

Creating or Rehiring for a Student Position

For Student/ Work-Study Positions

Valdosta State University
Student Employment: (229) 333-7575

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Position Management Module

Login to PeopleAdmin (<https://valdosta.peopleadmin.com/hr>) using your active directory username and password. First, ensure that you are logged in as a **Hiring Manager**. Once you have selected Hiring Manager from the drop down list, select the refresh button beside the logout hyperlink. If you do not have hiring manager access, contact Human Resources at (229) 333-5709.



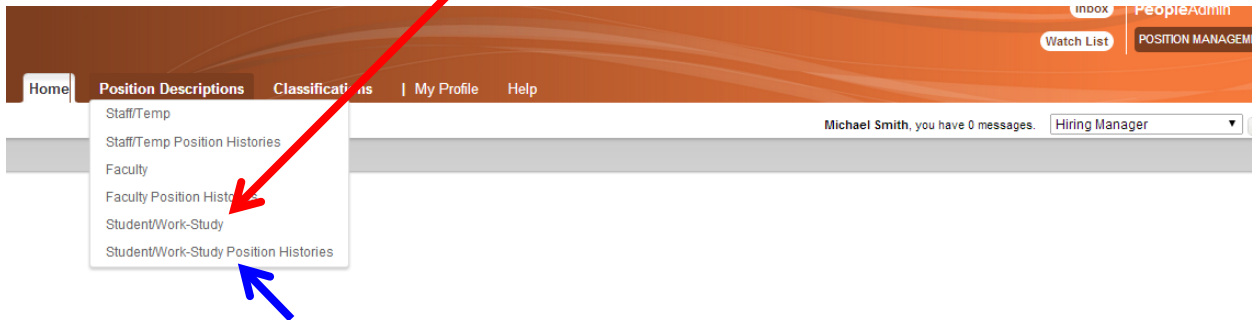
Requests for new positions, position changes, modifications, update/reclassify are completed in the **orange Position Management** side; Requests for postings and hiring proposals are completed in the **blue Applicant Tracking** side.

Before a posting can be created you must have an approved position description. To begin, select the Position Management module by hovering over the Applicant Tracking heading located at the top right hand section of the screen and select **Position Management**.



The heading of page will turn orange. If the heading is already orange, you are already in the *Position Management* module and will not need to change anything.

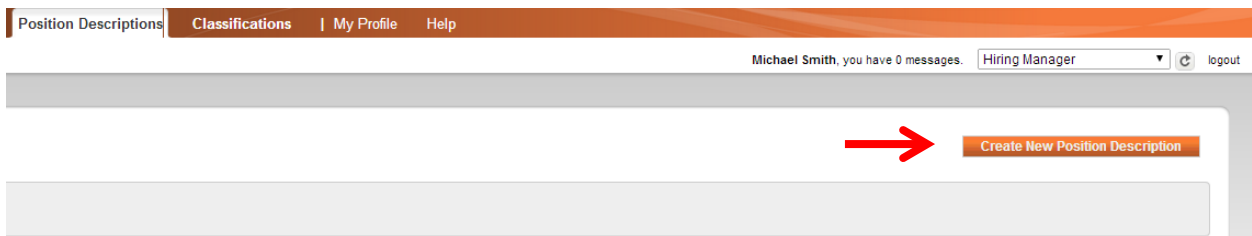
To start the process and check for an existing position, hover over Position Description on the Navigation Bar and select Student/ Work-Study.



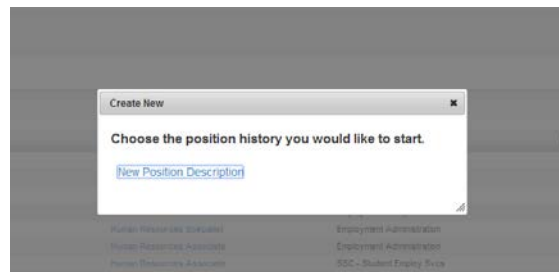
(Note: The **Student/ Work-Study Position Requests** choice display positions **with current actions in progress**)

Creating a New Position

Click **Create New Position Description**



Click on **New Position Description** in the pop up window



New positions can either be cloned (copied) from an existing position description or created from scratch.

To create a new position by cloning an existing position:

Identify the position to be cloned from the list of your department's approved position descriptions at the bottom of the screen. Review the position description to ensure it is accurate by hovering over the Actions button and choose View. Use the back button on your browser to return to the previous screen.

To clone the position, click the radio button next to the selected position description and click on the **Start Position History** button in the top right section. **NOTE:** The fields on the new position will pre-populate with all the information from the existing position (except the position number) and can be edited as needed.

