PeopleAdmin: Staff Position Management

Position Description Update
This guide is intended to assist hiring managers in changing a position’s functional title and/or position description.

Any questions regarding this content can be directed to our Compensation team.
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PeopleAdmin Overview

PeopleAdmin is divided into two modules: Position Management and Applicant Tracking. Reference the table below to see what actions are available in each module.

In this guide, we will be focusing on the Position Management module.

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Login Instructions
**Login Instructions**

To log into the system:

- Go to [jobs.hr.txst.edu/hr/](https://jobs.hr.txst.edu/hr/)
- Select “Click here to login with your Texas State ID”
Login Instruction, cont.

• Enter your Texas State NetID and password then select “Login”
Login Instructions, cont.

To access the Staff Position Management module:

• Select the ellipsis menu on the top left of the screen
• Select “Position Management”
Position Description Update
User Group

Before creating a requisition request, ensure you are using the correct user group.

- Under “User Group,” use the drop-down menu to select “Hiring Manager”

For access to a specific user group, please complete the PeopleAdmin Security Authorization Form located on our [Form](#) website and submit to our [Talent Acquisition](#) team.
Position Description Update

• To begin, select the “Position Description” drop-down menu located on the orange banner of the Position Management homepage

• Select “Staff”
Position Description Update, cont.

- Enter the position number and select “Search”
- Select the position
Position Description Update, cont.

- Select “Position Description Update” in the menu on the right of the screen

All divisions except Academic Affairs must use Position Description Update - Regular Staff

The Academic Affairs division must use Position Description Update – Academic Affairs
Position Description Update, cont.

• Select “Start”

Start Position Description Update – Regular Staff Position Request on Human Resources Representative?

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

1

• Select “Save & Continue”

Position Information

Position Number
Personnel Subarea

50029395
0002 - Benefits Eligible Full-time (40)

2
Position Description Update, cont.

- Input the required knowledge, skills, and abilities, duties, and any license, credential, or certification that is specific to the position – not on the general description in the next section.
- Select “Save & Continue”

If a functional title is needed, complete the “Current/Proposed Functional Title” section.
Position Description Update, cont.

- Select “Save & Continue”
Position Description Update, cont.

• Select “Save & Continue”

• Enter the contact person information and select “Save & Continue”
If requesting a functional or positional title update, upload the required justification memo. Otherwise, select “Save & Continue”
Position Description Update, cont.

- Review all the information for accuracy
- Select “Take Action on Position Request” and send to the next approver

Some departments do not have a Director in their organization. The request should be sent to the AVP or VP instead.

Please ensure requests are sent to defined roles. Contact our Compensation team if an override to the workflow is needed.
Workflow
Approval Workflow

Please ensure requests are sent to defined roles. Contact our Compensation team if an override to the workflow is needed.
Check Workflow Status

- On the orange banner, use the “Position Description” drop-down menu to select “Staff Position Requests”

- Enter the position number associated with the request and select “Search”
Check Workflow Status, cont.

You can see the current workflow status here or you can select the position to access the entire workflow history, including notes from approvers.
Check Workflow Status, cont.

- Select the position

- Select “History” tab
Contact Information

512.245.2557
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