

PeopleAdmin

Approval Request for NEW Position



New Position Request

- Hiring Manager is Required to Complete a JDQ for all NEW positions
 - 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

Ensure User Group is Set to “Hiring Manger – Staff/Admin”

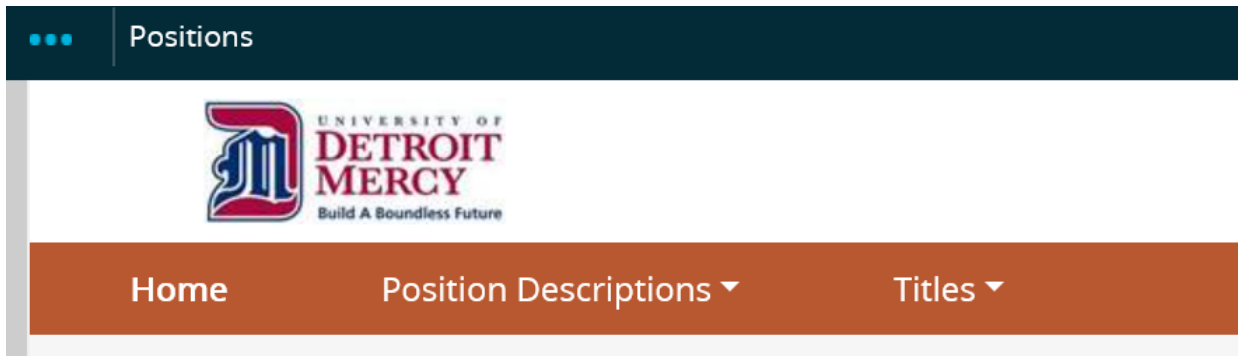
Look for this box in the top right corner of the screen:

User Group:

Hiring Manager-Staff/Admin ▼

Ensure Screen is Set to “Positions” Module

Look for this box in the top left corner of screen:



Click the Position Descriptions Down Arrow & Choose "Staff/Administrative"



The screenshot shows a dark blue header with the word "Positions" and three blue dots to its left. Below the header is the University of Detroit Mercy logo, which consists of a stylized red and white "DM" monogram followed by the text "UNIVERSITY OF DETROIT MERCY" and the tagline "Build A Boundless Future". Below the logo is a brown navigation bar with three items: "Home", "Position Descriptions" (with a downward arrow), and "Titles" (with a downward arrow). A white dropdown menu is open under "Position Descriptions", showing two options: "Staff/Administrative" and "Staff/Administrative Actions".

Click “Create New Position Description”

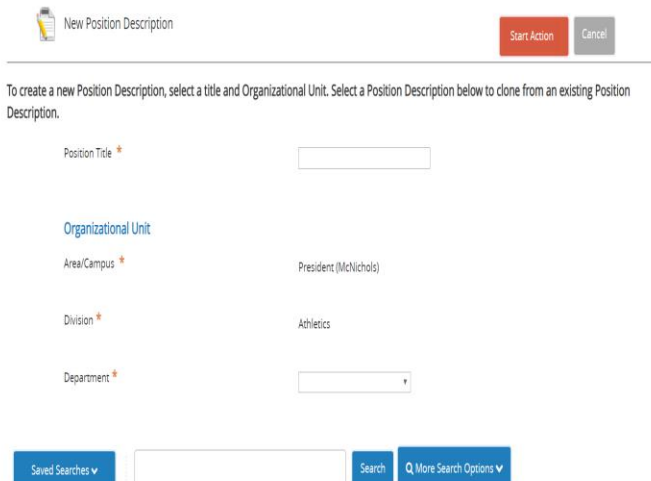


Staff/Administrative Position Descriptions

[+ Create New Position Description](#)

Input Required Data (*) & Click "Start Action"

- Hiring Managers have the option to clone an existing similar position for ease of entry of new position
- Contact HR if you would like further instructions on cloning positions



The screenshot shows a web application interface for creating a new position description. At the top, there is a header with a document icon, the text "New Position Description", and two buttons: "Start Action" (red) and "Cancel" (grey). Below the header, a horizontal line separates it from the main content. The main content starts with a blue heading "Organizational Unit". Below this, there is a blue instruction: "To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description." The form contains several fields: "Position Title" with a red asterisk and an empty text input; "Area/Campus" with a red asterisk and a dropdown menu showing "President (McNichols)"; "Division" with a red asterisk and a dropdown menu showing "Athletics"; and "Department" with a red asterisk and an empty dropdown menu. At the bottom, there is a blue button "Saved Searches" with a dropdown arrow, followed by an empty text input, a blue "Search" button, and a blue "More Search Options" button with a dropdown arrow.

