



# Request to Update and Post

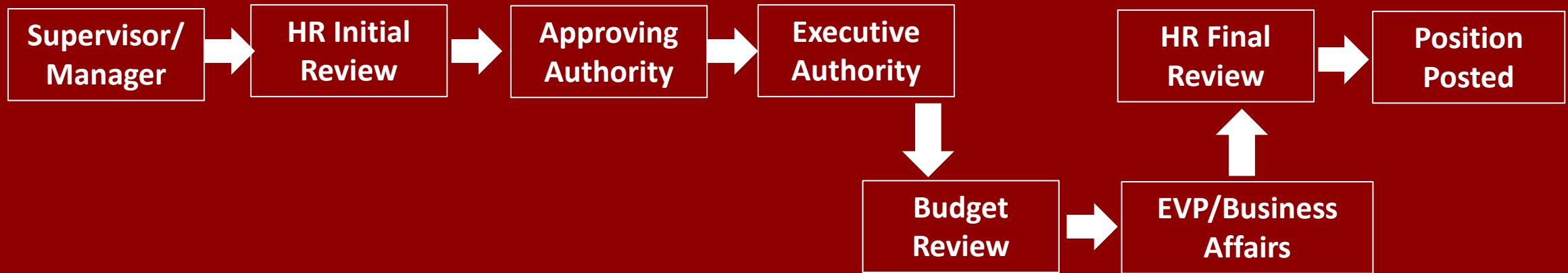
**College of Charleston  
Office of Human Resources**

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# Update and Post Workflow





# Logging In

## College of Charleston

[Click Here For The College of Charleston Employee LOGIN](#)  
Guest Users Please use the Username and Password Below

Log In



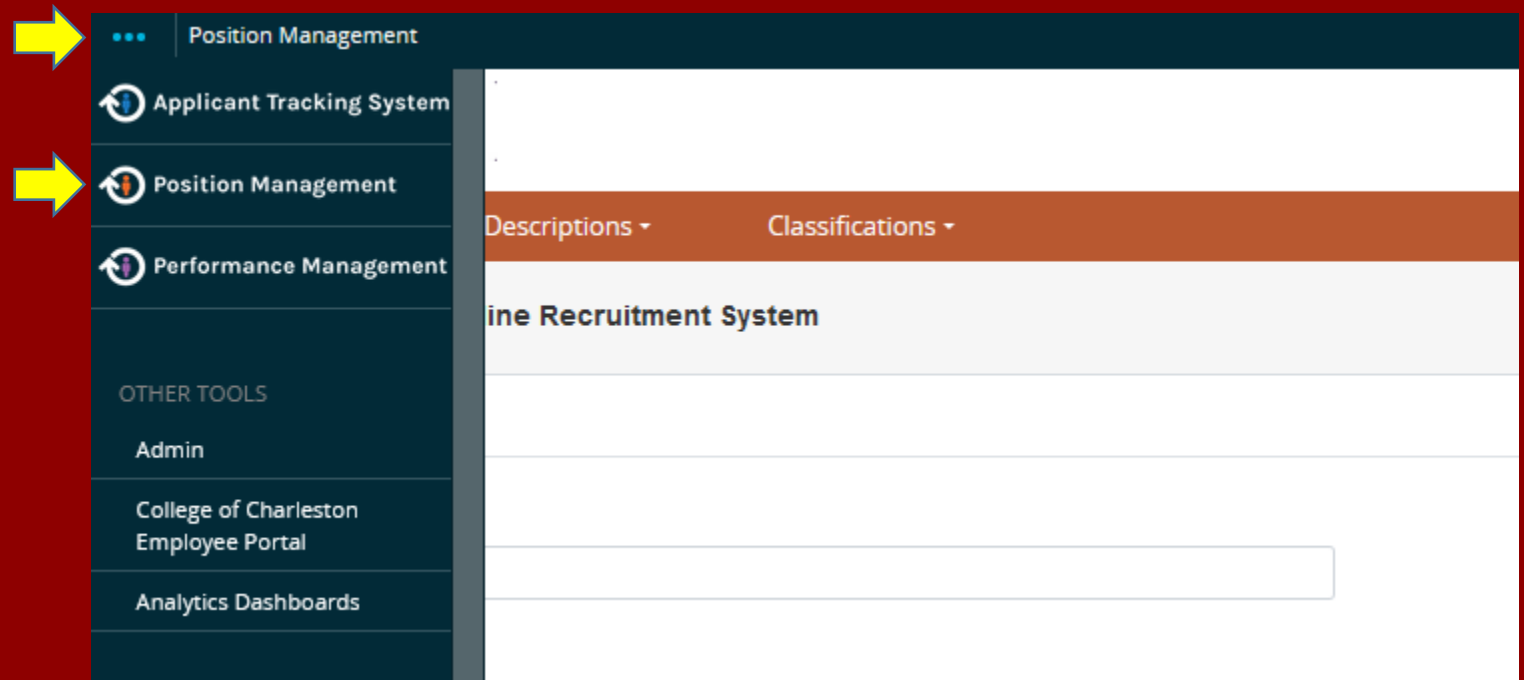
*Authenticate with single sign-on? [SSO Authentication](#)*

