

# **PeopleAdmin System Enhancements Effective October 5, 2020**

## Phase One System Enhancements

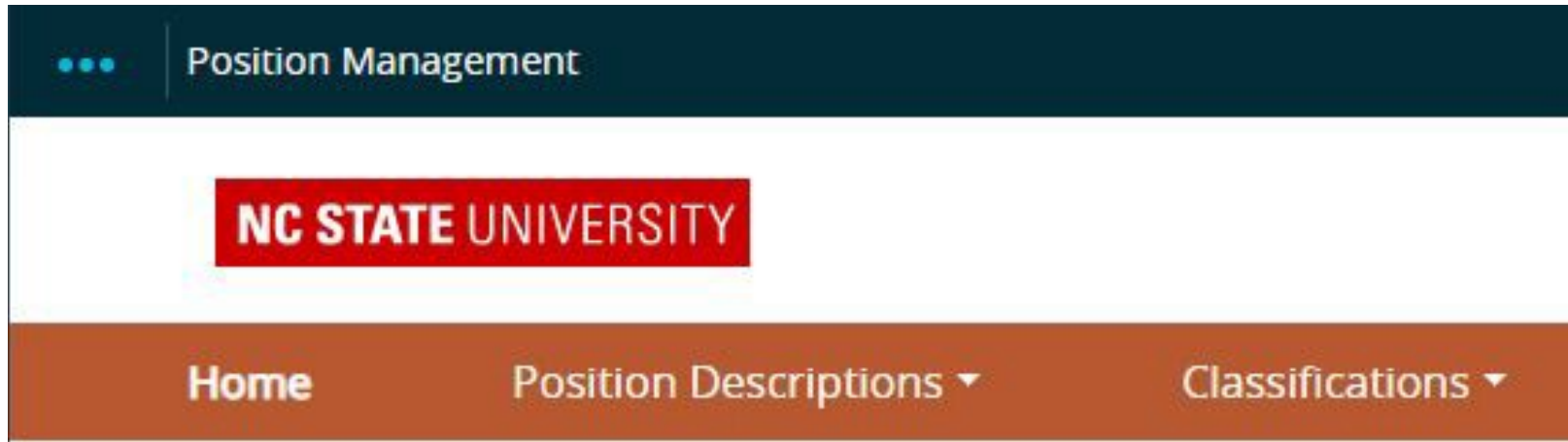
### ➤ **Position Management Module**

- Two workflows: Faculty and EHRA Non-Faculty / SAAO
- Fewer fields and forms
- Streamlined workflows
- ADA Checklist form part of workflow
- Position description field can be pre-populated from classification table assignment

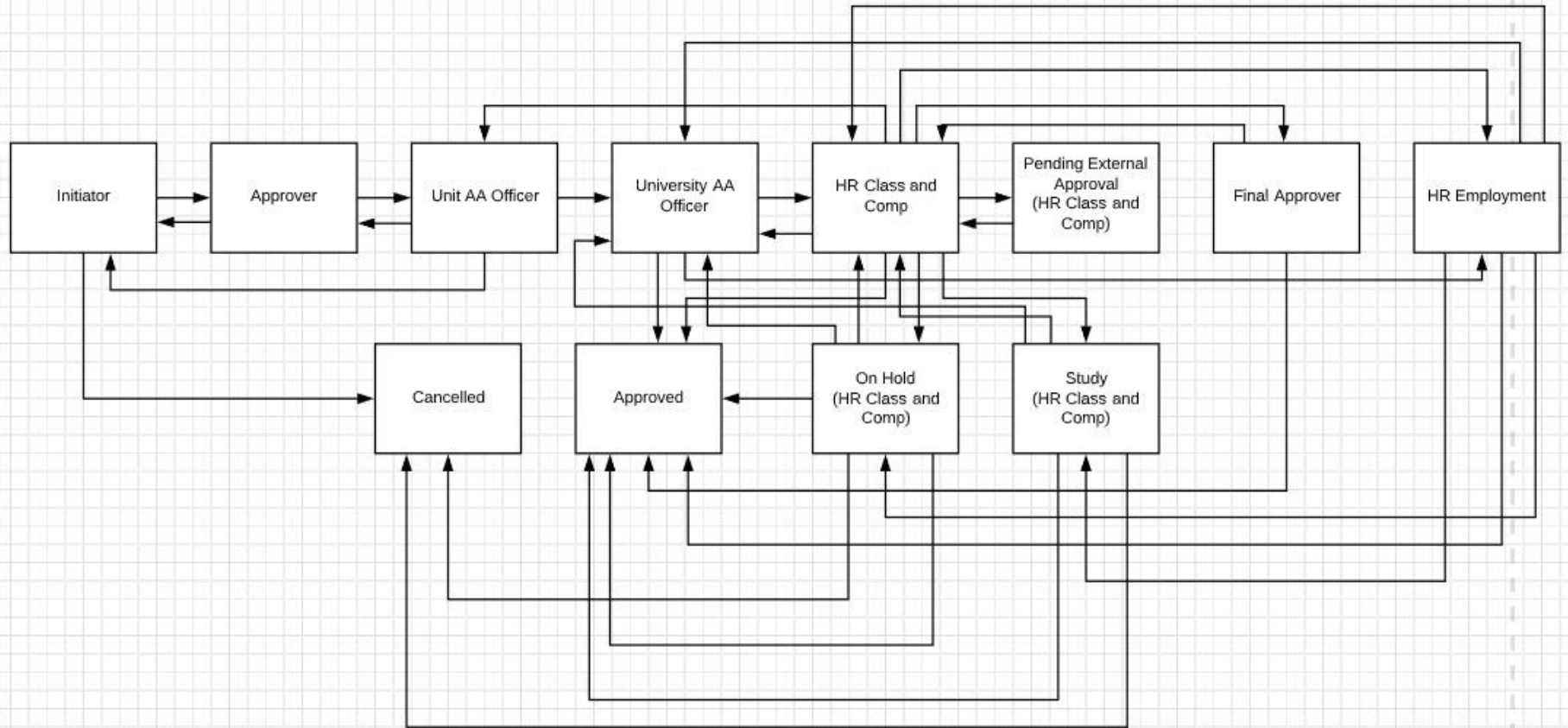
### ➤ **Applicant Tracking Module (Postings only)**

