

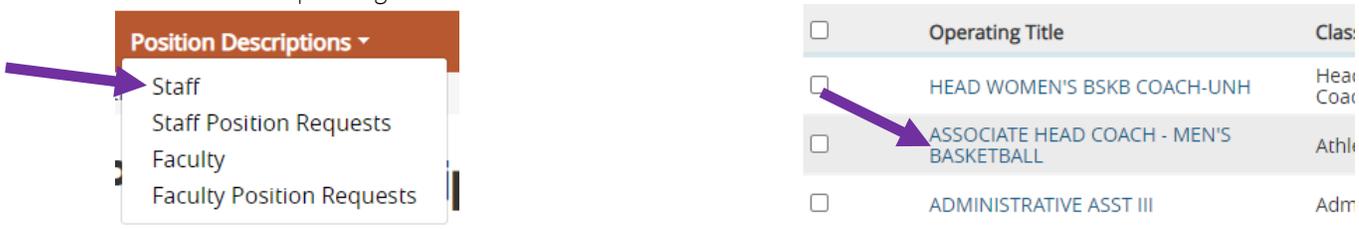
Initiating a Modification (as Department User) For Status Staff positions

As a Department User, you are able to initiate modifications to status staff positions for when you need to adjust the language within the Position Description (PD), request an operating title update, or initiate a reclassification 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 **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, look for the position you want to modify and click on its Operating Title.



3. In the top right, click on **Modify Position Description**. You will be asked to confirm.

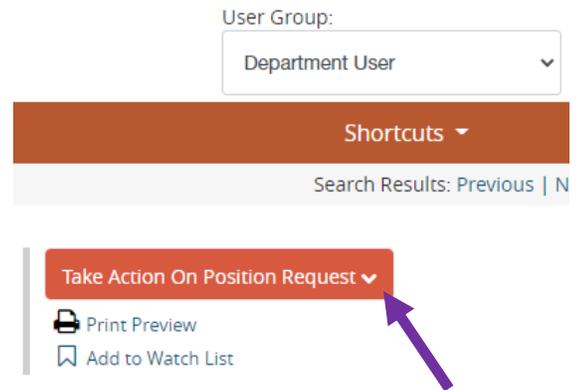
Note: Initiating a request **locks the PD** preventing any changes from occurring until the request has been approved. If you accidentally initiate a request or need to wait an extended period of time before moving it forward, you should cancel the request.



If a request has already been initiated, the **Modify Position Description** text will be replaced with **View Outstanding Position Request**. Clicking this will bring you to the existing request.

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. 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](#). If the position already has one, you do not need to provide an updated one unless the position's biomechanics have changed significantly.
 - 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. 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?](#)

Depending on the type of modification being submitted, the Department Authority may send the request forward to a variety of parties – refer to your campus workflow for specifics. 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. If approved by HR, you will receive an automated email from PeopleAdmin. As the Originator of the request, 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. As the originator of the request, you will also receive an email from HR Compensation with the results of the request and the next steps required to process the reclassification.