



# PeopleAdmin: Staff Position Management

## Position Description Update



MEMBER THE TEXAS STATE UNIVERSITY SYSTEM



## A b o u t

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 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.

Position Management	Applicant Tracking
<ul style="list-style-type: none"><li>• Request audit for new position</li><li>• Reclassification of an existing position</li><li>• Position description updates/functional title change on existing position</li><li>• Promotion/transfer of an employee</li></ul>	<ul style="list-style-type: none"><li>• Create a job posting from a previous posting</li><li>• Create a job posting from a job description</li></ul>

# 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”

**Texas State University**

[Click here to login with your Texas State ID.](#)

1

Guest User Login ONLY

Username

Password

Log In

*Authenticate with single sign-on? [SSO Authentication](#)*

# Login Instruction, cont.

- Enter your Texas State NetID and password then select “Login”

**TEXAS STATE**®

**Login to PeopleAdmin 7 Texas State University**

> [Forgot your password?](#)

> [Need Help?](#)

**Username**

**Password**

**Login**

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.



# Login Instructions, cont.

To access the Staff Position Management module:

- Select the ellipsis menu on the top left of the screen
- Select “Position Management”

The screenshot displays the Applicant Tracking System (ATS) interface. At the top left, a dark blue header contains an ellipsis menu icon (three dots) and the text "Applicant Tracking System". A red box highlights this ellipsis menu, with a red arrow pointing to it and a red circle containing the number "1". Below the header, a sidebar menu is visible, featuring a "Position Management" option with a red box around it and a red arrow pointing to it, labeled with a red circle containing the number "2". The main content area shows a "Welcome, Elizabeth Cruz" message with a "logout" link, a "User Group" dropdown menu set to "Employee", and a "Shortcuts" dropdown. A dashboard card displays "0 Active Applicants" with a large "0" and a legend for "Evaluated Applicants" (blue) and "Unevaluated Applicants" (purple). The bottom of the page features a decorative horizontal bar with segments in orange, white, yellow, red, light blue, and green.