- Go to <https://jobs.cofc.edu/hr/>
- Select SSO Authentication
- Login with your College username and password.



# Select Module

- In top left corner of screen, select button with three dots.
- Select “Position Management” option. An orange menu banner should be visible.





# Select User Group

User Group:

Supervisor/Manager

ons ▾ Classifications ▾ Shortcuts ▾

- Click drop-down menu beneath the “User Group” heading to change your user group.
- Select “Supervisor/Manager.” If this user group is not available, please contact HR.



# Open Position Description (PD)

- On the orange banner, select “Position Descriptions” and then “Staff.”
- A list of the positions reporting to you will appear. Click on the position’s internal title to access the PD.
- If you have many positions reporting to you, you may also utilize the search field and enter the title.
- If you cannot see the position that you’re looking for, please contact HR.

Home Position Descriptions Classifications

/ Position D **Staff**  
Staff Position Requests

## Staff Position Descriptions

Saved Searches Search More Search Options

AKB

"AKB" 3 X Delete this search? Selected records 0 X Clear selection?

<input type="checkbox"/>	Employee ID	Classification Code	Position Number	Employee Last Name	Employee First Name	Internal Title	Department
<input type="checkbox"/>	(None)	AG10	134636			Employment and Leave Coordinator	Office Of Human Resources




# Initiate Request To Post (1)

COLLEGE of CHARLESTON

User Group: Supervisor/Manager

Home Position Descriptions ▾ Classifications ▾ Shortcuts ▾


/ Position Descriptions / [Staff](#) / Employment and Leave Coordinator


 **Position Description: Employment and Leave Coordinator (Staff)**


Current Status: Active


Position Type: **Staff** Created by: System Account


Department: **Office Of Human Resources**

 [Print Preview](#)

 [Print Preview \(Employee View\)](#)

 [View Supervisor](#)

 [Update Position Only](#)

 [Update Position and Request Posting](#)

[Summary](#) | [History](#) | [Associated Classification](#)

- Select **“Update Position and Request Posting.”**





# Initiate Request To Post (2)

COLLEGE of  
CHARLESTON

User Group:

Supervisor/Manager

Home

Position Descriptions ▾

Classifications ▾

Shortcuts ▾

Position Descriptions **Staff** Update Position and Request Posting ☆

## Start Update Position and Request Posting Position Request on Employment and Leave Coordinator?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

Start

- Click “Start.”



# Editing Position Description

- On the left side of your screen, you'll now see a menu that lists each section of the PD.
- A green check mark indicates that all required fields are populated, but may not be up-to-date.
- Select a section of the PD to begin edits.