The screenshot shows the 'Create New Position Staff/PPF' form. At the top right, there are two buttons: 'Start Position History' (highlighted in orange) and 'Cancel'. The form contains several input fields: 'Position Title', 'Organizational Unit' (with a sub-section for 'Division *' set to 'Default Division'), and 'Department *'. Below these fields is a section titled 'Clone an existing Position Description?' with a 'Filter these results' link. A search filter 'Approved Position Description' is applied, showing '4 Items Found'. A table lists the search results:

Role Title	Position Title	Department	Position Number	Employment Category	Agency	(Actions)
<input type="radio"/> Admin & Office Specialist III	Training Assistant	Human Resources Office - 931000	00120W	Operational FT	W&M (204)	Actions▼
<input type="radio"/> Admin & Office Specialist III	Training Assistant MLD	Human Resources Office - 931000	00120M	Operational FT	W&M (204)	Actions▼

To create a new position from scratch:

Enter the working title in the **Position Title** field. Click on the button in the top right section. Once you select the position description will be locked for editing.

This screenshot is identical to the one above, but the 'Start Position History' button in the top right corner is highlighted with a red rectangular box.

Modifying a Position

As you are modifying an existing position, follow the steps below. Hover over the [Action](#) link on the right of the position you want to modify then click on View.

<input type="checkbox"/>	Smith	Michael	Human Resources Associate	Dir - Human Rescs & Empl Devl	Active	Actions▼
<input type="checkbox"/>	Tarpley	Maurie	Benefits and Recon Specialist	Employment Administration	Active	View

Click on **Modify Position Description** to start the modification action. If you see **View Outstanding Position History** then a draft has already been created for this position. Click [View Outstanding Position History](#) to continue working on the draft or submit it for review.



Press the Start button to begin working on the position modification.

Start Modify Position Description Position History on Human Resources Associate?

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

Position Justification

Rehire/ Position Description Updates Only

You must first select your reason for position modification. If you have any questions regarding your modification, contact Student Employment at 333-7575 and they will assist you with the process.

Reason for Modification

* Reason for Position Modification Rehire
 Budget Change
 Update Position Description
This field is required.

* Is this position vacant? ▼ This field is required.

Modification Options	Reasoning
Rehire	Filling a vacant or soon-to-be vacant position
Update Position Description	Updated Position Description with additional or less job duties
Budget Update	Change in position funding

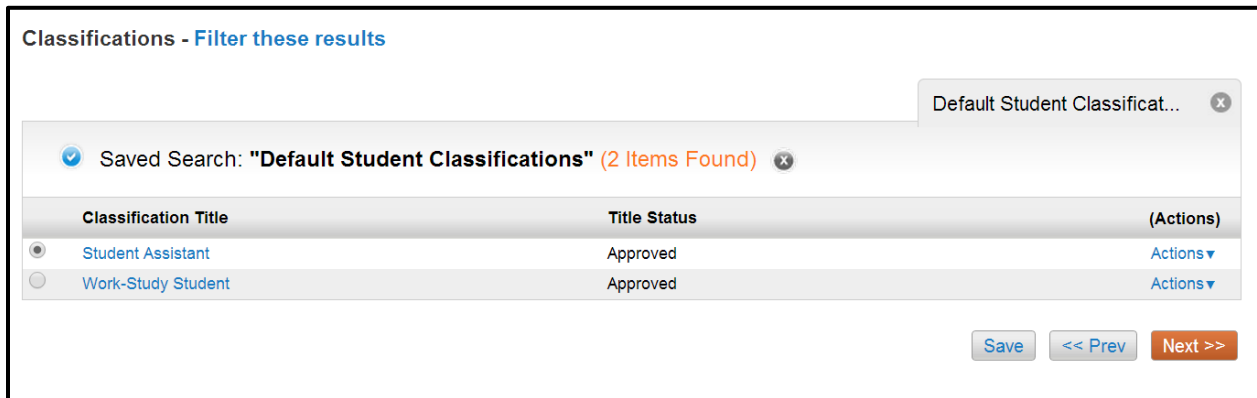
If the position is currently vacant, select **Yes** in the below drop-down menu. If there is currently an employee sitting in the position, select **No**.

* Is this position vacant? ▼ This field is required.

Once you have completed specifying your reasons for modifying the position, select **Next** to save and move on to the Classifications page.

Classification Details

Students can only be classified as Student Assistants or Work-Study Students. Click the radio button next to the appropriate *Classification Job Title* . PeopleAdmin will auto save your work each time you click the **Next** button.