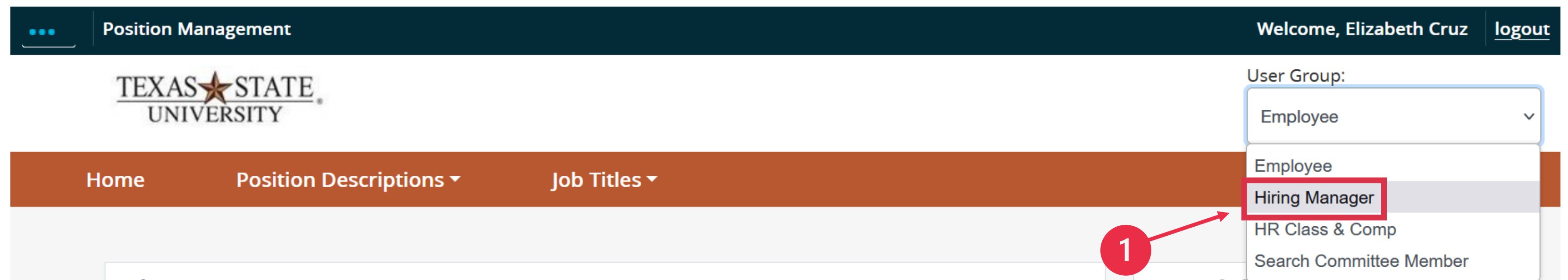


# Position Description Update

# User Group

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

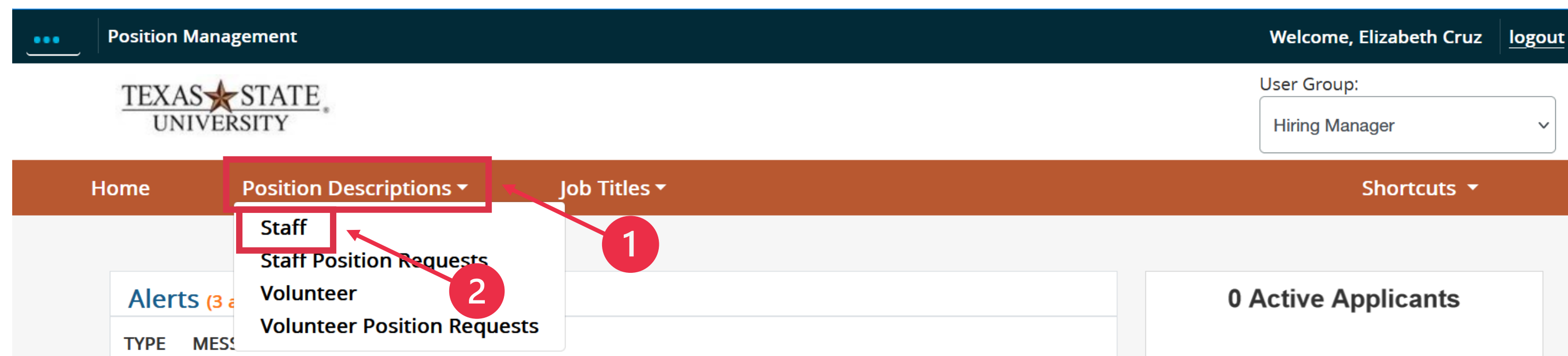
- Under “User Group,” use the drop-down menu to select “Hiring Manager”



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

The screenshot shows the 'Staff Position Descriptions' search interface. At the top, there is a navigation bar with 'Home', 'Position Descriptions', 'Job Titles', and 'Shortcuts'. Below this is a breadcrumb trail: '/ Position Descriptions / Staff'. The main heading is 'Staff Position Descriptions' with a '+ Create New Position Description' button. A search bar contains the text '50029395' and a 'Search' button. A 'More Search Options' dropdown is also visible. Below the search bar, there is a section for 'Ad hoc Search' with a 'Save this search?' option and 'Selected records 0'. A table of search results is displayed with columns: Position Description Number, Position Description Title, Supervisor, and Status. The first result is '50029395' for 'Human Resources Representative' supervised by 'Benefits Analyst (Selma Selvera)' with a status of 'Active'. Red callouts with numbers 1, 2, and 3 point to the search input, the search button, and the selected position number in the table, respectively.

Home Position Descriptions Job Titles Shortcuts

/ Position Descriptions / Staff

## Staff Position Descriptions

+ Create New Position Description

To add a new column to the search results, select the column from the drop down list.

Saved Searches 50029395 Search More Search Options

Ad hoc Search Staff Position Description

Ad hoc Search 1 Save this search? Selected records 0 Clear selection? Actions (Actions)

	Position Description Number	Position Description Title	Supervisor	Status	(Actions)
<input type="checkbox"/>	50029395	Human Resources Representative	Benefits Analyst (Selma Selvera)	Active	Actions

# Position Description Update, cont.

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

Position Description: Human Resources Representative (Staff)

Current Status: Active

Position Type: Staff

Department: Human Resources (50000160)

- Print Preview
- Print Preview (Employee View)
- ★ Reclassify Regular Staff Position Description
- ★ Reclassify Academic Affairs Staff Position Description
- ★ Regular Staff Promotion and Transfer
- ★ Academic Affairs Staff Promotion and Transfer
- ★ Position Description Update - Regular Staff
- ★ Position Description Update - Academic Affairs

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

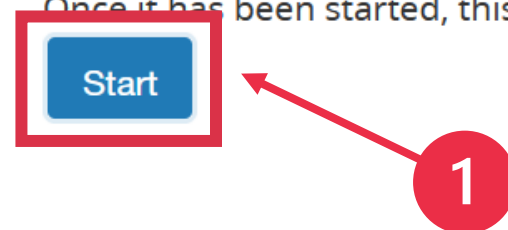
The Academic Affairs division must use Position Description Update – Academic Affairs

