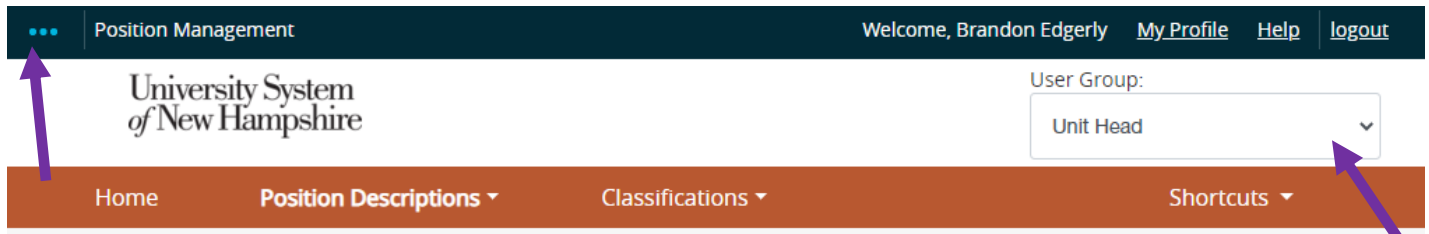## Approving a Position Request (as Unit Head)
For Status Staff positions

As Unit Head, you are responsible for approving any budget-impacting position requests for your unit(s) within PeopleAdmin. This can include a reclassification request or a new position request. For questions, please contact your HR Partner or HR Compensation.
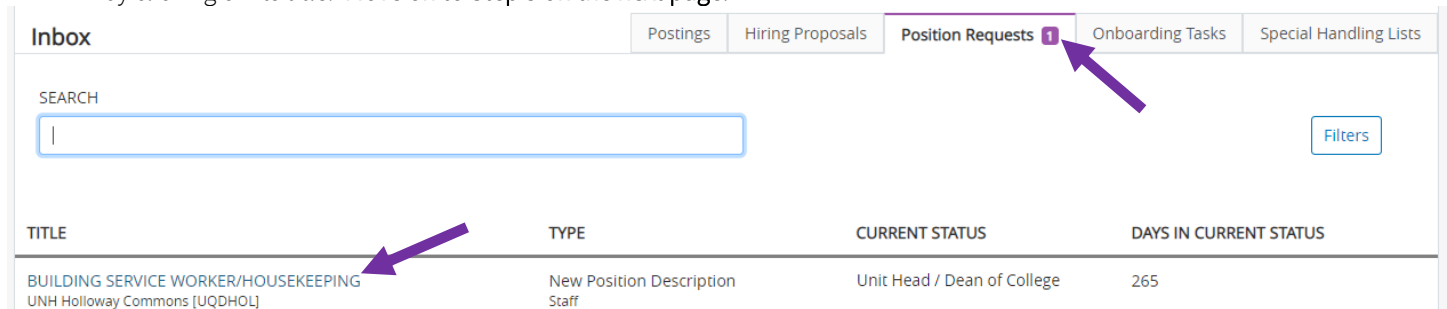
1. Log into PeopleAdmin (https://jobs.usnh.edu/hr) and ensure you are in the Position Management module (the header across your screen will be orange), clicking the three dots to change modules if necessary. Also ensure you are logged in as a Unit Head / Dean of College by selecting the appropriate option 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.**
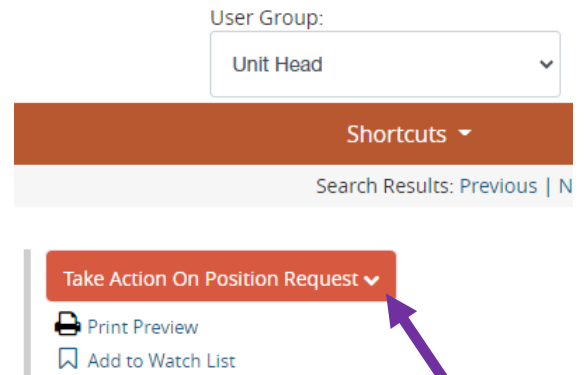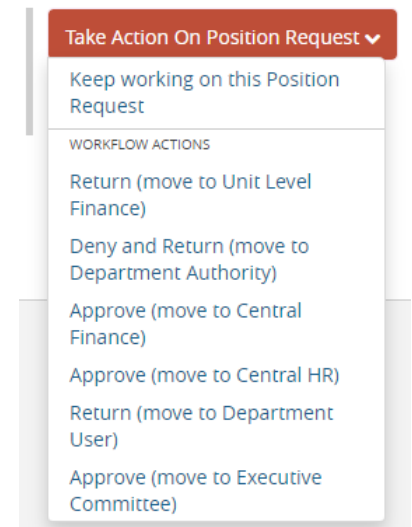

Method Two

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. When ready to approve, or ready to return to a prior approver, use the "Take Action on Position Request" button in the top right:

4. The type of Position Request and your campus determines the action to take.
    i. If approved, please refer to your campus workflow for determining the next step.
    ii. You may return the request to Finance, Department Authority, or Department User as appropriate if additional modifications are needed before you can approve. Optionally, you may hold the request in your queue to follow-up with the appropriate parties outside of PeopleAdmin if you need to verify information or have questions for them.
    iii. If definitively not approved, you may contact HR to have the request cancelled. It is recommended you speak to the department head and other relevant parties prior to having the request cancelled to ensure they understand your determination. Note: a cancelled request is saved for historical purposes and can be referenced in the future but cannot be restored.

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?

New Position Requests and Reclassification Requests may require additional approval, depending on your campus and the type of position (grant-funded or not). Please refer to your campus workflow for specific information.

Eventually, all requests come to Central HR.

- **Reclassification Requests** will be reviewed and classified by HR Compensation. When approved, the Originator of the request, the listed Supervisor, Finance, and the HR Partner will 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, the Originator of the request, the listed Supervisor, Finance, and the HR Partner will receive an email from HR Compensation with the classification results and position number. At that point, the department can draft a Posting.