Class Title: Select Appropriate "Position Employee Class Description" and click "Next"

Home Position Descriptions ▾ Titles ▾ Shortcuts ▾

Actions / ... / New Position Description / Test Two / Edit

Editing Action

- Class Title
- Position Details
- Posting Information
- Supplemental Questions...
- Applicant Document
- Action Summary

Class Title [Save](#) [Next >>](#)

Titles - Filter these results

Titles
✕

"Titles" 32

← Previous 1 2 Next →

	Position Employee Class Description	Title Status	(Actions)
<input type="radio"/>	FT Administrator - Major Director	Approved	Actions ▾
<input type="radio"/>	FT Administrator	Approved	Actions ▾

Posting Details: Input Required Data & Click “Next”

- Complete the following fields on this page:
 - Justification for New Position
 - Position Status
 - Hours per Week
 - Position Summary
 - Essential Duties and Responsibilities
 - Minimum Qualifications
 - Knowledge, Skills and Abilities
 - Physical Requirements
 - Work Environment
 - Licenses/Certification (N/A if appropriate)
 - Maximum Budgeted Hourly Rate or Salary
 - “Add FOAPAL Entry”

Posting Information: Input Required Data & Click "Next"

- Complete the required following fields on this page:
 - Open Date
 - Check box for "Open Until Filled"
 - Anticipated Start Date
 - Hiring Manager (full name)
 - Alternate Hiring Manager (if applicable)
 - Salary/Pay Information
 - "Commensurate with experience" appropriate for Administrative Positions
 - Anticipated Schedule
 - Select City/Campus

Supplemental Questions for Posting: Select Required Questions and Click “Next”

- Click “Add a question” and follow prompts to select the five required questions of all applicants. On the next screen select “required” (radio button)
 1. How did you hear about this employment opportunity?
 2. What is your highest level of completed education?
 3. How many years of experience to you have in this type of position?
 4. Please read our foundation, mission and vision....
 5. Detroit Mercy enjoys a diverse student body, faculty, administration, and staff-diverse in ethnicity, religion, socioeconomic background, gender, age, education, and life experience...
- You may select other questions as you deem appropriate
- You may also create other questions in the system directly but HR will need to review first for approval



Applicant Document: Select Required Documents and Click “Next”

- Click “Required” button for the following document types. You may select other documents as you deem appropriate
 - Resume/CV
 - Cover Letter
 - Reference Contact Info 1
 - Reference Contact Info 2
 - Reference Contact Info 3
- If you want to use a required document other than the 5 listed above, please contact HR

Position Justification: Upload Position Justification, JDQ and any Supporting Documents and Click “Next”

Home Position Descriptions ▾ Titles ▾ Shortcuts ▾

Actions / ... / New Position Description / Director of the Chariton Center for Responsible Investing / Edit

Editing Action

- ✔ Class Title
- ✔ Position Details
- ✔ Posting Information
- ✔ Supplemental Questions...
- ✔ Applicant Document
- ✔ Position Justification
- Action Summary

Position Justification

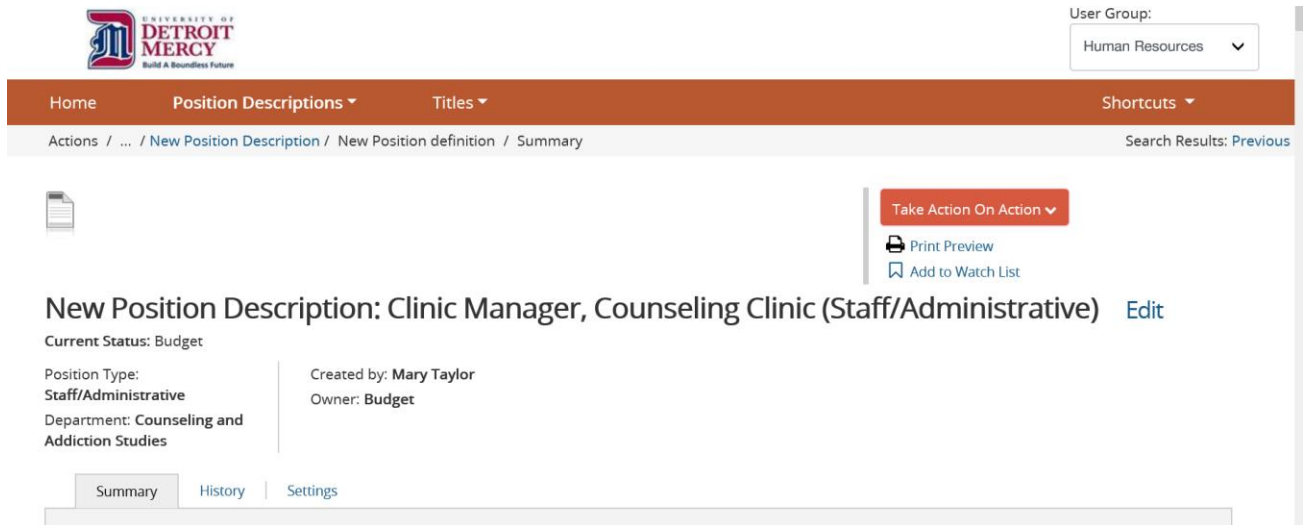
[Save](#) [<< Prev](#) [Next >>](#)

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions ▾
Position Justification			Actions ▾
JDQ			Actions ▾
Additional Supporting Documentation			Actions ▾

[Save](#) [<< Prev](#) [Next >>](#)

Action Summary: Review Position and Edit as Appropriate or Move Position 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, a "User Group:" dropdown menu is set to "Human Resources". Below this is a navigation bar with links for "Home", "Position Descriptions", "Titles", and "Shortcuts". A breadcrumb trail shows the path: "Actions / ... / New Position Description / New Position definition / Summary". A search bar on the right indicates "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 options for "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 listed as "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 Position Number and 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 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)