Home Position Descriptions ▾ Classifications ▾

Position Requests / [Staff](#) / Edit

Editing Position Request

- ✓ Position Details
- ✓ Managerial Details
- ✓ Job Duties
- ✓ Requisition Form
- ✓ Hiring Authorization
- ✓ Applicant Documents
- ✓ Supervisory Position
- ✓ Supplemental Documenta...
- Position Request Summary

Position Details

[Check spelling](#)

\* Required Information

Employee Information

Employee First Name

Employee Last Name

Employee ID

General Information

State Title	Human Resources Manager I (O)
Classification Code	AG10
Agency Code	H15
Agency Name	College of Charleston



# Position Details (1)

- On the “Position Details” tab, verify that the internal title is correct.
- Enter the name of the Applicant Manager for the position – this person will oversee the full hiring process. If the name does not appear on the drop-down, contact HR.
- Many fields in this section are only editable by HR – if you wish to change a position’s classification or FLSA status, be sure to contact them prior to beginning request.

General Information

State Title	Human Resources Manager I (O)
Classification Code	AG10
Agency Code	H15
Agency Name	College of Charleston
* Division	<input type="text" value="Human Resources"/>
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
EEO Code	E2
* Internal Title	<input type="text" value="Employment and Leave Coordinator"/>
FLSA	Non-Exempt
Slot Number	n/a
Position Number	134636
SC Position Number	
* Full / Part Time Indicator	<input type="text" value="F52"/>
* Hours Per Week	<input type="text" value="40"/>
Action Number	
* Applicant Manager	<input type="text" value="Select Some Options"/>

*Please select the person responsible for managing the applicant pool once the position is posted.*



# Position Details (2)

- Enter or edit the Job Purpose statement. This should be a general scope statement for the position.
- Enter the position's minimum requirements (education + experience). These must meet or exceed the state's requirements.
- Enter required skills, knowledge and abilities, a brief overview of the position's supervision setup, and any additional comments.

Position Details

**Job Purpose** → Employment and Leave Coordinator organizes, inputs and verifies permanent and temporary staff employee bio/demo data and employment changes in Banner ERP and State HRIS system. Administers FMLA and Leave Pool for the College. Ensures compliance and reporting for Leave usage, annual leave payouts, and transfers.

*Briefly describe the primary purpose of this position.*

**Minimum Requirements** → Bachelor's degree and one year of experience in human resources programs required. Relevant work experience may be substituted for bachelor's degree. HR experience in an academic setting is preferred. Experience with live HR management systems is a plus.

*What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements)*

**Required Knowledge, Skills and Abilities** → Excellent written and oral communication skills are required. Must have a working knowledge of Word products, Excel spreadsheets, HR software systems and on-line HR systems. Must be able to establish and maintain effective working relationships with a wide variety of individuals. Attention to details and the ability to handle a variety of tasks at any one time is essential. Tact and empathy are required to succeed.

*What knowledge, skills and abilities are needed by an employee upon entry to this job including any special certification or licensure*

**Guidelines and Supervision** → Reports to the Director of HR Operations and Employment Services under general supervision. Expected to work independently and to participate in team projects.

*Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion*

**Additional Comments Regarding Position** → Must be willing to work in a hectic environment and meet regular payroll deadlines. Evening and weekend work may be required during peak periods.

*Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).*



# Position Details (3)

\* Total number of permanent employees this position directly supervises

Total number of employees for which this position is responsible

*(may include students and temps)*

## Source of Funding

State

Federal

Other

100%

 Save & Continue

- List the number of permanent employees who directly report to this position.
- List the total number (including temporary and/or student) employees who will report to this position.
- Select “Save and Continue.”



# Managerial Details

Editing Position Request

Position Details

**Managerial Details**

Job Duties

Requisition Form

Hiring Authorization

Applicant Documents

Supervisory Position

Supplemental Documenta...