- Fewer fields
- Streamlined workflows

# Position Management Enhancements



# Position Management Prior EHRA Non-Faculty & Faculty Workflows

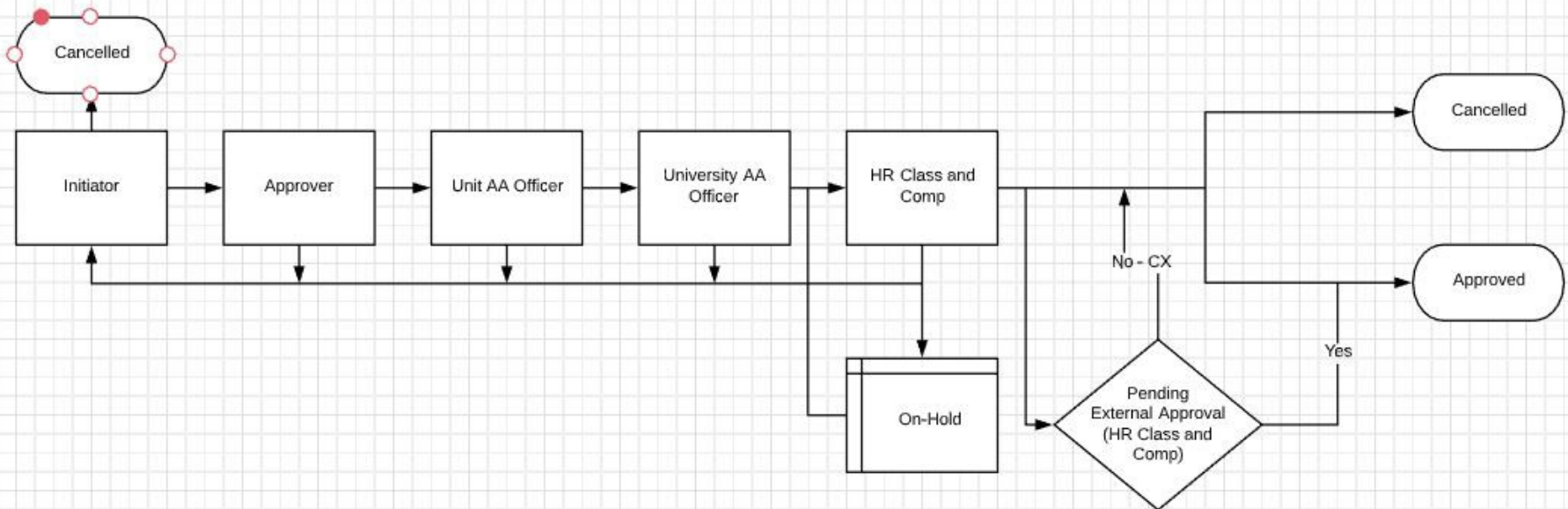




# Position Management

## Revised EHRA Non-Faculty / SAAO & Faculty Workflows

EHRA Non-Faculty / SAAO AND Faculty  
New and Update Position Request Approval Workflow

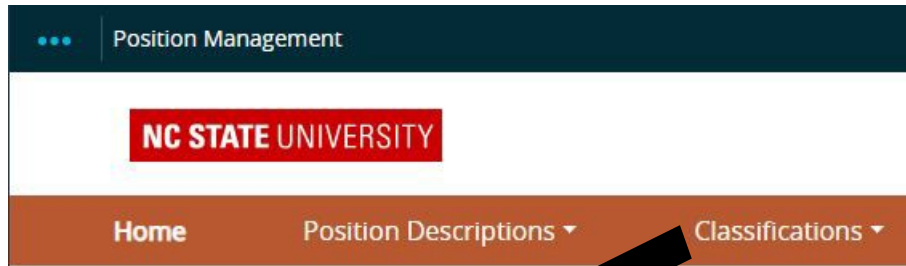


**Key Takeaways:**

- Easier reporting capabilities.
- Aligned with PeopleSoft workflow structures.



The EHRA Classification Table can now feed generic ‘descriptions of work’ to the Position Information section to the ‘Description of Work Responsibilities’ field.



