

Instructions for Admin Users

To Modify an Existing Staff Position

To access the inner workings of the system, please log in to mynmu.edu and enter your user ID and password. Select the "Employee Services" tab and under Web for Employees, select the "Position Management and Recruiting" link.

You have now successfully entered PeopleAdmin. If you are creating your own position description, please verify at the top of the page your current group is "Admin User." If a supervisor is creating a position description for a subordinate position, the user group must be "hiring manager/supervisor." If a department head is initiating the process, the user group should be "department head/director." If there is a current incumbent in the position, supervisors should work in conjunction with their staff member to complete the position description. To change your user type, click on "Change User Type" toward the very bottom of the left-hand navigation bar. A screen will come up which shows a radio button option for each of the User Types assigned to you. (You can only choose one at a time). Choose the appropriate User Type and click "Change". This will then bring you back to the home page from which you start various actions.

Under Position Descriptions on the left-hand navigation bar, select "Begin New Action." Under Modify an Existing Staff Position, click on the "Start Action" link. On the next screen, enter the six digit position number and select "Search." Under the Classification Title, click on the "Start Action" link.

If you are creating a new position, select "Begin New Action" and then Establish a New Staff Position and click on the "Start Action" Link.

Under Position Description on the left-hand navigation bar, select "Begin New Action." Select "Establish a New Staff Position," and click "start action." Select "Do not choose position, continue to next page."

Copy Position Tab

The copy position tab is used when a department has multiple positions that are the same. Once one position description has been finalized, it can be copied into other similar positions. Select "Do Not Choose Position, Continue to Next Page."

Current Classification Tab

Review the current classification details and select "Continue to Next Page." Any needed changes to the classification information will be made by either Human Resources or the Provost and Vice President for Academic Affairs prior to finalizing the position description.

Positions Details Tab

All items with an asterisk (*) are required fields and you will not be able to proceed to the next screen until this information has been completed.

Under the departmental users with permission to access position information, only include the current incumbent in the position and a hiring manager/supervisor. Users with department head or above user

access do not need to be attached to the position description since they have access to all positions within their department, unit or division.

The screenshot shows the 'Position Details' form in the Northern Michigan University HR system. The form is titled 'Position Details' and contains the following fields:

- Union: (If Applicable) N/A
- Position Title: Director of Human Resources/Equal
- Position Number: 000072
- Position Type: Staff
- Department: HUMAN RESOURCES
- Departmental users with permission to access position information (include all departmental hiring managers and contacts accessing this position):
 - Not Selected: Abu-Rashed, Jamal; Ahlstrom, Hans; Aho, Marie; Aho, Robin; Albert, Grace; Alexander, Gloria; Almeyda, Jose; Andel, Hans
 - Selected: Sherman, Ann
- Full-Time Equivalent (FTE): 1
- Please [click here](#) for FTE examples.
- Provide a brief statement of the position duties: Responsible for administering institutional human resource policies and practices for staff and/or faculty. Overall responsibilities include personnel records, benefits, staff employment, wage and salary administration, and labor
- Action Number: (Will be assigned upon first saving position) 001380

The 'Supervision' section contains the following fields:

- Name of Supervisor: R. Gavin Leach
- Title of Supervisor: Vice President Finance & Admin
- Supervisory Responsibility of the Position:

You can reference your current management questionnaire or position description to complete the following fields if there haven't been changes: Supervisory Responsibility of the Position, Required Education, Required Specialized Training/Certifications, Required Minimum Work Experience, Knowledge, Skills, Abilities or Attributes Required, Additional Desirable Qualifications and Responsibility/Accountability.

