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

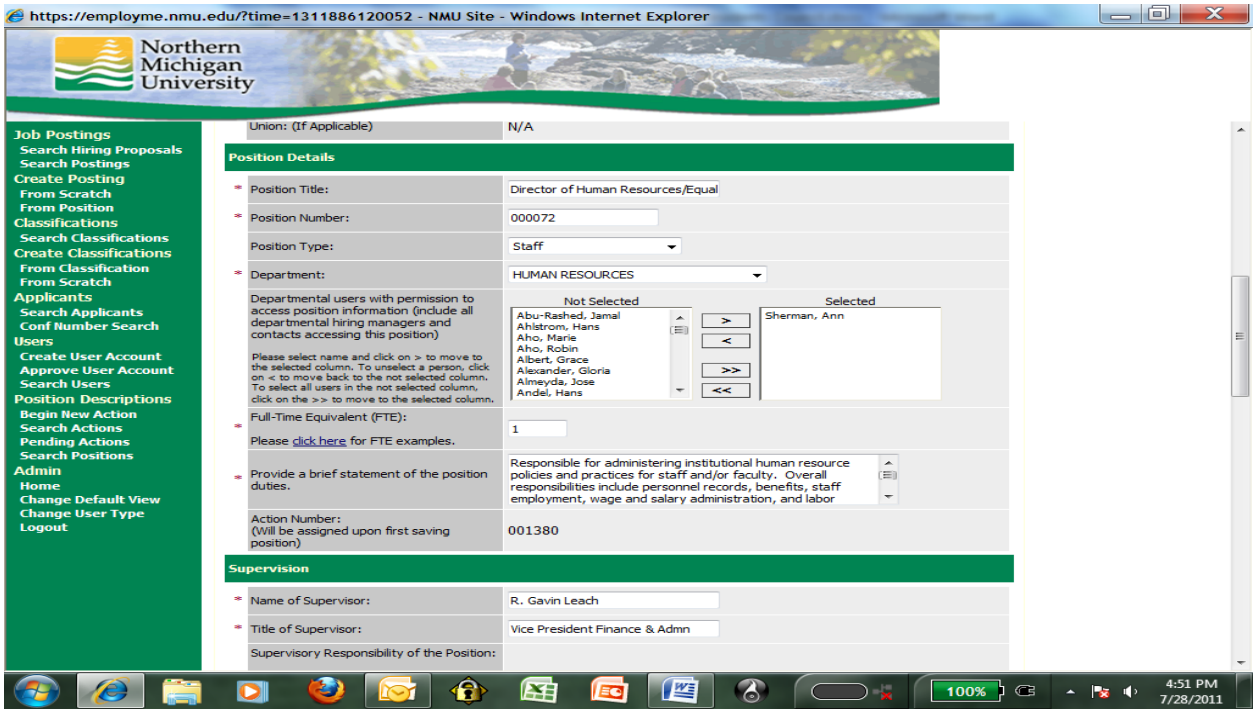
Review the current classification details and select "Continue to Next Page." Any needed changes to the classification information will be made by either Human Resources or the Provost and Vice President for Academic Affairs prior to finalizing the position description.