Classification Details [Edit](#)

Title Information

Title	Professor
Description of Work	Test
Minimum Experience/Education	Requires doctor's degree, an equivalent degree, or equivalent professional experience.
Position Type	Tenured/Tenure-Track Faculty
Job Code	F011
EPA/IRPS Designation	Tenured Faculty

Position Information

- Position Documents
- ADA Compliance Form
- Waiver
- HR Confirmation
- Action Summary

\* Required Information

Position Information

Description of Organizational Unit

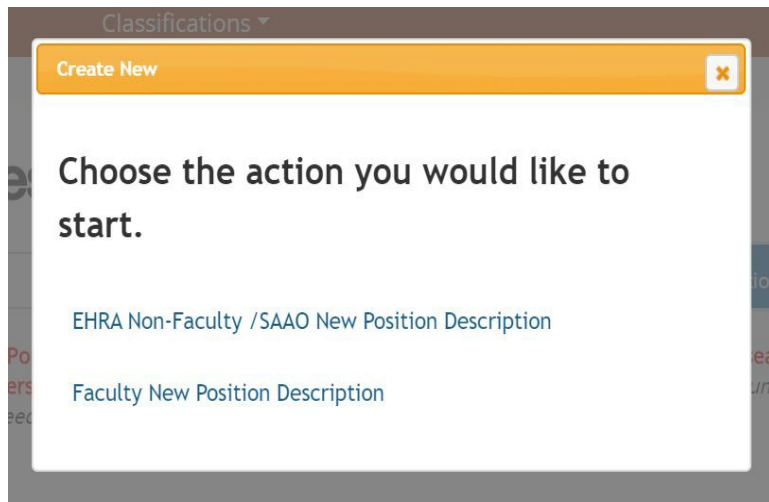
Description of Work Responsibilities

**Key Takeaways:**

- In order for the new capability to be useful. There must be a general consensus of what a generic ‘descriptions of work’ would look like for each individual position type (e.g. Associate Professor, Research Assistant, or Lecturer)



Creating a NEW position action will now deliver the below pop-up window.



UPDATING an existing position description will now have two options (below)



**Key Takeaways:**

- **IMPORTANT:** You must select the appropriate action type that is consistent with the primary scope of the position (i.e. Faculty or EHRA non-Faculty / SAAO). If you select the wrong action type you risk: 1.) misclassifying the position action or 2.) cancelling your existing work and re-entering it through the alternative action type.

\* If you have questions, please contact your Classification & Compensation Consultant.

# Position Management

## General Information Form Enhancements

Position Management	
NC STATE UNIVERSITY	
Home	Position Descriptors
Classifications	
Title	
General Information	
Salary	
Position Information	
Position Documents	
Americans with Disabil...	
Waiver	
HR Confirmation	
Action Summary	

Type of Faculty Action

- New Position
- Appointment Length Change
- Salary Adjustment
- Title Change
- Update Position Description
- Waiver Request
- FTE Adjustment

Supervisor/Reports To

Supervisor Name

Supervisor Title

Supervisor Email

Rank Modifier

Ranks

Appointment Length

Class and Comp Consultant



Rank specific fields have been consolidated into two selectable field options

FTE

*This field is required.*

*Format #.## - If proposing a change in FTE, include the current AND proposed FTE (i.e. ".25 to 1.0") Determining FTE for Non-Tenure Track Faculty*

**Key Takeaways:**

- Fewer fields to for campus to populate
- Updated field labels



# Position Management Salary Form

[Check spelling](#)

## General Salary Information

Current Base Salary/Position Budget  *if this is a new / vacant position, please provide the budgeted salary.*

Type of Base Salary Adjustment

Budgeted Position?

Funding Source

## Salary Supplement Details

[Add Salary Supplement Details Entry](#)

## Proposed Salary Information

Proposed Base Salary

Proposed Supplement Amount

Proposed Change Amount  *Difference between current total salary and proposed total salary.*

Proposed Total Salary  *(Base salary + Salary Supplements)*

Type of Non-state funds   
Aux.Sales & Services / Student Fees  
Contracts & Grants  
Foundations

\$ Increase over 6/30 Salary

\$ Increase over Current Salary

% Changed over 6/30 Salary

% Changed over Current Salary

Campus will provide this info as part of action request.

- UHR Class & Comp now populates these fields from information in PeopleSoft.
- Campus is no longer asked to provide this info as part of the position description / action request.

# Position Management Position Information Section

- Position Management
- NC STATE UNIVERSITY
- Home
- Position Descriptions
- Classifications
- Title
- General Information
- Salary
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- Americans with Disabil...
- Waiver
- HR Confirmation
- Action Summary

'Description of Work Responsibilities' and 'Minimum Experience / Education' will populate from Classification Details Table. Both are editable by Campus.

## Position Information

Description of Organizational Unit

\* Description of Work Responsibilities

This field is required.

The information in the box above will show in the posting. EPA Analysis Tool

Work Location (City & State)

Format: City, State

\* Minimum Education and Experience

This field is required.

Department Required Skills

Required Licenses /Certifications

# Position Management ADA Compliance Form

- Position Management
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Essential job functions are those duties and responsibilities that an individual must perform with or without assistance of reasonable accommodations. This checklist is to document the physical and mental effort required in performing essential duties of the position.

Add "NC State REG 05.00.02 - Reasonable Accomodations in Employment" and include link: <https://policies.ncsu.edu/regulation/reg-05-00-02/>

Add "U.S. Department of Labor Employers' Responsibilities under the Americans with Disabilities Act" and include link: <https://www.dol.gov/general/topic/disability/employersresponsibilities>

\* Required Information

## ADA Compliance Form

### Physical Activities

- Climbing
- Balancing
- Stooping
- Kneeling
- Crouching
- Crawling
- Reaching
- Standing
- Walking
- Pushing
- Pulling
- Lifting
- Fingering
- Grasping
- Feeling
- Talking
- Hearing
- Repetitive Motions
- None

This field is required.

[Click here for ADA Definitions for Physical and Visual Acuity RequirementsADA Definitions.](#)

### Working Conditions

- subject to inside environmental conditions
- subject to outside environmental conditions
- subject to both environmental conditions
- subject to extreme cold
- subject to extreme heat
- subject to noise
- subject to vibration
- subject to hazards
- subject to atmospheric conditions
- subject to oils
- Required to wear respirator
- Frequently works in close quarters
- Required to function in narrow aisles or passageways
- Exposed to infectious diseases
- Required to function around prisoners or mental patients
- None

This field is required.

