

## Approving a Position Request (as Department Authority) For Status Staff positions

As a Department Authority, you are responsible for approving any position requests for your team within PeopleAdmin. This can include a reclassification request, a new position request, an operating title change, or a simple position description (PD) update. For questions, please contact your HR Partner or HR Compensation.

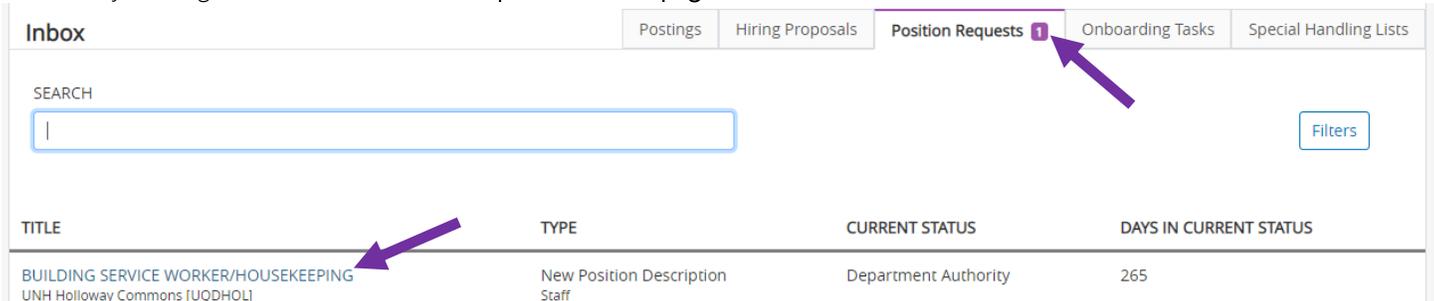
1. Log into PeopleAdmin (<https://jobs.usnh.edu/hr>) and ensure you are in the **Position Management module** (the header across your screen will be orange), clicking the three dots to change modules if necessary. Also ensure you are logged in as a **Department Authority** by selecting the appropriate option in the User Group dropdown in the top right.



There are two primary ways to view position requests. Method One is the quickest. Method Two will produce the same end results, but also lets you view all historical requests that you have access to.

### Method One

2. From the Home Page, check your Inbox. Open the "Position Requests" tab. Select the Position Request you'd like to review by clicking on its title. **Move on to Step 3 on the next page.**

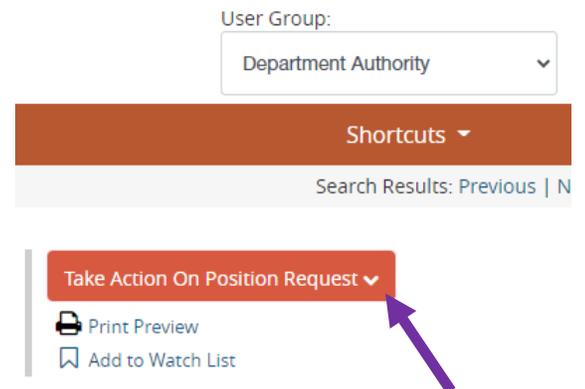


### Method Two

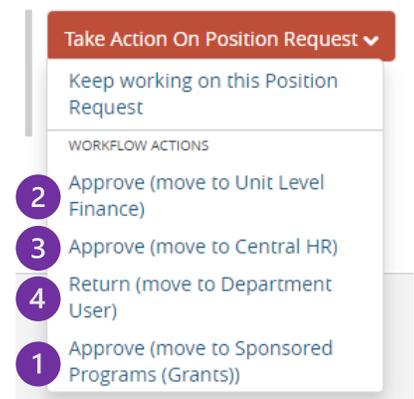
2. Select **Position Descriptions** in the orange header, then **Staff Position Requests**. Select the Position Request you'd like to review by clicking on its title. You may need to use the Search Options to more easily find what you're looking for. **Move on to Step 3 on the next page.**



3. Review the Position Request to ensure everything is as you expect. You are able to make additional modifications if necessary by clicking the **Edit** button above each section. You may also return the request to the Department User for additional modifications. When ready to approve, or ready to return to the Department User, use the “**Take Action on Position Request**” button in the top right:



4. The type of Position Request determines the action to take.
  - i. For 100% grant-funded positions, select “**Approve (move to Sponsored Programs (Grants))**.”
  - ii. If not 100% grant-funded, New Positions and Reclassification Requests require approval from Finance next. Select “**Approve (move to Unit Level Finance)**.” This is because such a request may impact budget, and Finance is the first level of approval for such requests.
  - iii. Operating Title Requests and simple PD Updates require approval from Central HR next. Select “**Approve (move to Central HR)**.”
  - iv. You may return the request by selecting “**Return (move to Department User)**.”



When taking action, you may leave a comment. This comment is visible to all with access to the request from the **History** tab, including HR, and can be used in lieu of an email if there is a minor comment to add.

## What's Next?

Beyond Sponsored Programs (if applicable) and Unit Level Finance, New Position Requests and Reclassification Requests may require Unit Head and/or Executive Committee approval, depending on your campus. Eventually, all requests come to Central HR.

- **Position Description Updates** will be reviewed to ensure the position is still classified correctly, and then approved. You will receive an automated email from PeopleAdmin letting you know the request is in a state known as “**Modification Approved**.” The PD will now reflect the updated language, and you’re done! If this was in preparation to post a vacant position, your department can now draft a Posting.
- **Operating Title Requests** will be reviewed to ensure the title proposed is appropriate. When approved by HR, you will receive an automated email from PeopleAdmin. If you are listed as the Supervisor, you will also receive an email from HR with the results of the request in greater detail.
- **Reclassification Requests** will be reviewed and classified by HR Compensation. When approved, you will receive an automated email from PeopleAdmin. If you are listed as the Supervisor, you will also receive an email from HR Compensation with the results of the request and the next steps required to process the reclassification.
- **New Position Requests** will be reviewed and classified by HR Compensation. When approved and created, you will receive an automated email from PeopleAdmin. If you are listed as the Supervisor, you will also receive an email from HR Compensation with the classification results and position number. At that point, your department can draft a Posting.