Positions Details Tab

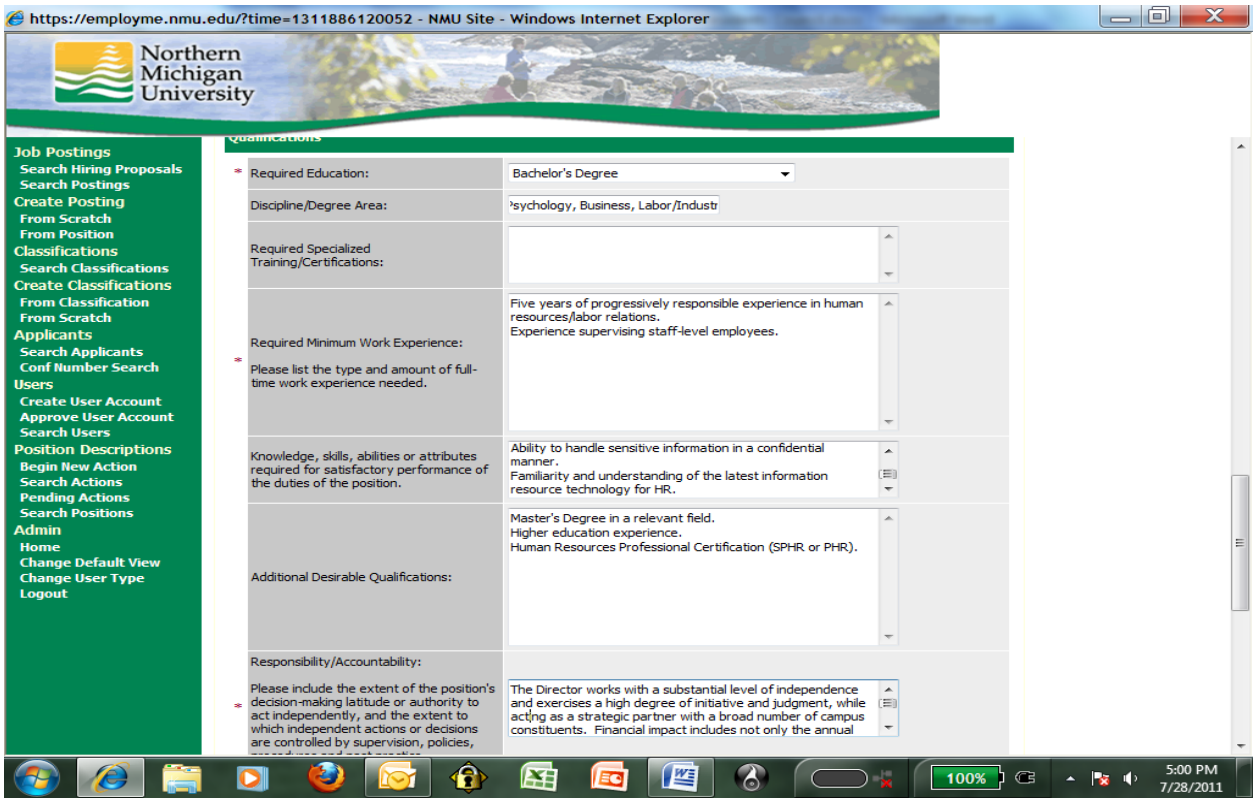
All items with an asterisk (*) are required fields and you will not be able to proceed to the next screen until this information has been completed.

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.



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 Qualfiications and Responsibility/Accountability.