[Click here for ADA Definitions for Physical and Visual Acuity RequirementsADA Definitions.](#)

### Physical Requirements

Please select

This field is required.

### Visual Acuity Requirements

Please select

This field is required.

## Key Takeaways:

- Replaces historical PDF form uploaded to Position Documents section
- Required for New and Update Position Descriptions

## Position Management

### Recruitment, Supplemental Questions, and Applicant Documents

#### Current Position Management Forms

Editing Action

General Information

✓ Salary

Position Information

✓ Position Documents

✓ Recruitment

✓ Supplemental Questions

✓ Applicant Document

✓ Waiver

Action Summary

#### Revised Position Management

Editing Action

[REDACTED]

General Information

✓ Salary

Position Information

✓ Position Documents

ADA Compliance Form

✓ Waiver

Action Summary

#### Key Takeaways:

- Removed from all Position Management Actions.
- Posting Form will only have the Recruitment, Supplemental Questions, and Applicant Documents sections.
- Populated Position Action field information still feeds to posting form.

# Applicant Tracking Posting Form Enhancements



Applicant Tracking System

NC STATE UNIVERSITY

Home Postings

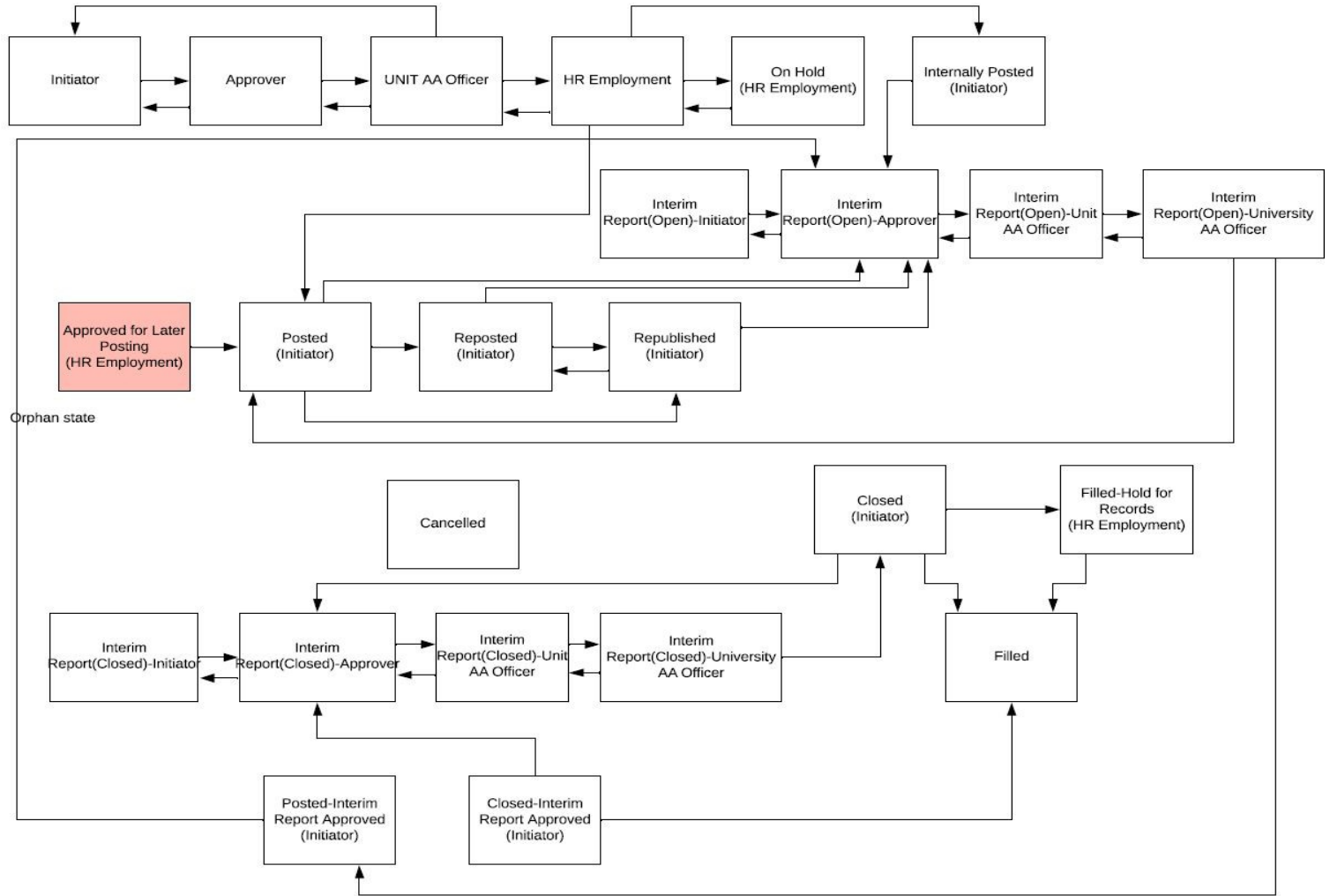
Editing Posting

- Posting Details
- Salary
- Position Information
- Recruitment
- Waivers
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Search Committee
- Search Committee Ratings
- Guest User
- Summary