Classifications - [Filter these results](#)

Default Student Classificat... x

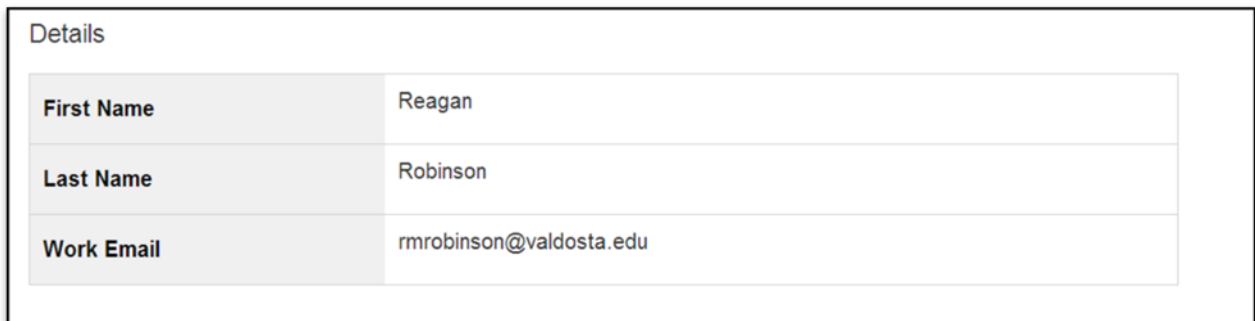
✓ Saved Search: "Default Student Classifications" (2 Items Found) x

Classification Title	Title Status	(Actions)
<input checked="" type="radio"/> Student Assistant	Approved	Actions ▾
<input type="radio"/> Work-Study Student	Approved	Actions ▾

Save << Prev Next >>

Employee

The Employee page is view only and you will not be able to make any modifications. If the position is currently occupied, then the employees information will appear on this screen. If the position is vacant, the employee details fields will be blank.



Details

First Name	Reagan
Last Name	Robinson
Work Email	rrobinson@valdosta.edu

If any information on this page is incorrect, contact Student Employment at (229) 333-7575. After reviewing the information on this page, click **Next** to save and move on to the Position Details page.

Position Details

Complete all required information that did not default from Classification Details. NOTE: The information associated with the classification title will pull over from the previous page. You may want to refer to that information as you complete the classification details.

Position Information

If any of the fields below aren't applicable to the position, type "N/A"

* Position Title

Reclassification: If you are unsure of the new position title, please contact HR at 333-5709

* Job Search Identifier

Position Title: In most cases, this will be the same as the *Classification Title*.

Job Search Identifier: Select whether this is for a staff, faculty, temp, student, or work-study position.

Position Number

Your position number is a eight digit number that refers to a group of positions. If this is a new positions, leave the field blank and Budget Services will provide the number for you. If this is a rehire, the field must be filled in before transitions. Contact Budget Services at 333-5708 if you have any questions regarding your position numbers.

Use the additional fields on this page to update the job description. The following fields correspond to Valdosta State University's position description, so hiring managers should copy the data from the specified position descriptions:

- ❖ General Summary of Responsibilities
- ❖ Required Qualifications
- ❖ Preferred Qualifications
- ❖ Knowledge, Skill, and Abilities
- ❖ Supervisory and Leadership Responsibilities
- ❖ Decision-Making
- ❖ Involvement with Tools and Equipment
- ❖ Education, Experience, and Certification/License Qualifications
- ❖ Physical Requirements
- ❖ Information Technology

Proposed Salary Field

You should provide the hourly rate of pay in the *Proposed Salary* field. If you unsure about your available funds, contact Budget Services at (229) 333-5708.

Proposed Salary

 This field is required.

Must be salary grade minimum or up to 10% above current salary. If reclassifying to a lower pay grade, contact HR at 333-5709.

Essential Duties of the Position

Review the previously entered essential duties and modify them as necessary. To add new duties click on the **Add Essential Duties of the Position Entry**. Remember to enter the percentage of time for the job duty and provide a detailed description.

* Job Duty	Researches and resolves questions from managers and employees as they relate to the processing of payroll information such as pay increases and , banking, employment verifications, compensation, tax questions, and other changes.
* Percentage Of Time	5
<input type="checkbox"/> Remove Entry?	
Add Essential Duties of the Position Entry	

Click [Add Essential Duties of the Position Entry](#) until all duties have been added. Note: To remove an entry, check the Remove Entry box and click on Save. After all duties have been added, enter the total percentage, the total must add to 100%. Select **NEXT** to continue.