The screenshot shows the 'Qualifications' form in the Northern Michigan University HR system. The form is titled 'Qualifications' and contains the following fields:

- Required Education: Bachelor's Degree
- Discipline/Degree Area: Psychology, Business, Labor/Industr
- Required Specialized Training/Certifications:
- Required Minimum Work Experience: Five years of progressively responsible experience in human resources/labor relations. Experience supervising staff-level employees.
- Please list the type and amount of full-time work experience needed:
- Knowledge, skills, abilities or attributes required for satisfactory performance of the duties of the position: Ability to handle sensitive information in a confidential manner. Familiarity and understanding of the latest information resource technology for HR.
- Additional Desirable Qualifications: Master's Degree in a relevant field. Higher education experience. Human Resources Professional Certification (SPHR or PHR).
- Responsibility/Accountability: The Director works with a substantial level of independence and exercises a high degree of initiative and judgment, while acting as a strategic partner with a broad number of campus constituents. Financial impact includes not only the annual

Periodically select the “Save and Stay on this Page” button at the bottom of the page.

Once you’ve completed all of the required fields, select “Continue to Next Page.”

Relationships Tab

Under the Relationships Tab, we recommend that you consolidate entries that have similar subject matter and frequency. Enter the contact information, subject matter and frequency of contact and then click the “Add Entry” button. Once an entry has been completed, you can select the “View,” “Delete” or “Edit” link to make any needed changes.

https://employe.nmu.edu/?time=1312314239687 - NMU Site - Windows Internet Explorer

Northern Michigan University

Job Postings
Search Hiring Proposals
Search Postings
Create Posting
From Scratch
From Position
Classifications
Search Classifications
Create Classifications
From Classification
From Scratch
Applicants
Search Applicants
Conf Number Search
Users
Create User Account
Approve User Account
Search Users
Position Descriptions
Begin New Action
Search Actions
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Search Positions
Admin
Home
Change Default View
Change User Type
Logout

Current Classification Proposed Classification Position Details **Relationships** Description of Duties Position Funding Supplemental Documentation If needed Comments HR Use Only Action History

✓ The entry has been edited.

Indicate people internal or external to Northern Michigan University that would be regularly contacted as part of this position. Please describe the importance of having various relationships established and maintained effectively in order to achieve satisfactory performance of the duties of the position.

Exclude the supervisor of the position and any student employees that may be supervised by this position.

Once you have completed the contact, subject matter and frequency of contact information, click the **Add Entry** button.

To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Once all entries have been made, click the **Continue to Next Page** button.

ADD NEW ENTRY

Existing Entries

7 Records

<input checked="" type="checkbox"/> View, Edit or Delete	<input checked="" type="checkbox"/> Regular Contact With:	<input checked="" type="checkbox"/> Subject Matter:	<input checked="" type="checkbox"/> Frequency of Contact:
View Edit Delete	Candidates for positions	Questions regarding NMU's policies and practices, decision outcomes	As Needed
View Edit Delete	Employees and labor leaders	Employee and labor relations issues, contract administration questions, broad range of employee questions, concerns, or suggestions	Daily

After completing all entries, select “Continue to Next Page.”

Description of Duties Tab

As indicated in the instructions, please limit your entries to 15 consolidated descriptions of duties. You can include duties previously listed on the management questionnaire or position description. Each description is to be added individually. Enter the duty, frequency and if the task is essential or non-essential and select “Add Entry.” Once an entry has been completed, you can select the “View,” “Delete” or “Edit” link to make any needed changes. After you’ve entered all duties, please select “Continue to Next Page.”

Position Funding Tab

Enter the organizational number and percent which needs to equal 100% and select the “Add Entry” button. Once an entry has been completed, you can select the “View,” “Delete” or “Edit” link to make any needed changes.

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Northern Michigan University

Job Postings
 Search Hiring Proposals
 Search Postings
 Create Posting
 From Scratch
 From Position
 Classifications
 Search Classifications
 Create Classifications
 From Classification
 From Scratch
 Applicants
 Search Applicants
 Conf Number Search
 Users
 Create User Account
 Approve User Account
 Search Users
 Position Descriptions
 Begin New Action
 Search Actions
 Pending Actions
 Search Positions
 Admin
 Home
 Change Default View
 Change User Type
 Logout

Current Classification **Proposed Classification** **Position Details** **Relationships** **Description of Duties** **Position Funding** **Supplemental Documentation If needed** **Comments** **HR Use Only** **Action History**

Enter the organizational number and the percent in the appropriate field. Formatting examples are provided. The system permits multiple organizational numbers in order to accommodate multiple funding sources.

