

# PeopleAdmin: Positions Module

## When to use the Position module (orange side):

- Entering an existing position description for the first time in PeopleAdmin
  - Requesting the creation of New Position (SHRA/EHRA/Postdoc)
  - Requesting a Reclassification (SHRA) or Title Change (EHRA)
  - Requesting a Level Change (SHRA)
  - Requesting a Salary Adjustment (SHRA/EHRA/Postdoc)
  - Updating a previously entered position description or action
- ✓ A current [organizational chart\(s\)](#) and [ADAAA Checklist](#) are required for most position actions
- ✓ A Classification & Compensation Consultant will review the request, and send an endorsement email once the review is completed.
- ✓ For Post Docs only: The Graduate School will review, endorse and post your position descriptions or actions.

## SHRA/EHRA/Post Doc Salary Adjustment Reasons at a Glance:

### SHRA

- Position reclassification
- Additional job duties
- Increase in Competencies (within level)
- Competency level change
- Temporary
- Equity
- Labor Market
- Employee retention
- FTE change (commensurate)

### EHRA

- Title Change
- Additional Duties/Responsibilities
- Appointment Length Change
- Temporary/Interim Supplements
- Administrative/Honorary Supplements
- Market/Pre-Emptive Retention
- Equity
- Counter Offer/Retention
- FTE (commensurate/non-commensurate)
- Prevailing Wage

### Post-Doc

- Higher Level Duties
- Grant Requirement
- FTE (commensurate /non-commensurate)

Additional Classification & Compensation Resources may be found at <https://class-comp.hr.ncsu.edu/>

SHRA	EHRA	Post-Doc
<ul style="list-style-type: none"> <li>• Each SHRA career band has a competency profile that describes the general purpose of the career band, as well as the competencies required of each level within the career band. Career bands can be found on the <b>Class &amp; Comp website</b>: Select Classification → SHRA → Create New Position → <a href="#">Review Career Band Levels</a></li> <li>• SHRA salary ranges/reference rates can be found on the <b>Class &amp; Comp website</b>: Compensation → SHRA → Pay Factors - → <a href="#">Current Reference Rates</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">EHRA Non-Faculty &amp; Faculty Actions and Salary Adjustment definitions.</a></li> <li>• <a href="#">EHRA Analysis Tool</a>: Should be used to determine if your position is EHRA or SHRA. Also, serves as a guide for developing your EHRA position description.</li> <li>• Both links above may be found on the Class &amp; Comp website under <a href="#">Helpful Links.</a></li> </ul>	<ul style="list-style-type: none"> <li>• Select from the following titles on the Classification Page:               <ol style="list-style-type: none"> <li>1. Postdoctoral Research Scholar</li> <li>2. Postdoctoral Teaching Scholar</li> </ol> </li> <li>• General descriptions for each title can be found in Section 3 of the Post Doc PRR (<a href="https://policies.ncsu.edu/regulation/reg-10-10-08/">https://policies.ncsu.edu/regulation/reg-10-10-08/</a>)</li> <li>• Must have a PHD or equivalent in appropriate field AND must have been awarded his/her doctorate no more than five (5) years prior to the appointment.</li> </ul>