Position Budget Information

If you are unsure about any fields on the **Position Budget Information** page, contact the Budget at (229) 333-5708.

Position Budget Information

- * Is this a funding change only? This field is required.
- * Position Effective Date This field is required.
The effective date for a change or for creation of a position number
- * Is the position funded in the original budget? This field is required.
- Estimated Fringes
To estimate fringes use the [fringe calculator spreadsheet](#)

Budget Allocation

For Budget Allocation information, please see your departmental G-1 unless this is a funding change. If you need assistance, please contact Budget Services at 229-333-5708.

[Add Budget Allocation Entry](#)

[Save](#) [<< Prev](#) [Next >>](#)

Select the [Add Budget Allocation Entry](#) button to add the account string and percentage funded. To remove an entry, check the Remove Entry box and click on Save. After all allocation entries have been added, enter the total percentage, the total must add to 100%. Select **NEXT** to continue.

- * Department ID
- * Fund
- * Program
- * Class
- Project
- * Percentage Funded
If the position is split, add another Budget Allocation. Please check that Percentage Funded adds to 100 across all Allocation entries.

Remove Entry?

[Add Budget Allocation Entry](#)

Supervisory Position

If a supervisor has previously been selected for this position, it will appear once you enter the supervisor page (see below).

Selected Supervisor	
Job Title	Student Employment Manager view
Position Number	
Position Type	Staff/Temp
Org Unit	Dir - Human Rescs & Empl Devl (1520000)
First Name	Sherri
Last Name	Adams
Email	sadams@valdosta.edu
User Groups	Employee [Valdosta State University (0000000)], Department Head/Manager [Dir - Human Rescs & Empl Devl (1520000)], Hiring Manager [Dir - Human Rescs & Empl Devl (1520000)], Human Resources [Valdosta State University (0000000)], Search Committee Member [Dir - Human Rescs & Empl Devl (1520000)], Employee Development (1521000), Employment Administration (1522000), SSC - Student Employ Svcs (1390300)]

If you need to add or modify a supervisor, click the radio box of the Supervisory Position from the list of position descriptions. To search through approved classifications, click on **“Filter these results”** and a box will pop-up to enter criteria. If the supervising position does not appear in the list, contact Student Employment at (229) 333-7575.

Supervisor

Position Descriptions - [Filter these results](#)

Position Description by Name ✕

Saved Search: **"Position Description by Name"** (13 Items Found)

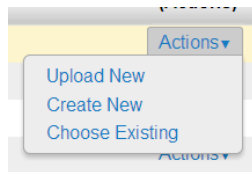
Employee Last Name	Employee First Name	Position Title	Department	Last Updated	Status	(Actions)
<input type="radio"/> Adams	Sherri	Student Employment Manager	Dir - Human Rescs & Empl Devl		Active	Actions ▼
<input type="radio"/> Bogart	Denise	Chief Human Resource Officer	Dir - Human Rescs & Empl Devl		Active	Actions ▼
<input type="radio"/> Lee	Regina	Human Resources Associate	Employee Development		Active	Actions ▼
<input type="radio"/> Murphy	Rebecca	Assc Dir Human Resources	Employee Development		Active	Actions ▼

Position Documents

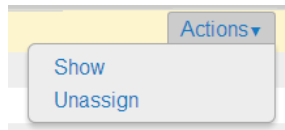
Updated organizational charts are required for all position actions. If the position will require a Budget Amendment, upload it on this page. To attach a document, hover the cursor over the button next to the document type. Select **NEXT** to review the position description.

Position Documents Save << Prev Next >>			
PDF conversion must be completed for the document to be valid when applicable.			
Document Type	Name	Status	(Actions)
Old Organizational Chart			Actions ▾
Budget Amendment			Actions ▾
Additional Budget Documentation			Actions ▾
Position Funding Request			Actions ▾
Position Description			Actions ▾
New Organizational Chart			Actions ▾

To attach a document, hover the cursor over the button next to the document type and select, **Upload New**.



To remove an attached document select **Unassign**.



Position Description Summary



Review the information you entered and make changes as necessary.

Modify Position Description: Intramural Sports Student Supervisor (Student/Work-Study) [Edit](#)


Current Status: Draft

Position Type: Student/Work-Study	Created by: Michael Smith
Department: Campus Recreation (9125090)	Owner: Michael Smith

Summary | [History](#) | [Settings](#)

 **Position Justification** [Edit](#) 

To edit the information on a certain page, select the [Edit](#) hyperlink beside the page title.

If you see the  symbol then you have not completed the section.
