Screenshot Guide

UPDATE AND POST

► ACCESSING PEOPLEADMIN

- HTTP://jobs.cofc.edu/hr/sso
  or my.cofc.edu/employee tab/quicklinks and select PeopleAdmin

- Sign-In with your computer user name and your regular computer password

- Log in as Supervisor/Manager and refresh

- Note: Start as Approving Authority if you have that role

- Select Position Management Module

► WORKFLOW - UPDATE AND POST

State Approval

Supv./Mgr. → Second Level Supv. → HR Initial Review → Approving Authority → HR Final Review → Approval and Post

Note: Approving Authority and Executive Authority may also begin the Update and Post. In that case, it would go to HR for Initial Review.

► IMPORTANT REMINDERS

- Select the appropriate module – Position Management
- Select the appropriate role of Supervisor/Manager and refresh
- Take action and send along workflow/cancel/etc. with orange Take Action Button on the right
- Actions are confirmed with a green bar at the very top of the form
- If something doesn’t work, look for orange exclamation points in the menu or red error bar at top of the screen
- Once you have completed the Update and Post, you may track progress on the History Tab or in your Inbox or Watch List on your home page of PeopleAdmin
**STEP 1 – MAKE SURE YOU ARE IN THE RIGHT PLACE**

- **Module:** Position Management
- **Role:** *Supv./Mgr.* (refresh if changing roles)
- *Approving Authority should start if assigned to role*

**STEP 2 – SELECT STAFF POSITIONS**

- **PDs:** Position Description Tab
- **And Select:** *Staff Positions*

*IMPORTANT NOTE: After Position has been saved, go to Staff Position Requests instead of Staff under Position Description Tab to continue working.*
STEP 3 – SET UP SEARCH IF THERE ARE NO COLUMN HEADINGS (THIS MAY ALREADY BE DONE IF YOU HAVE RECRUITED BEFORE)

Search Options-
Click on “More search Options”

Columns-
Click on “Add Column” down arrow

Choices-
Select Internal Title, Last Filled By and Position #

STEP 4 – SEARCH FOR POSITION

Name
Type in the name of the person who held/holds the position or the position #

*Select “Search”

*NOTE: YOU MAY BE ABLE TO SCROLL AND EASILY FIND THE POSITION AND PROCEED DIRECTLY TO STEP 5.
STEP 5 – SELECT POSITION

Select - Click on Position Internal Title

STEP 6 – UPDATE AND REQUEST POSTING

Select - “Update and Request Posting”

DO NOT SELECT “UPDATE POSITION ONLY” IF YOU ARE PLANNING TO POST POSITION

STEP 7 – START UPDATE AND REQUEST POSTING

Start - Confirm by clicking on Select “Start”
EDITING POSITION REQUEST – GENERAL INFORMATION

- The blue menu on the left lists all of the screens that need to be completed
  - The blue checkmark indicates that all information is complete
  - An orange exclamation mark indicates that there is something not completed.
    - Click on that page and find a red box or message (you may have to scroll to see all of the page)
  - Required information is noted with a small red *
  - Click the orange “Next” to move from screen to screen or select from the blue menu
  - SAVE, SAVE, SAVE

NOTE: The following screens are not detailed by field but will highlight areas that may require explanation.

STEP 8 – POSITION DETAILS

Scroll-
Make sure to scroll all the way to the bottom and complete all fields

Applicant Manager-
The person who will be managing the applications and developing the hiring proposal. The Applicant Manager may or may not be the same as the Supv/Mgr
**STEP 9 – MANAGERIAL DUTIES**

Only Required - for Band 7 and higher

**STEP 10 – JOB DUTIES**

Revise - Job Duties as necessary

Remove - Job Duties by clicking on the "Remove Entry". It will not remove until saved. Delete the text and put an x in the duty text box.

Add - Job Duties - by clicking on the gray box at the very bottom left of the screen.
**STEP 11 – REQUISITION FORM**

Panel Chair - This is the person all the communication will be sent to. The Panel Chair may or may not be the supv./mgr.

**STEP 12 – HIRING AUTHORIZATION**

Complete all required boxes.

(note: previously a paper form that has been incorporated into the...
**STEP 13 – APPLICANT DOCUMENTS**

![Image of Applicant Documents section]

READ INSTRUCTIONS!

**STEP 14 – SUPERVISORY POSITION**

![Image of Supervisory Position section]

If supervisor is changing, check the circle by the appropriate supervisor.

**STEP 15 – SUPPLEMENTAL DOCUMENTATION**

![Image of Supplemental Documentation section]

Select the method by clicking on Action down arrow.

Note: in general there will be nothing required in this section.
STEP 16 – POSITION REQUEST SUMMARY

- Review each category by scrolling
- Make Sure all categories have a blue check mark
- Select Edit if you need to go back to that category. If there is an orange exclamation mark, you have missed something – go to Edit and look for red

STEP 17 – SEND IN WORKFLOW

- Select Send to HR for initial review or to second level supervisor if there is one