Position Request Summary

Managerial Details

[Check spelling](#)

Note: This page is required for Band 7 and higher positions that have budgetary responsibility. Organizational Chart must also be attached in the Supplemental Documentation tab for Band 7 and higher positions.

Managerial Details

Describe the position's involvement in strategic planning or setting the strategic direction of your organization

Who are the primary customer groups or stakeholders within or outside the agency with whom the position has primary working relationships? What is the nature of the work with each?

Decision-Making: describe typical decisions that the individual in this position will be required

Save << **Save & Continue**

- The “Managerial Details” section is only required for unclassified positions, or classified positions in bands 7-9.
- Complete all sections, if required. If not, select “Save and Continue.”



# Job Duties (1)


- Enter or edit in each job duty. A position should have no less than three job duties.
- Select whether the duty is “essential” or “marginal.” Essential duties are performed throughout the year and are critical to the position’s mission. Marginal duties are performed sporadically.
- Select the percent of time that the duty will occupy. The duties should add up to 100%.
- If you are removing a duty entirely, select the “Remove Entry” checkbox, and click “Save.”


Job Duties


[Check spelling](#)  
\* Required Information


Job Duties

**B** *I* U [Link](#) **TT** **”** **<>** **☰** **☷** **☰** **☷** **↶** **↷**

\* Activity  Manages hardcopy and electronic employee records and information associated with new permanent and temporary hire processes and re-employment. Processes salary changes, verifications of employment and salary, levies, and address, tax, and name changes for permanent staff (~900) and temporary staff (~200). Ensures compliance with Federal I-9 regulations, E-verify and employment laws. Coordinates re-employment, Affordable Care Act eligibility and/or retired worker issues with Benefits administrators. Acts as liaison to Budgeting/Payroll Office, Information Technology, Administrative and Academic Departments and Benefits Office regarding administrative actions. Reviews and edits electronic data transfer reports. Proactively reviews data reports and makes appropriate data edits. Ensures accurate and timely input of data into the Banner system to meet payroll deadlines and State HRIS system. Maintains effective communication with departmental administrators with regard to policies and processes.

\* Essential or Marginal  

\* Percent of Time 

Remove Entry? 

**B** *I* U [Link](#) **TT** **”** **<>** **☰** **☷** **☰** **☷** **↶** **↷**

\* Activity Manages complex Family and Medical Leave Act (FMLA) processes and procedures. Advises employees and supervisors on FMLA rules and regulations. Monitors and documents FMLA cases thoroughly and ensures leave time is properly recorded. Maintains effective relationships with



# Job Duties (2)

Liaison to Worker's Compensation Manager and coordinates Worker's comp and leave matters. Assists with yearly leave rollover and leave report maintenance.

\* Essential or Marginal

\* Percent of Time

Remove Entry?

**B** *I*

\* Activity

\* Essential or Marginal

\* Percent of Time

Remove Entry?

- If you need to enter in a new job duty, select “Add Job Duties Entry.”
- When complete, select “Save and Continue.”





# Requisition Form

- Enter in the name of departing employee, and name of the supervisor.
- Populate the “advertised salary” field. The minimum must be equal to the band/level minimum, and the maximum is generally the band midpoint.
- Add in any special applicant instructions, confirm that the position is not grant funded.
- Enter the funding index. A posting request cannot be approved without it.
- Enter the names and contact information of the hiring panel. A reminder that panels are required for positions band 5 and above, and must consist of at least three members. At least one panel must represent a racial/ethnic minority. If you have questions about your panel, contact HR.
- Select “Save and Continue”

Requisition Form Save << Save & Continue >>

[Check spelling](#)  
\* Required Information

Requisition Form

Last Filled By  ←

\* Position Supervised By  ←

Advertised Salary

Special Instructions to Applicants  ←

\* Is this position Grant funded?  ←

\* Banner index number (old account number)  ←

If Band 5 or above, list Panel Members  ←

Panel Chair  ←


Chair Phone Ext  ←

Chair E-Mail  ←



# Hiring Authorization (1)


- Confirm that the position is fully funded.
- Select the applicable sources of funding.
- Enter clarifying information regarding source of funds. This field is required.
- Designate any critical College functions that this position will support.
- Enter clarifying information on those functions. This field is not required.
- Select whether the position is new or existing.