Once you have completed the organization number and percent, click the **Add Entry** button.

To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Once all entries have been made, click the **Continue to Next Page** button.

ADD NEW ENTRY

Existing Entries

Percent: **100**

1 Record

<input checked="" type="checkbox"/> View, Edit or Delete	<input checked="" type="checkbox"/> Org Number:	<input checked="" type="checkbox"/> Percent:
View Edit Delete	272100	100

ADD NEW ENTRY

<< RETURN TO PREVIOUS PAGE **CONTINUE TO NEXT PAGE >>**

SAVE AND STAY ON THIS PAGE

3:44 PM 8/2/2011

Once you've entered all organizational numbers, select "Continue to Next Page."

Supplemental Documentation Tab

Attach any supporting documentation you feel is needed. Once attached, select "Continue to Next Page."

For Technical and Office Professional (TOP) positions, the Technical and Office Professional Staff Job Classification Factor form needs to be completed and attached in the supplemental documentation tab. Access the Human Resources web site and under the Forms tab, select the Technical and Office Professional Staff Job Classification Factors link (<http://www.nmu.edu/hr/online-forms>). Select the appropriate classification, e.g., account clerk, clerk, secretarial, technical or sales. We strongly encourage the employee and supervisor work together when completing the factor sheet. For each of the nine categories, you will need to highlight the appropriate level that pertains to the position. The factor sheet replaces the previous Job Classification Committee and will determine the level of the position. Save the completed form to your computer and attach within one of the categories in the supplemental documentation tab.

Comments Tab

Add any comments that may be needed, e.g., change in title, supervisor, supervisory responsibility and then select "Continue to Next Page."

Review your information. If more work is needed on the position description, select "Save Action without Submitting." If you have completed all of the required information, you can click on the appropriate radio button to submit the position description to the next level approver, e.g., "Send

Action to Hiring Manager/Supervisor” or “Send Action to Department Head/Director” and select “Continue.” Click on “Confirm.”

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File Edit View History Bookmarks Tools Help

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Most Visited Getting Started Latest Headlines Academic Computing Current Student Infor... HelpDesk My NMU MyUser NMU EduCat™ NMU Library

NMU Site

Northern Michigan University

Job Postings
 Active Postings
 Pending Postings
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 Search Hiring Proposals
Position Descriptions
 Begin New Action
 Search Actions
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 Logout

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.

[Edit](#) [Printer-Friendly Version](#)

Action Status

☒ Save Action Without Submitting
☐ Send Action to Dean
☐ Send Action to Senior Management/Executive

CANCEL **CONTINUE**

Current Classification

Classification Title:	Director
Classification Code:	SA=Senior Administrators
Job Code:	NT=Senior Administrators
FLSA:	Exempt
Exempt employees are not eligible for overtime; Non-exempt are overtime eligible.	

Done

10:46 AM 8/3/2011

If you didn't submit the position description to the next level approver and need to modify your position description, click on the “Search Actions” link on the left-hand navigation bar under Position Descriptions. Enter the position number and select “Search.” Click the “View” link under the Classification Title. Once you have retrieved the position description, click the “Edit” link at the top of the page and make any necessary changes.

Once you have submitted the position description to the next level approver, you can view the status of the position description by clicking on the “Search Actions” link on the left-hand navigation bar under Position Descriptions. You can enter any search criteria and click “Search.” The third column indicates the status, e.g., “Action Sent to Department Head/Director,” “Action Sent to HR.”

The PeopleAdmin implementation team members, who are ready to assist you with any questions or system guidance issues, include the following individuals:

- Julane Cappel, Associate Director of Human Resources for Compensation and Staffing, 227-1493, jcappel@nmu.edu
- Janet Koski, Director of Diversity, Equity and Inclusion, Equal Opportunity Officer and Title IX Coordinator, 227-2420, jkoski@nmu.edu
- Rhea Dever, Director of Human Resources, 227-2333, rdever@nmu.edu
- Debbie Violetta, Administrative Assistant-Academic Personnel Services, 227-2580, dvioletta@nmu.edu