# 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.



- Select “Save & Continue”

Position Information

Save Save & Continue

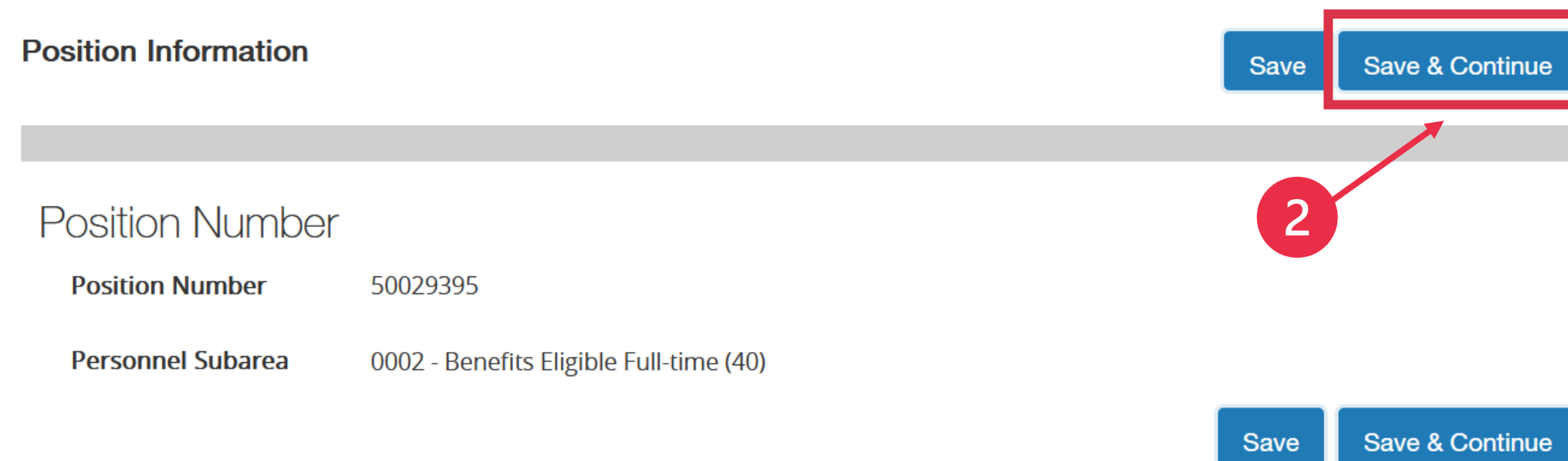
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Position Number

Position Number 50029395

Personnel Subarea 0002 - Benefits Eligible Full-time (40)

Save Save & Continue

A screenshot of a web form titled "Position Information". The form contains two rows of data: "Position Number" with the value "50029395" and "Personnel Subarea" with the value "0002 - Benefits Eligible Full-time (40)". At the top right of the form, there are two buttons: "Save" and "Save & Continue". The "Save & Continue" button is highlighted with a red rectangular box. A red arrow points from a red circle containing the number "2" to the "Save & Continue" button. At the bottom right of the form, there are also two buttons: "Save" and "Save & Continue".

# 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”

Current/Proposed Functional Title

Save << Prev Save & Continue

Check spelling

Required Information

Current/Proposed Functional Title

Current Position Title

Proposed Position Title

Requirements

Position Specific Knowledge, Skills & Abilities

Position Specific Duties

Position Specific Licenses, Credentials, or Other Certifications

Save << Prev Save & Continue

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



# Position Description Update, cont.

- Select “Save & Continue”

**Job Classification**

Save << Prev **Save & Continue**

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Job Classification

**Job Code** 7308

**Job Title** Human Resources Representative

**Job Code Long Text** Human Resources Representative

US Job Attributes

**EEO Category** Technical/Paraprofessional

**FLSA** Non-Exempt

SOCC

**SOCC No.** 13-1071

**SOCC Title** HR Specialists

General Description

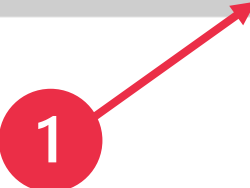
**General Description** Responsible for providing a variety of Human Resources services according to assigned area under minimum supervision.

