POSITION MANAGEMENT

Position Actions in Module
- Create New Position
- Position Reclassification
- Update Position Description
- PIN Update
- Replacement of Supervisor

Log in
To access TAME Jobs you will log into SSO. Once logged in the PeopleAdmin home page will be displayed. NOTE: Check to make sure you are logged into the correct role; ie: Staff Department Designee and you are in the correct module; ie: Position Management (orange)

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**Position Descriptions**
Under the Position Description tab you have two options:
1) Staff – lists all the PD’s in your ADLOC
2) Staff Position Requests – allows you to review all request for you division (current and previous)

**Titles**
This tab will list all of our titles with title details. You have the capability to sort this information according to your viewing preference.

**Create a NEW Position**
- Click on the Positions Description Tab and the click on Staff.
- Next click the orange button “Create New Position Description”
- A box will appear that says “Choose the position request you would like to start”. Your only option to click should be “New Position Description”
- “Position Title” – Enter the title of the position. Working titles can be indicated here; ie: Director of Human Resources. The PD title will be Director only.
- “Agency” – Click “College of Engineering” or “TEES”
- “Department/Division” - Click on your department this position will be adloced to
- Click on the orange button “Start Position Request” (top right)

**Classification**
Select the title you are using to create your new position. There is also a filter feature to search title options

**Position Justification**
Enter the justification for the position

**Positions Details**
- Position Title: Will be the title you entered
- Title Code: Will be the title of the position
- PIN: You will need to create an EPA and input a PIN here- Required field
- Adloc: Select the Adloc the position will be in
- Location/Headquaters: Enter – College Station, TX or the city, state the position will be based
- Job Description: Enter a summary of the position
- Required Education: will be auto populated
- Preferred Education: enter preferred
- Required Experience: will be auto populated
- Preferred Experience: enter preferred
- Preferred Licenses, Certificates, Registrations: enter preferred
- Preferred Knowledge, Skills, Abilities: enter preferred
- Physical Demands: enter information if needed, otherwise leave blank
- Pay Type: select option
- Pay Rate: enter pay rate based on your pay type you selected (hourly vs monthly)
- Does employee customarily..?: select YES or NO
- If Yes, indicate percentage: enter percentage
Employee Supervised: enter the title and number of employees this position will supervise. IE: 4- student worker, 2- GARs, 1 Office Assistant

Is this a Security Sensitive Position?: enter YES. All positions are considered security sensitive.

Please indicate machines or equipment…: enter information, IE: computer/lab – 30

Position Request Number: will auto populate

Job Duties: Click “Add Job Duties Entry” to add each duty for the position (see image below). Enter the duty, select primary/secondary, and enter percentage. To add more duties, click “Add Job Duties Entry” button.

### Job Duties

These are the job duties required of the position.

- **Description of Job Duty**

- **Primary or Secondary?** Please select

- **Percentage Of Time**

- Remove Entry?

  Add Job Duties Entry

### Position Budget Information

- This section you will enter the account information (name and number).
- Click “Add Budget Summary Entry”
- Enter Account Name, Number and Percentage.
- To add more account information, click “Add Budget Summary Entry”

### Budget Summary

- **Budget Account Name**

- **Budget Account Number**

- **Percentage Funded**

- Remove Entry?

  Add Budget Summary Entry
**Supervisory Positions**

- In this section you will select the position that will supervise the new position you are creating.
- IE: New position being created is Business Coordinator II – Supervisor will be Academic Business Administrator

**Position Documents**

In this section you can add an Org Chart, Justification Memo, Resume or any other document you need to submit to HR.

To add a document you will click on “Actions” (circle below).

Under “Actions” you have 3 options
- Upload New – browse for new document to attach
- Create New – will bring up a text box to fill in
- Choose Existing – will browse previous attachments you have submitted

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Chart</td>
<td></td>
<td></td>
<td>Actions</td>
</tr>
<tr>
<td>Justification Memo</td>
<td></td>
<td></td>
<td>Actions</td>
</tr>
<tr>
<td>Resume</td>
<td></td>
<td></td>
<td>Actions</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>Actions</td>
</tr>
</tbody>
</table>

**New Position Description: TITLE**

This section will allow you to review and edit sections before submitting to HR

Once you have completed your request click the orange button “Take Action on Position Request”

You will have 2 options:
- Keep working on this Position Request
- Submit (move to Engineering HR)

Once you have submitted your request to HR you are complete.

To check the status of the request go the “Home” page and look under “Watch List”.

The “Inbox” will show when items are approved.
Position Reclassification/Update PD/PIN Update/Replace Supervisor

- To process one of the above actions, click on “Position Descriptions” tab and select “Staff”
- Select the position you want to reclassify by clicking on the title or in the “Search” field, search for the position you want to reclassify.
- Next select “Modify Position Description”

Next you will see the following screen and click on “Start”

Start Modify Position Description Position Request on SR ACAD ADVISOR 1?
Once it has been started, this position request will lock the position description from other updates until the position request has completed. Start

Position Justification
Select the “Reason for Modification” and enter the justification information

Position Justification

* Required information

Reason for Modification

- Position Reclassification
- Update Position Description
- Pin Update
- Replacement of Supervisor

This field is required.

Justification of Need

This field is required.
**Position Details**
Update any details as needed on this tab

**Position Budget Information**
Enter updated budget information if needed

**Supervisory Position**
Select or update the supervisor

**Position Documents**
Add documents if needed

**DOCUMENTS NEEDED FOR EACH ACTION TYPE**
- **Reclassification**: Resume, Justification memo with Dept/Div Head approval, org chart
- **Update Position Description**: No documents needed
- **PIN Update**: No documents needed
- **Replacement of Supervisor**: No documents needed

**Position Request Summary**
Review information before submitting. You will have 2 options at this point:
- Keep working on this Position Request
- Submit (move to Engineering HR)

**Approval**
Where to check if request is approved
- Click on Position Description tab and select “Staff Position Requests”
- Search by PIN or Title (Search by PIN is preferred)
- The “Status” column will indicate where the request is in the process
- **Will NOT be required to attach any approval to your EPA**

Staff Position Requests

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**Ad hoc Search**
Search: 
Add Column: 
Last Updated Date: 
PIN: E00218

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**Ad hoc Search (1 Item Found)**
Save this search?

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Department</th>
<th>Status</th>
<th>Position Request Workflow State</th>
<th>Reason for Position Modification</th>
<th>Position Request Name</th>
<th>PIN</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACHINIST II</td>
<td>Engineering Technology &amp; Industrial Distribution</td>
<td>Modified Position</td>
<td>Approved</td>
<td>Update Position Description</td>
<td>Modify Position Description: MACHINIST II</td>
<td>E00218</td>
<td>Actions</td>
</tr>
</tbody>
</table>
Printing a Position Description
Click on Position Descriptions Tab and select “Staff”
Search the PD you want to view by typing Name or PIN in Search field, click Search
Select the PD by checking the box to far left or clicking on the Position Title (in blue)
Two options to view:

- Print Preview (Employee View) – DO NOT have Classification Information
- Print Preview – DOES have Classification information