Hiring Authorization 


[Check spelling](#)

\* Required Information

Additional Information Needed

\* Is this position fully funded?  

\* Source of Funds


Department Funds 

Foundation Account

Grant


Other

\* Explain Source of Funds

Replacing existing personnel 

Accreditation


\* Is filling this position critical for one or more of the following?

Regulatory Compliance 


Health or Safety Needs of the College Community

Other Purpose of Similar Importance

If other, explain

Critical to maintaining data for payroll actions. 

\* Is this position new or existing?

Filling an Existing Vacancy 



# Hiring Authorization (2)

- Enter name of departing employee, their rate of pay, and separation date. Contact HR with any questions if you do not have this information.
- Complete justification fields regarding position functions, and add any additional comments.
- Select “Save and Continue.”

\* Is this position new or existing?

\* If this is replacing an existing Position indicate Employee Name:

\* If this is replacing an existing Position enter previous rate of pay.

\* If this is replacing an existing Position please enter how long position has been vacant.

\* If this position is not filled, how will the College unit perform the responsibilities and duties of the position?

\* What, if any, negative financial or other consequences would result if the College did not approve of this hire request?

Additional Comments



# Applicant Documents

Editing Position Request

- Position Details
- ✓ Managerial Details
- ✓ Job Duties
- ✓ Requisition Form
- ✓ Hiring Authorization
- ✓ Applicant Documents
- ✓ Supervisory Position
- ✓ Supplemental Documenta...
- Position Request Summary

## Applicant Documents

Save
<< Prev
Save & Continue

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	Cover Letter / Letter of Application	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Review the available applicant documents, and designate whether you would like to make them optional or required. If a document is required, a candidate cannot successfully submit their application without it.
- Select “Other Document,” “Other Document 2,” and “Other Document 3” as optional. This will allow applicants to submit additional documentation that may not fall under another category.
- Select “Save.”
- Select “Position Request Summary” to go back to the position description landing page.



# Supervisory Position and Supplemental Documentation

- **Skip both sections.**
- **The “Supervisory Position” section is not editable to supervisors, and must be completed by HR.**
- **Supplemental Documents are no longer required for posting. If you would like to add any additional documentation to your posting, please contact HR.**



# Position Request Summary



## Update Position and Request Posting: Employment and Leave Coordinator (Staff)

Current Status: Draft

Position Type: Staff

Department: Office Of Human Resources

Created by: Andrew Bettis

Owner: Andrew Bettis

Summary

History

Settings

Take Action On Position Request ▾

- Keep working on this Position Request

WORKFLOW ACTIONS

- Cancel Action (move to Canceled)
- Send to Second Level Supervisor (move to Second Level Supervisor/Manager)
- Send to HR Initial Review (move to HR Initial Review)

- Review the position description language, and complete all required fields.
- Click on the “Take Action On Position Request” drop-down menu in the top right corner of the screen.
- Select “Send to HR Initial Review.” This will send the position request directly to Human Resources.
- **DO NOT** select “Send to Second Level Supervisor.”



# Best Practices

- **Contact Human Resources prior to starting a position request, especially if you are looking to reclassify a position.**
- **Review the State’s pay bands and higher ed classification manual, located on the state HR website (<https://admin.sc.gov/dshr>). Keep in mind that the state’s classification manual contains generic position descriptions, and we are looking for the “best fit” when evaluating a PD.**
- **Notify your Chair, Dean, or any approver when you submit the request to HR to let them know that the position request will be coming to them. This can prevent miscommunications and delays in the approval process.**
- **If there is any question of a position line’s funding, confirm the availability with the College’s Budget office prior to making a position/posting request.**