Example of Job Duties

Serve on and provide support to various university and external permanent and ad hoc committees, task forces, and teams.  
Complete special projects and tasks as assigned.  
Maintain time entry programs and leave policies.  
Administer retirement programs including counseling, processing new enrollments, changes, and troubleshooting problems.  
Reconcile insurance premiums and TexFlex deductions.  
Administer the ORP/TDA program and 457 Plan.  
Assist employees and company reps with policies and procedures.  
Research and verify prior state service records and prepare list of retirees for special projects.  
Counsel retiring employees and assist with retirement paperwork.  
Enter payroll deductions for charitable contributions.  
Prepare and review employee reports for changes in benefits and status.  
Provide information and assist faculty and staff with benefits-related issues.  
Process summer insurance premiums.  
Conduct New Employee Orientation and provide training to faculty and staff.  
Coordinate annual Financial Planning and Retirement Fair.  
Provide guidance to employees, supervisors, department heads and department time administrators on leave policy and time entry.  
Process quota payouts for vacation, FLSA overtime, and sick leave.  
Process requests for sick leave pool, extended sick leave, emergency leave and FMLA.  
Perform other duties as assigned.

Example of Job Duties

Save << Prev **Save & Continue**



# Position Description Update, cont.

- Select “Save & Continue”

**Seated Employee**

Save << Prev **Save & Continue**

---

Seated Employee

First Name	Danielle
Last Name	Waddell
Work Email	DJW4@txstate.edu <small>Please enter a valid email address</small>
Employee ID	

Save << Prev Save & Continue



- Enter the contact person information and select “Save & Continue”

**Contact Person**

Save << Prev **Save & Continue**

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[Check spelling](#)

Contact Information for this form

Contact Person's Name	<input type="text"/>
Contact Person's Phone	<input type="text"/>
Contact Person's Email	<input type="text"/>
Responsible Hiring Manager	Select Some Options

Save << Prev Save & Continue



# Position Description Update, cont.

- If requesting a functional or positional title update, upload the required justification memo. Otherwise, select “Save & Continue”

