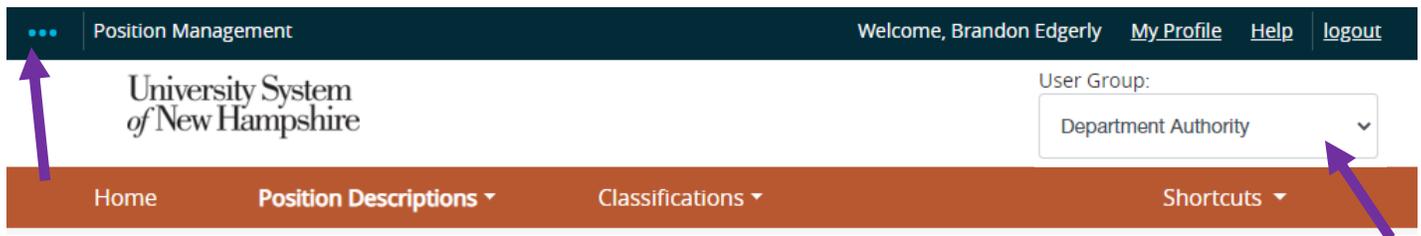


Creating a New Status Staff Position Request (as Department Authority)

As a Department Authority, you are able to initiate new status staff position requests for when you need to add a brand-new position to your team via PeopleAdmin. Faculty position requests (including post docs) and adjunct position requests are handled differently. 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.



2. Select **Position Descriptions** in the orange header, then **Staff**. When the page loads, in the top right, select **+ Create New Position Description**.



3. Fill out the Operating Title, Campus, Division, and Department fields. To start from scratch, click on **Start Position Request**. Otherwise, find the position you would like to clone using the list at the bottom of the screen (narrowing your options down via the search bar). Select the **radio button** for the position you'd like to clone, and then select **Start Position Request**.



To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Operating Title *

Organizational Unit

Campus *

Division *

Department *

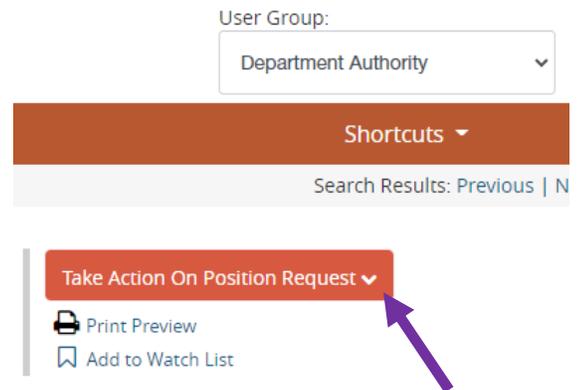
Clone an existing Position Description?

The screenshot shows a search interface for cloning a position description. At the top, there are two tabs: "Ad hoc Search" (selected) and "PD Active Status Only". Below the tabs is a search bar with the text "Ad hoc Search". Below the search bar is a table with two columns: "Operating Title" and "Classification Title". There are two rows in the table, both containing "RESEARCH SCIENTIST II" in both columns. The first row has a selected radio button (indicated by a blue dot), and the second row has an unselected radio button. A purple arrow points to the selected radio button.

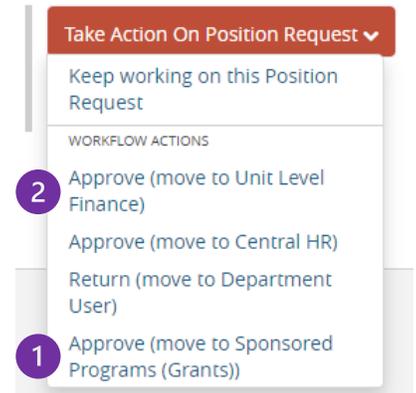
	Operating Title	Classification Title
<input checked="" type="radio"/>	RESEARCH SCIENTIST II	Research Scientist II
<input type="radio"/>	RESEARCH SCIENTIST II	Research Scientist II

4. All required fields must be completed before moving the request forward. Additionally, the following are also requirements:
 - i. The “Appointment Type” field under the “Finance” section of the PD. Is the position grant-funded, a term position, or a regular position?
 - ii. A Biomechanical Job Analysis form (BJA) must be attached in the Position Documents section at the bottom of the PD. A blank BJA can be found on the [HR website](#).
 - iii. An updated org chart must be attached in the Position Documents section at the bottom of the PD. The org chart should include the new position, their colleagues, any direct reports, and their supervisor. An org chart showing more positions is preferred over one showing fewer positions.
 - iv. You may attach additional documentation if desired, like a longer Cover Memo, internal email chains discussing the position, etc.

5. After completing the PD and ensuring everything is as you want, you may submit the request for approval by using the “[Take Action on Position Request](#)” button in the top right:



6. 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, select “[Approve \(move to Unit Level Finance\)](#).” This is because such a request impacts budget, and Finance is the first level of approval for such requests.



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 require additional levels of approval, specific to your campus. Eventually, all requests come to Central HR, where they will be reviewed and classified by HR Compensation. When approved and created, you will receive an automated email from PeopleAdmin. As the Originator of the request, 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.