# Applicant Tracking

## Prior Posting Workflows - EHRA and NCCE

EHRA Posting Workflow



Applicant Tracking System

**NC STATE UNIVERSITY**

Home Postings

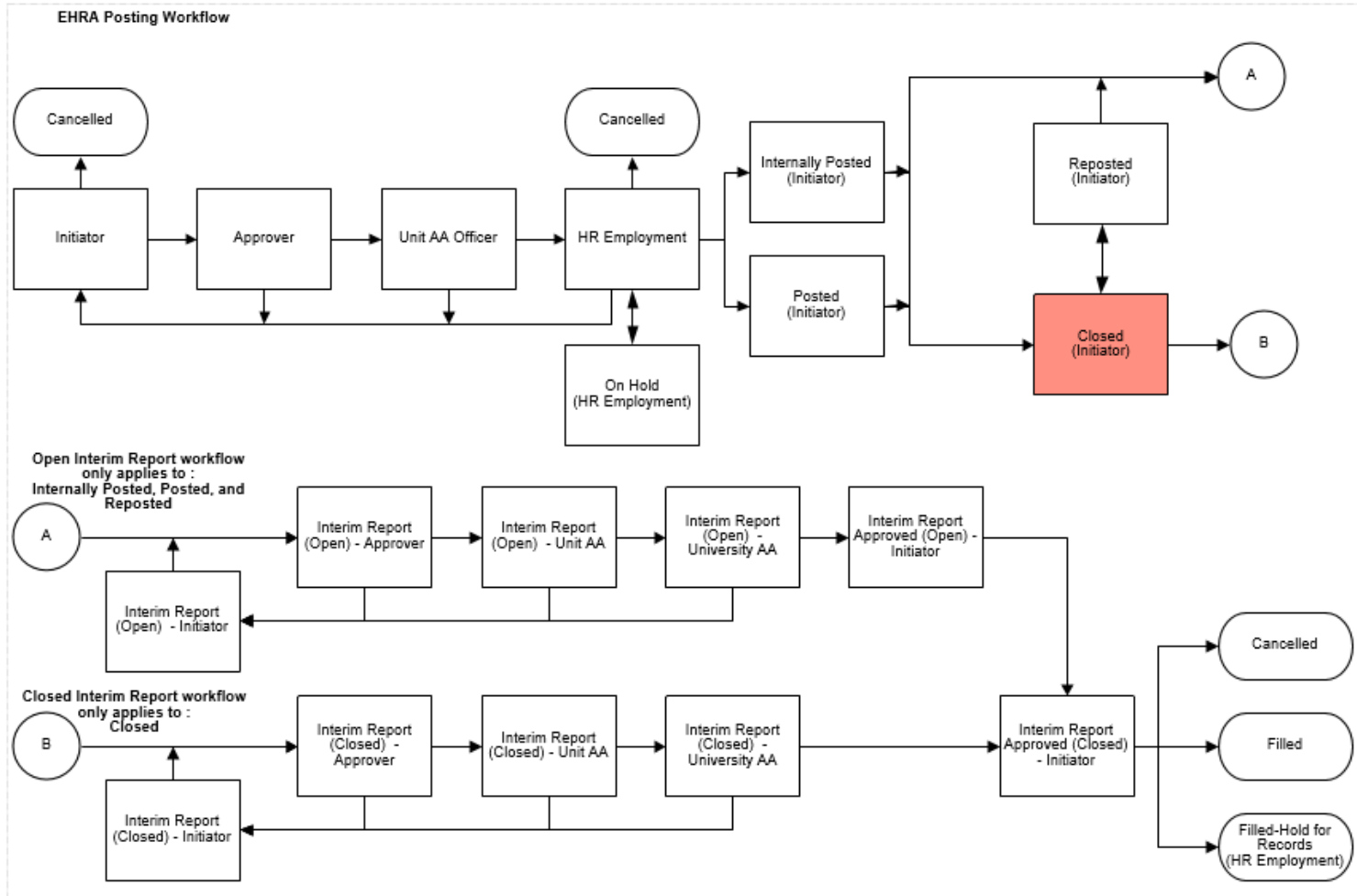
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# Applicant Tracking

## Revised Posting Workflows - EHRA and NCCE



Applicant Tracking System

NC STATE UNIVERSITY

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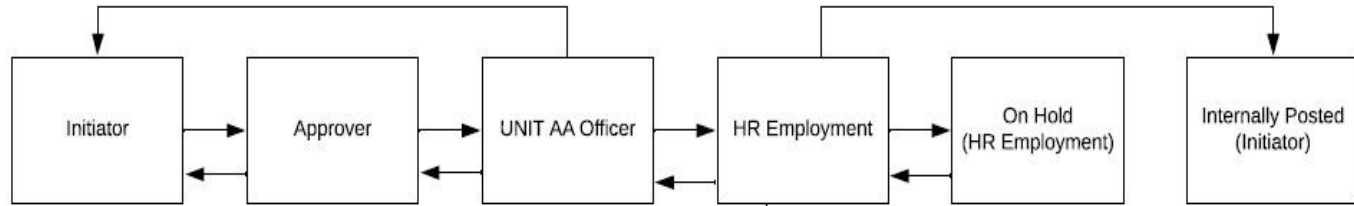
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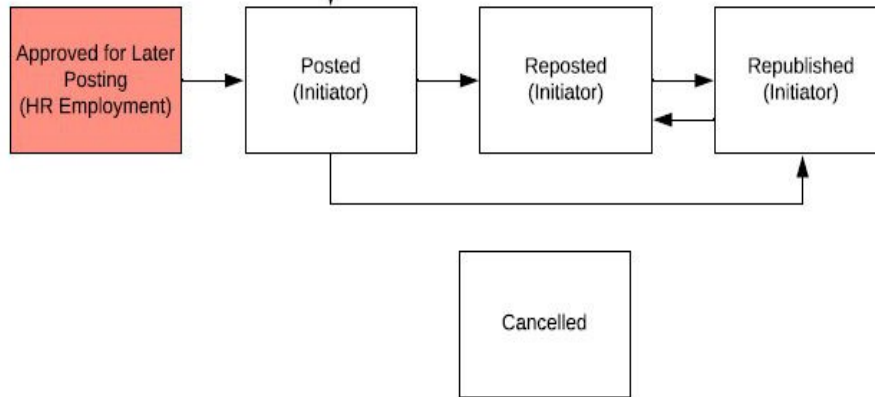
# Applicant Tracking