**Position Documents** Save << Prev Save & Continue

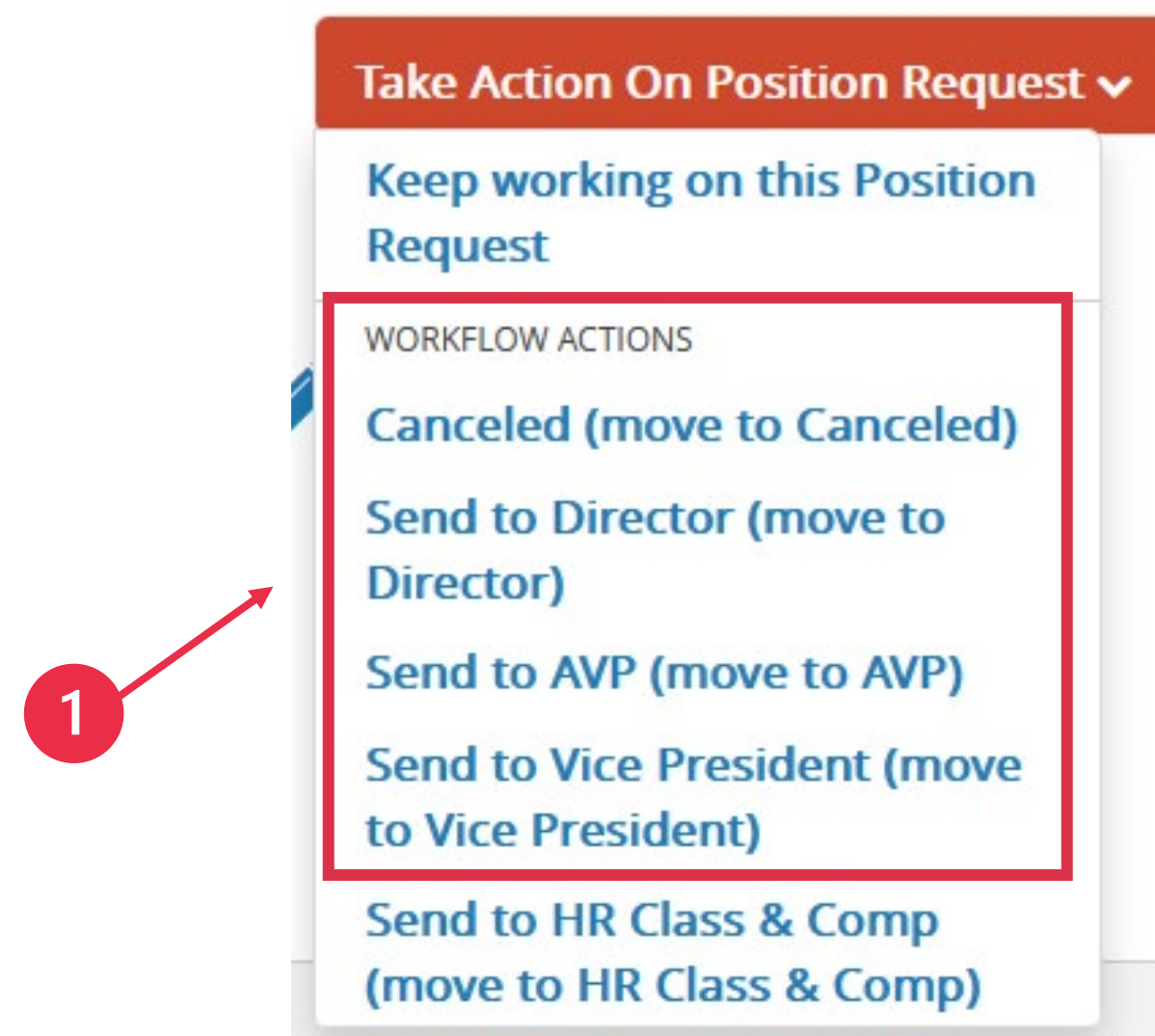
In the case of a functional title update, please provide a brief justification memo explaining how the proposed title describes the function or duties of the position. All other attachments listed below are optional.

Document Type	Name	Status	(Actions)
Org Structure			Actions ▾
Justification Memo			Actions ▾ Upload New Create New Choose Existing Add by URL
Job Analysis Form (JAF)			
HR Market Analysis			
Background Inquiry Release Form (Required for Reclassify and Promotion and Transfers)			Actions ▾
Other Support Document			Actions ▾

