

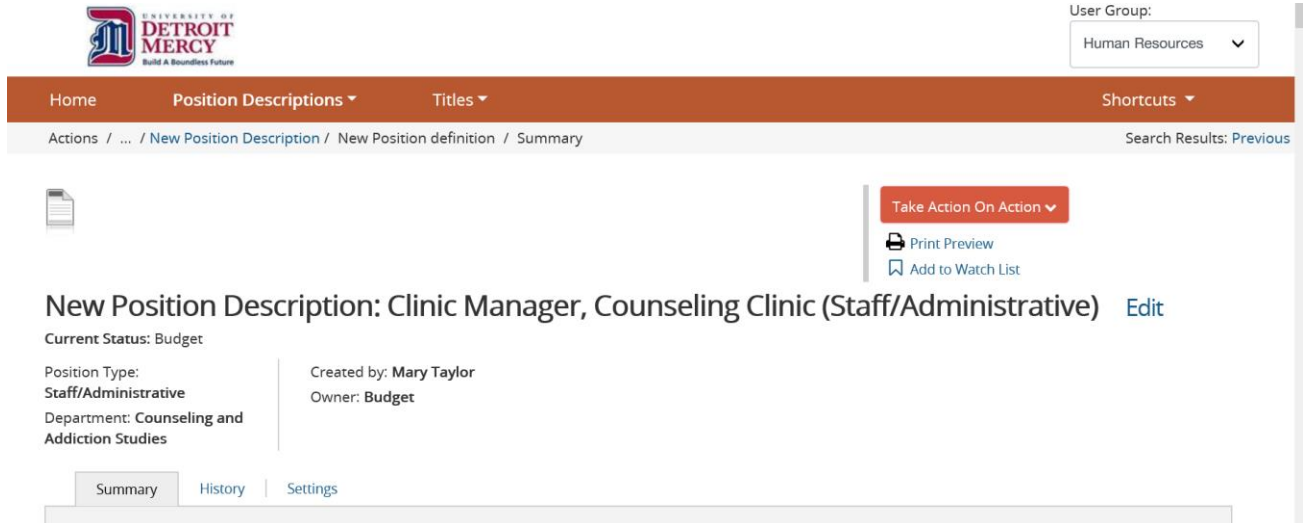
Existing Position Request

- Hiring Manager is Required to Complete a JDQ for all EXISTING positions if this position hasn't been posted in the last year
 - Blank JDQs are located on the HR website under Performance Communication System (PCS)
(you will need this later)

Log into PeopleAdmin

- <https://udmercy.peopleadmin.com/hr/login>
- If you need a user name and password, contact Human Resources

Action Summary: Review Position and Edit as Appropriate or "Send to HR Initial Review" (Use Orange Take Action on Action Button)



The screenshot displays the University of Detroit Mercy HR system interface. At the top left is the university logo with the tagline "Build A Boundless Future". On the top right, the "User Group" is set to "Human Resources". A navigation bar contains "Home", "Position Descriptions", "Titles", and "Shortcuts". The breadcrumb trail reads "Actions / ... / New Position Description / New Position definition / Summary". A search bar on the right shows "Search Results: Previous".

The main content area features a document icon on the left and a "Take Action On Action" dropdown menu on the right, which includes "Print Preview" and "Add to Watch List". The title of the page is "New Position Description: Clinic Manager, Counseling Clinic (Staff/Administrative)" with an "Edit" link. Below the title, the "Current Status" is "Budget".

Metadata is displayed in two columns:

- Position Type: Staff/Administrative
- Department: Counseling and Addiction Studies
- Created by: Mary Taylor
- Owner: Budget

At the bottom, there are three tabs: "Summary" (selected), "History", and "Settings".

Next Steps:

- HR will review position requisition and input Salary Range for position at which point HR will either:

(1) Send the position requisition back to the Hiring Manager for edits/clarification

OR

(2) HR will forward the position requisition to the Approving Authority for review and further approval

Review of PeopleAdmin Approval Process

- Hiring Manager initiates requisition in PeopleAdmin
- HR Initial Review (Compensation Review/JDQ Review)
- Approving Authority
- Budget
- Area VP
- VP of Finance (President's Council)
- HR Final Review (Position Posted Externally)