## Prior Posting Workflows - SHRA

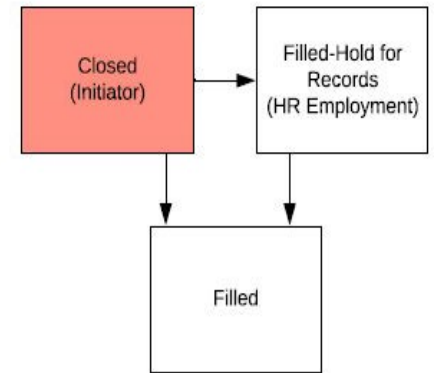
SHRA Posting Workflow



Seems like this is an orphan state .It is not getting transitioned from another state.



Seems like this is an orphan state .It is not getting transitioned from another state.





# Applicant Tracking Revised Posting Workflows - SHRA

Applicant Tracking System

NC STATE UNIVERSITY

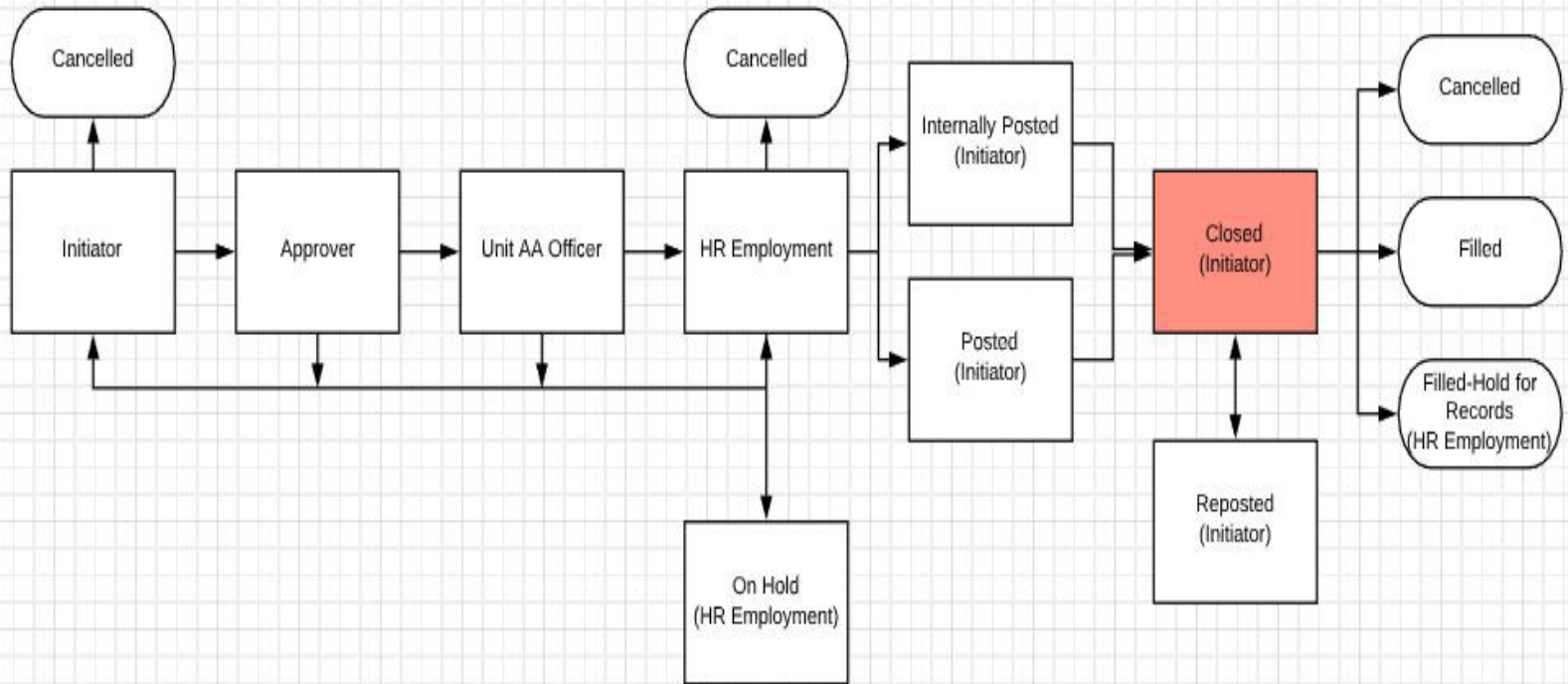
Home Postings

Editing Posting

Posting Details

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SHRA Posting Workflow



# Applicant Tracking

## Posting Process Changes - EHRA & SHRA



- Improves control of timing of recruitments because you now control when postings are created and routed for approval.
- Improves control of key tasks such as adding search committee members and guest users because you now create the posting and can add the members and guest users at the time of posting creation.
- Improves submitting advertisements for external advertising because you now can use the information from the approved position description to create the advertisement.
- Improves reporting by separating the position creation/update process from the posting/recruitment process in the system. We will be able to provide you with more insight about key metrics such as your time-to-fill, time-to-hire, and even for us to offer more transparency around our service performance in the time it takes us to post positions.