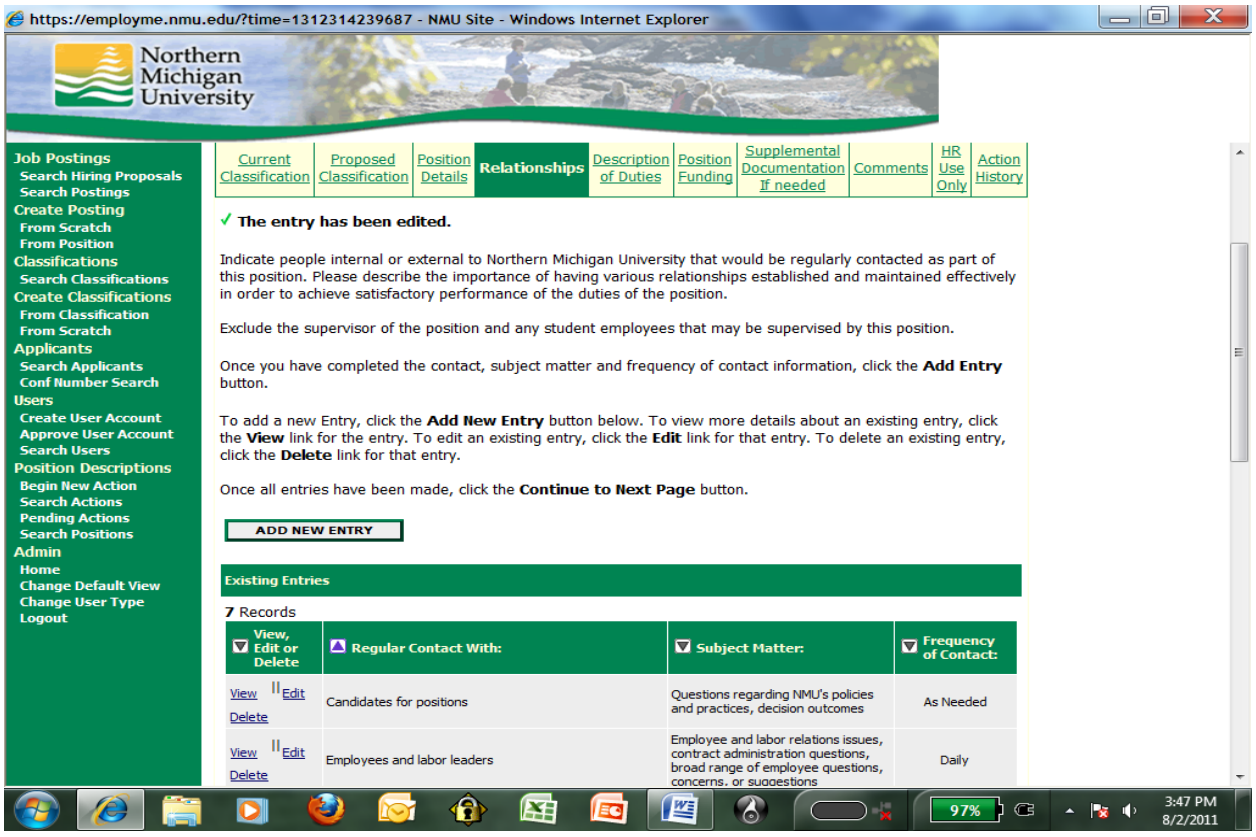


Periodically select the “Save and Stay on this Page” button at the bottom of the page.

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.



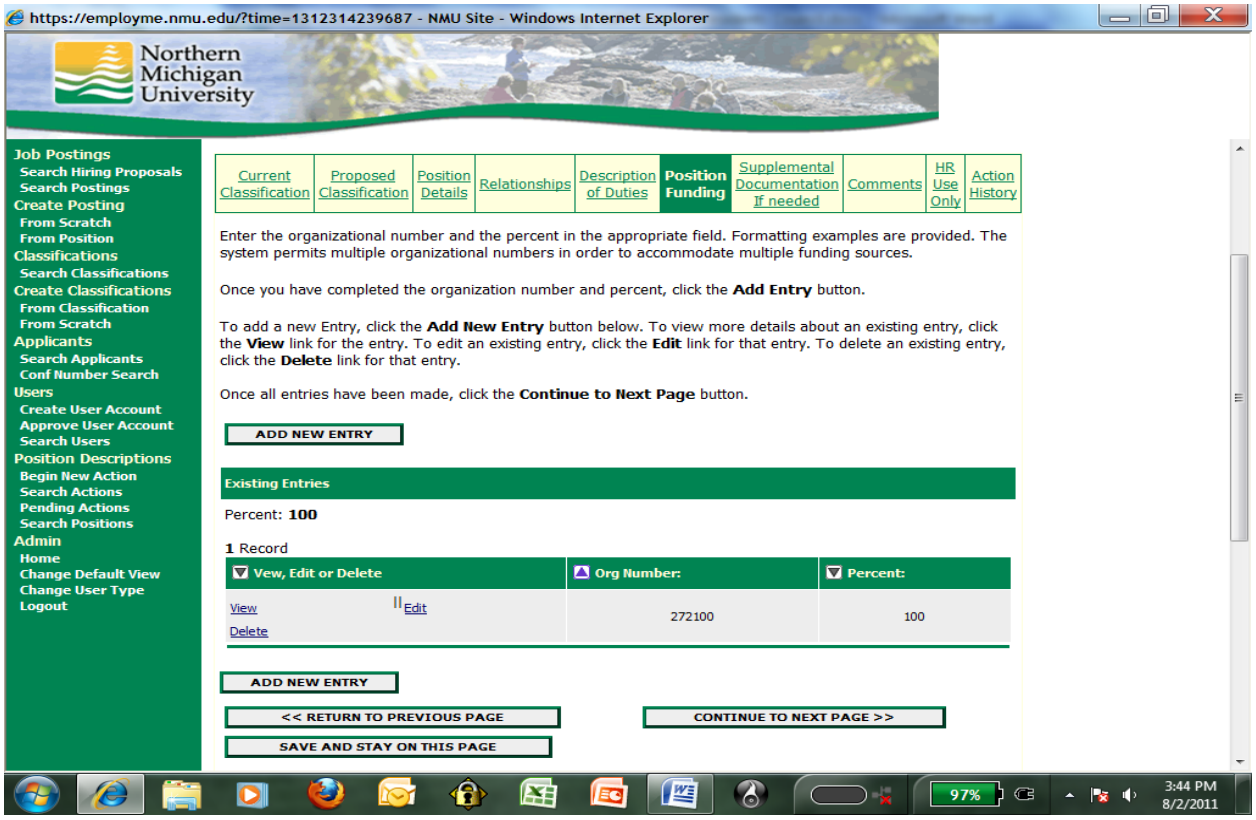
After completing all entries, select “Continue to Next Page.”