Save << Prev 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

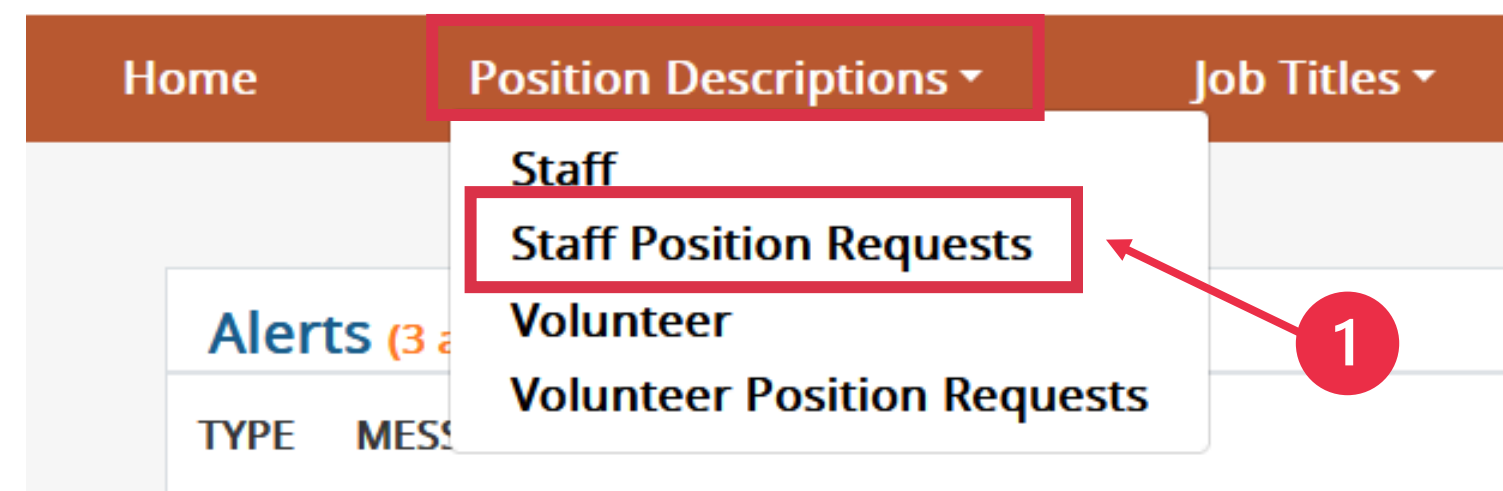
# Approval Workflow



Please ensure requests are sent to defined roles. Contact our [Compensation](#) team if an override to the workflow is needed.

# Check Workflow Status

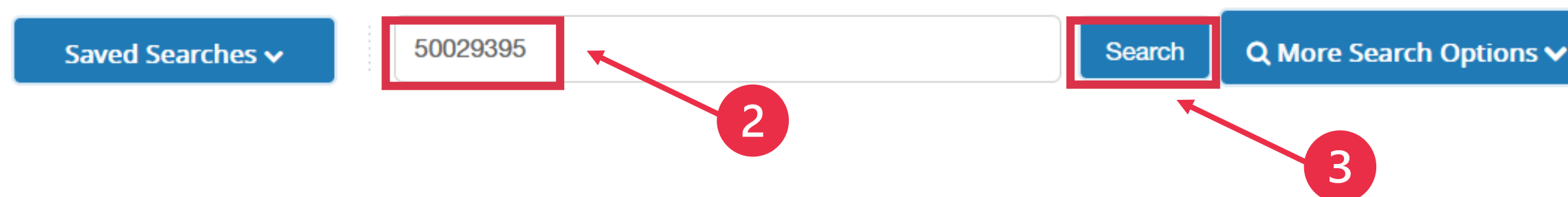
- On the orange banner, use the “Position Description” drop-down menu to select “Staff Position Requests”



- Enter the position number associated with the request and select “Search”

## Staff Position Requests

To add a new column to the search results, select the column from the drop down list.



# 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.

## Staff Position Requests

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾ 50029395 Search 🔍 More Search Options ▾

Ad hoc Search × Professional Staff Position...

Ad hoc Search 3 [Save this search?](#) Actions ▾

Proposed Position Title	Position Number	Position Request Number	Department Name	Position Request Name	Position Request Workflow State	(Actions)
<a href="#">Human Resources Assistant</a>	50029395	ST01542016	Human Resources	New Regular Staff Position Description: Human Resources Assistant	Audit Complete	<a href="#">Actions ▾</a>
<a href="#">HR Benefits Representative</a>	50029395	ST7462021	Human Resources	Reclassify Regular Staff Position Description: HR Benefits Representative	Audit Complete	<a href="#">Actions ▾</a>
<a href="#">Human Resources Representative</a>	50029395	ST10882021	Human Resources	Position Description Update - Regular Staff: Human Resources Representative	Vice President	<a href="#">Actions ▾</a>