## Applicant Tracking

### Posting Workflow Enhancements - Postdoc and Temporary Employees



Applicant Tracking System

NC STATE UNIVERSITY

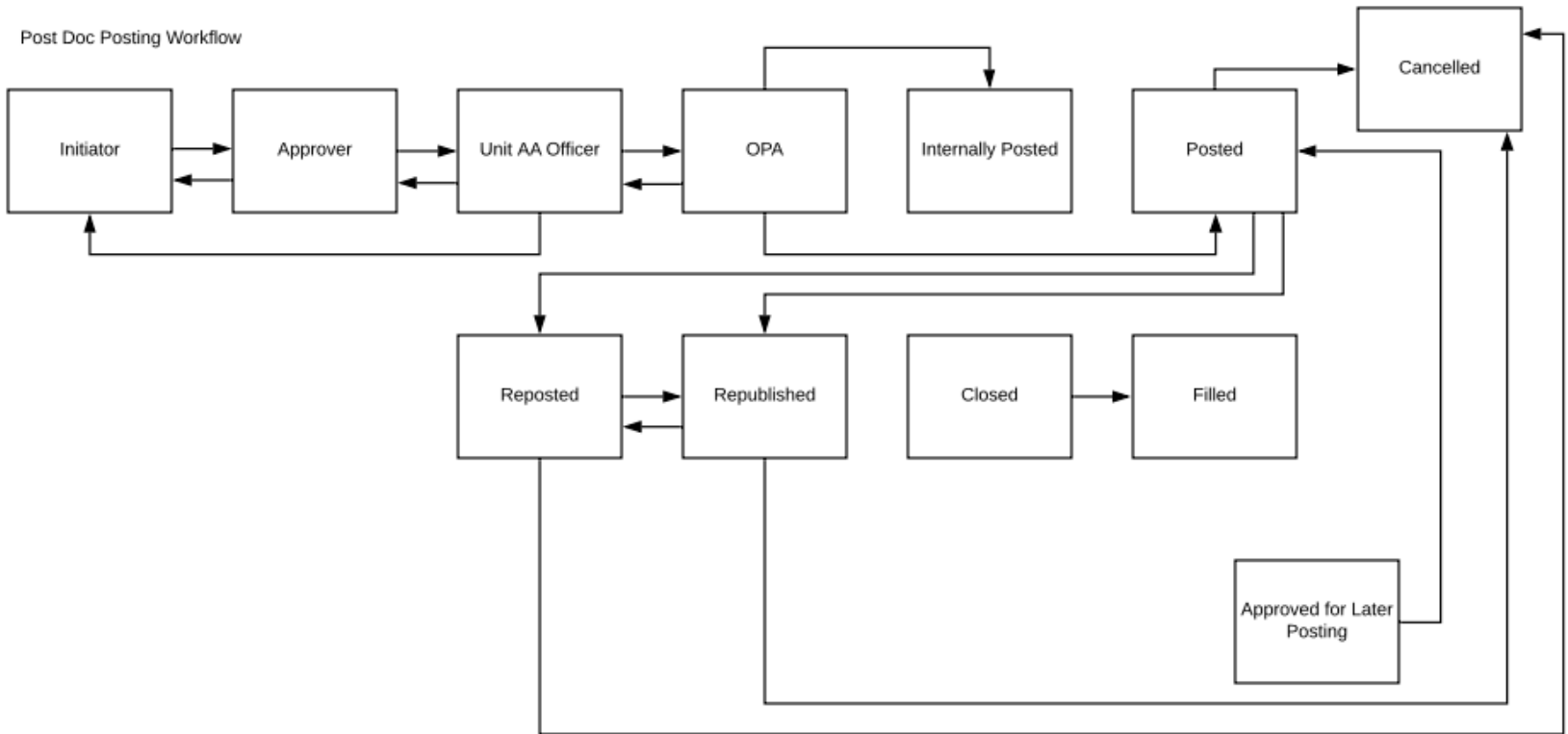
Home Postings

Editing Posting

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# Applicant Tracking

## Prior Posting Workflows – Postdocs



Applicant Tracking System

NC STATE UNIVERSITY

Home Postings

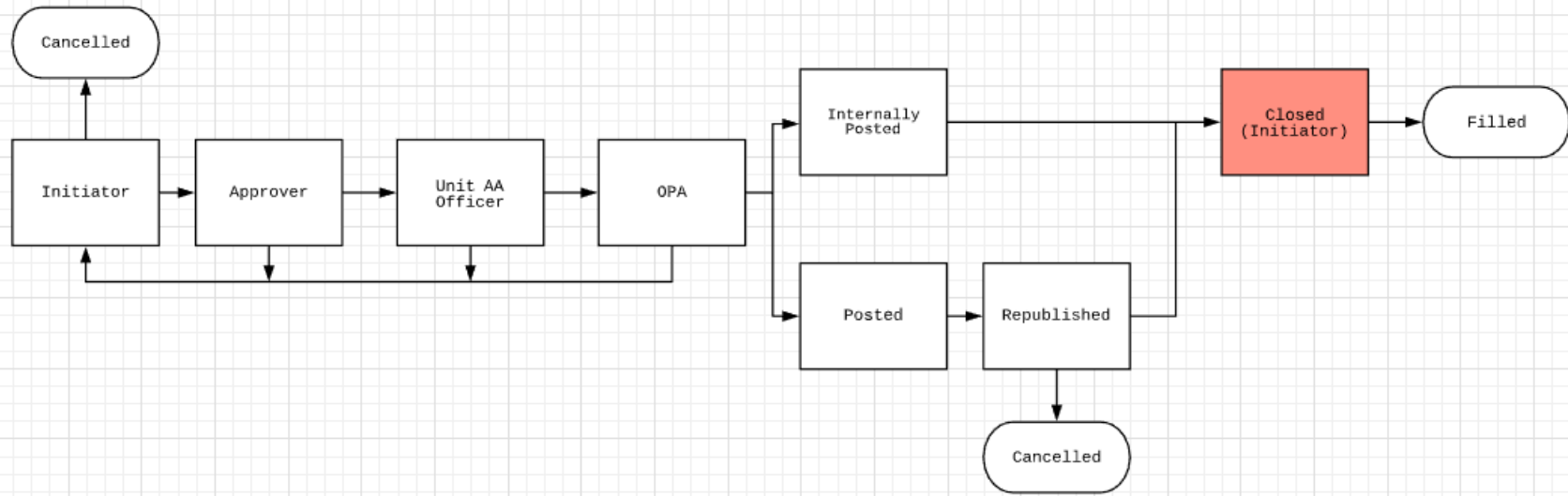
Editing Posting

Posting Details

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# Applicant Tracking