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.



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."

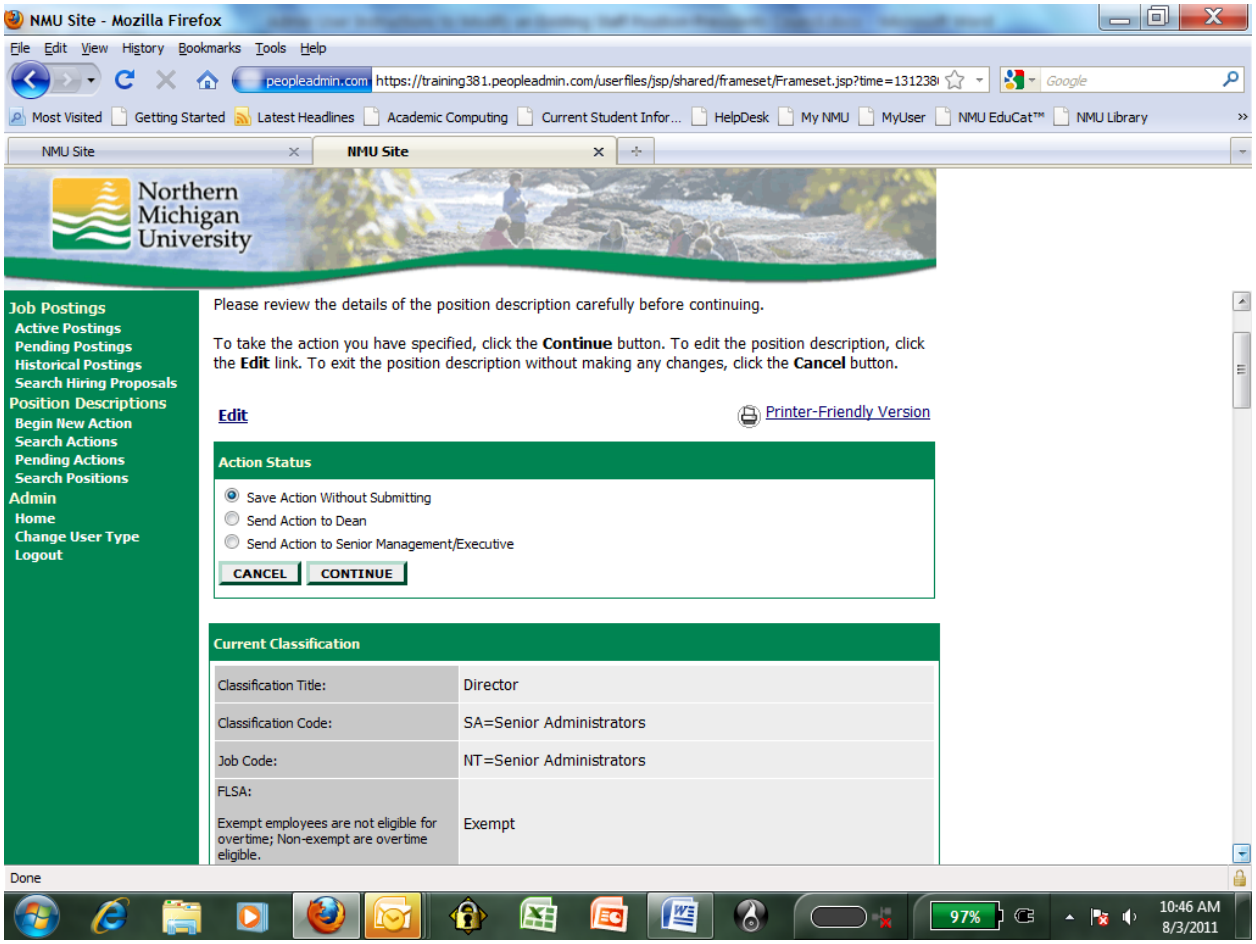
For Technical and Office Professional (TOP) positions, the Technical and Office Professional Staff Job Classification Factor form needs to be completed and attached in the supplemental documentation tab. Access the Human Resources web site and under the Forms tab, select the Technical and Office Professional 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."



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