duties/ Responsibilities Entry Box
   b. Remove entries by clicking the Remove Entry? Checkbox.
5. FINANCE TAB: If there are specific funding details that need to be associated with the position, please update this in the funding tab. Select “37.5” or “40” for Hourly base. If no information needs to be added, you may skip this section, and if unclear, please consult with HR before making additions or edits.
6. **SUPERVISOR TAB**: If needed, changes can be made by clicking on the “Filter these results” and searching by position number or name of supervisor.

7. **SEATED EMPLOYEE TAB**: Confirm current incumbent on the position. Click **Vacate Position if no one is seated in the position**.

8. **POSITION DOCUMENTS**: Is not currently utilized by GSC and can be left blank.

9. **POSITION REQUEST SUMMARY**: Review the changes you and the employee have made to the position and correct any error, if necessary.

When you have completed the position, click **Take Action on Position Request (orange box/drop down in upper right of screen)**

Choose one of the following options:

- **Approve and Submit to Finance**
- **Deny and Return (move to Employee)**

Any required fields that have been skipped will produce an error in a red banner across the top of the page. The error will be highlighted on the Summary page by the symbol. Click the **Edit button** to add the missing data.

When complete, a blue banner will appear at the top stating **Position Request was successfully transitioned**.

Suggestion: Click **Add to Watchlist**. This will assure easy access and monitor through workflow.

**Workflow:**

The GSC position modification workflow follow the process below.

**Questions**: If you have any questions or concerns regarding position descriptions, reclassifications, or difficulty with PeopleAdmin’s SelectSuite please contact Anne DuBois at email address [anne.dubois@granite.edu](mailto:anne.dubois@granite.edu) or call (603)-513-1371