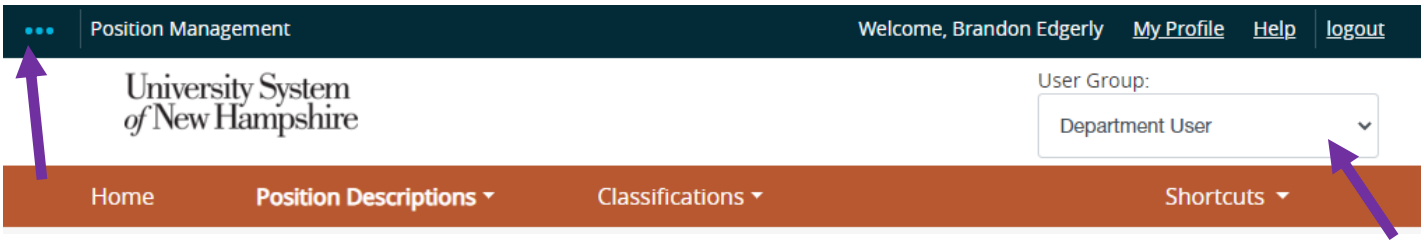
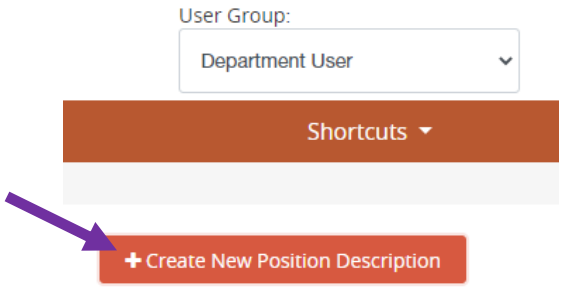
Creating a New Status Staff Position Request (as Department User)

As a Department User, 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.

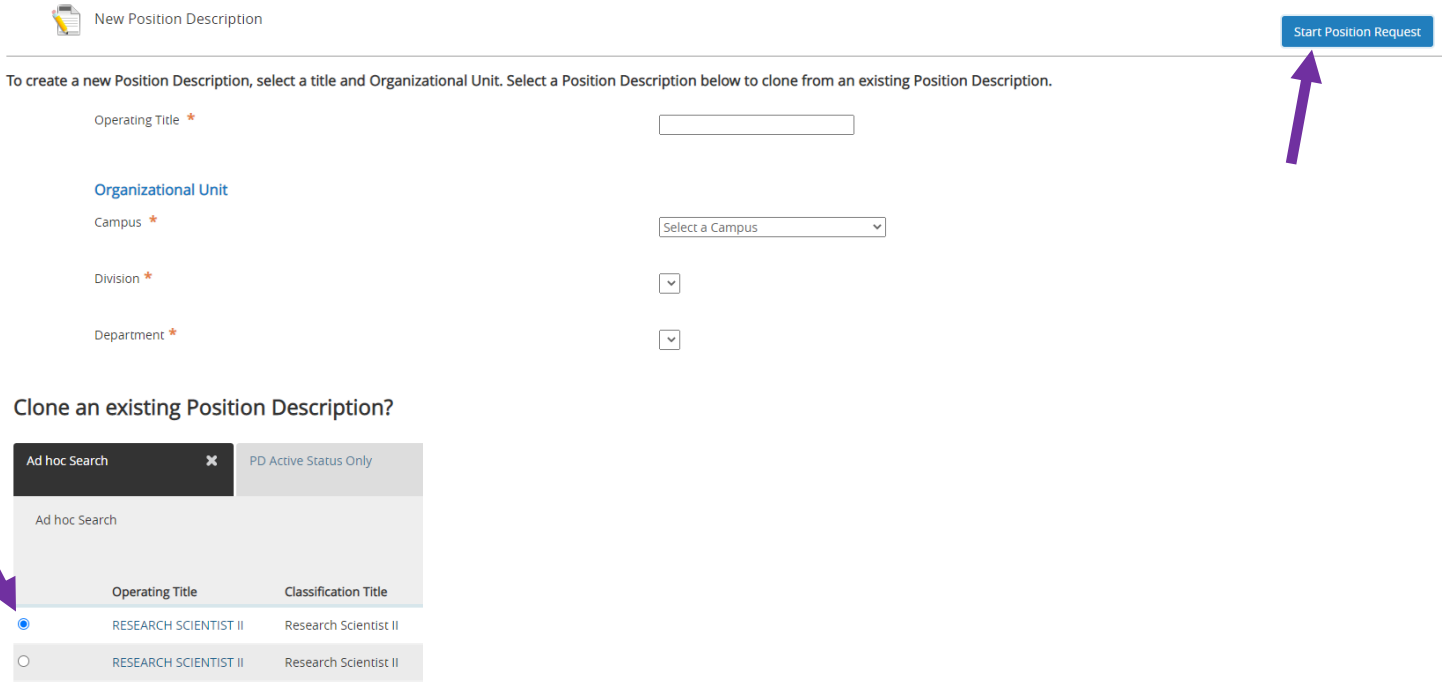
1. Log into PeopleAdmin (https://jobs.usnh.edu/hr) and ensure you are in the Position Management module (the header across your screen will be orange), clicking the three dots to change modules if necessary. Also ensure you are logged in as a Department User by selecting the appropriate option in the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

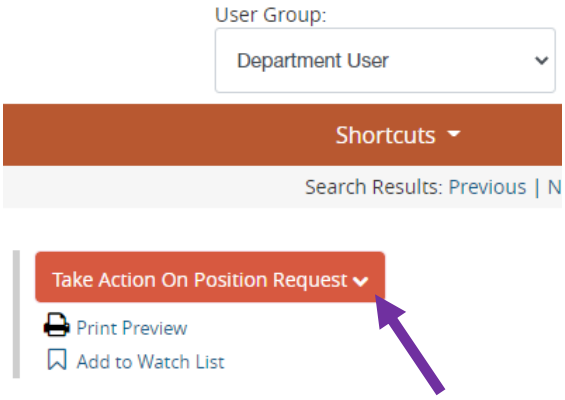


3. Fill out the Operating Title, Campus, Division, and Department fields. To start from scratch, click on Start Position Request. Otherwise, find the position you would like to clone using the list at the bottom of the screen (narrowing your options down via the search bar). Select the radio button for the position you'd like to clone, and then select Start Position Request. If you can't see a position you'd like to clone, contact HR.



4. All required fields must be completed before moving the request forward. Additionally, the following are also requirements:
    i. The "Department Users with Access" field should include your name. This will allow you to access the PD in the future.
    ii. The "Appointment Type" field under the "Finance" section of the PD. Is the position grant-funded, a term position, or a regular position?
    iii. 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.
    iv. 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.
    v. 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. Select "Approve (move to Department Authority)."

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 Department Authority, the request will need approval from Sponsored Programs (if applicable) and Unit Level Finance, plus 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.