## Revised Posting Workflows – Postdocs





Applicant Tracking System

NC STATE UNIVERSITY

Home Postings

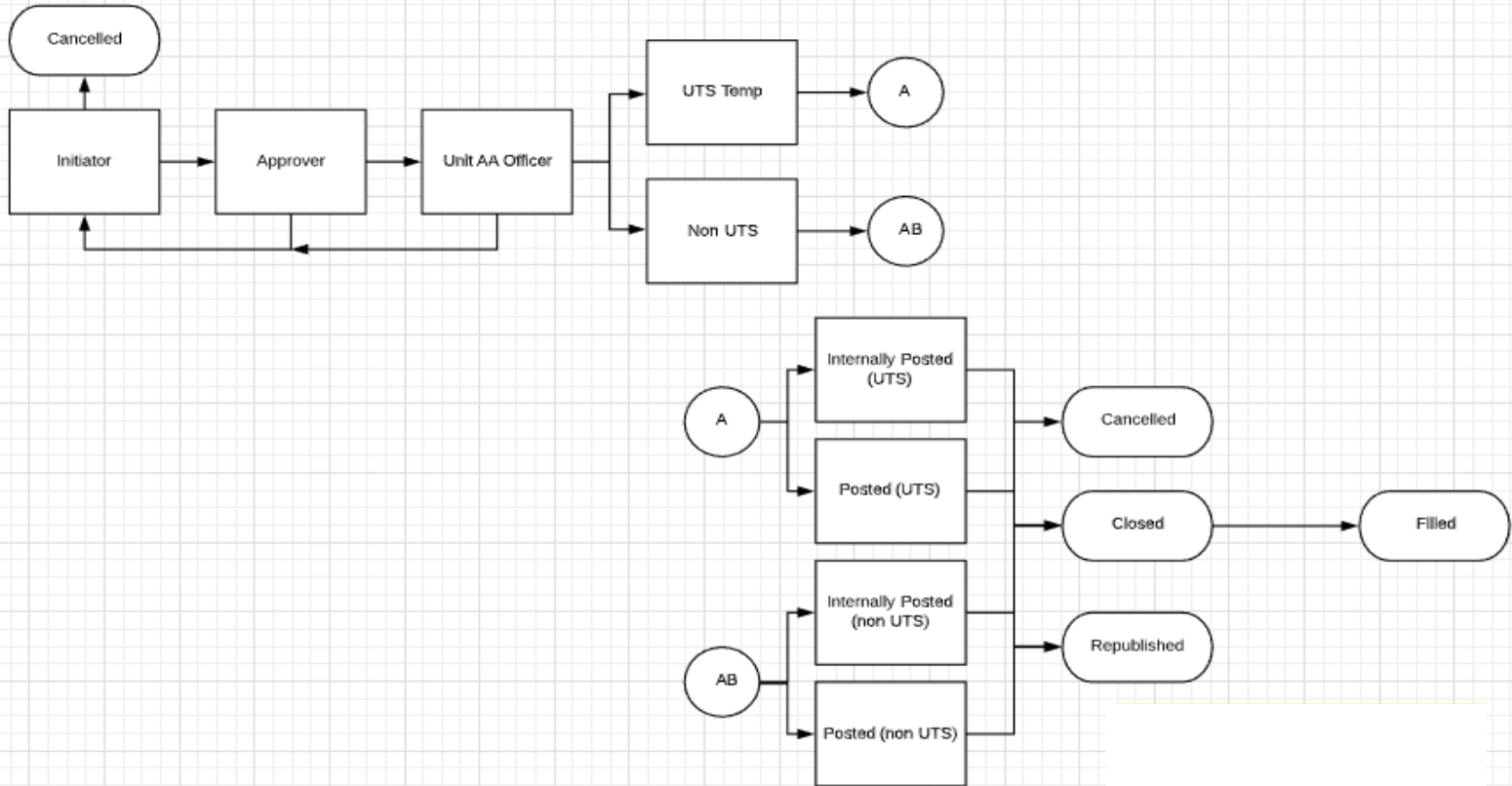
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# Applicant Tracking

## Revised Posting Workflows – Temporary

Temporary Posting Workflow





System Enhancements Questions:

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Business Processes Questions:

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Applicant Tracking – David Perryman @ [dmperrym@ncsu.edu](mailto:dmperrym@ncsu.edu)