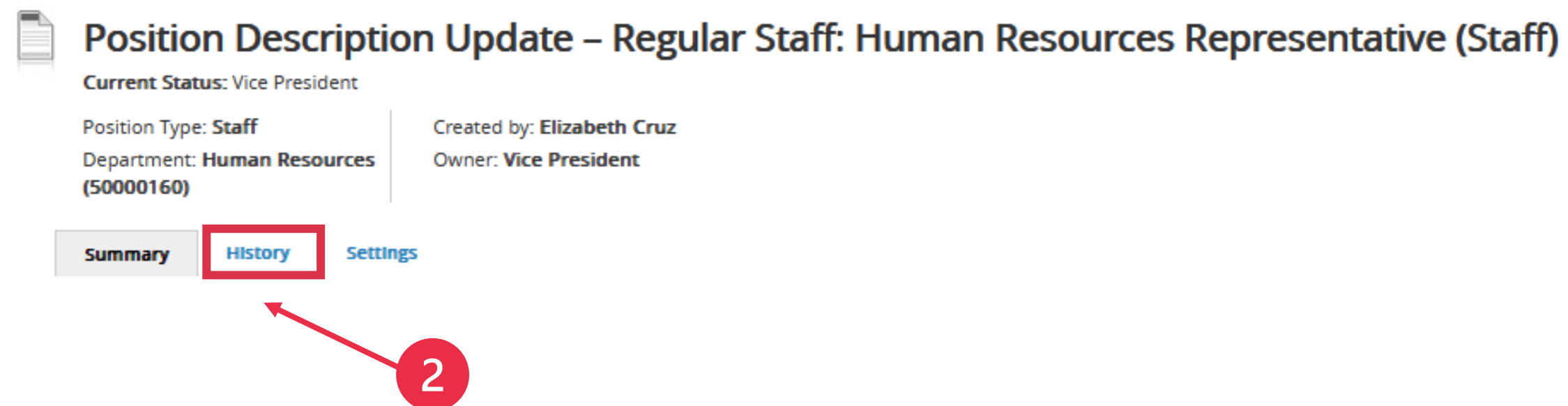


# Check Workflow Status, cont.

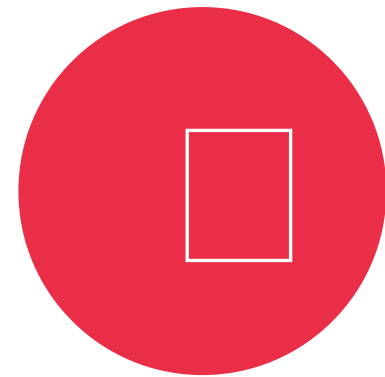
- Select the position



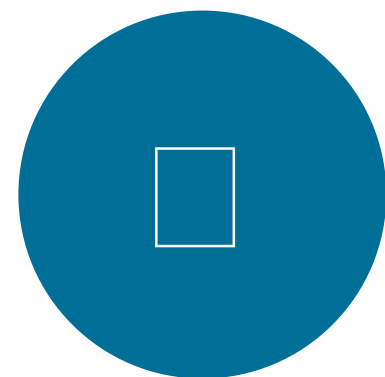
- Select "History" tab



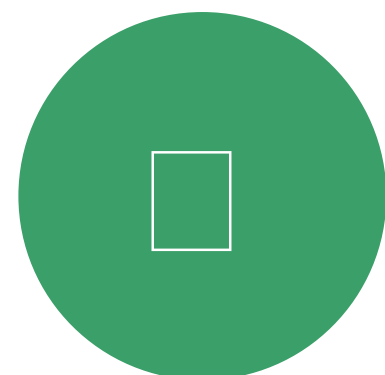
# Contact Information



512.245.2557  
(Press 5 for Compensation)



[compensation@txstate.edu](mailto:compensation@txstate.edu)



Office of Human Resources  
[J.C. Kellam 340](#)