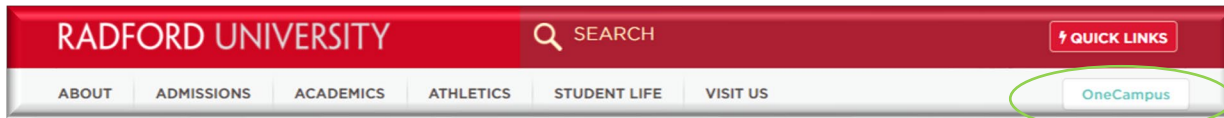


Following are the steps to *View, Modify or Manage* a Position and *Request to Advertise*. Examples of Position modifications could be a Pay Change; Budget Change; Change in job duties; Supervisor change.

## Viewing a Position Description

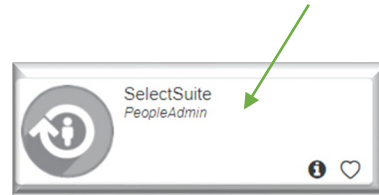
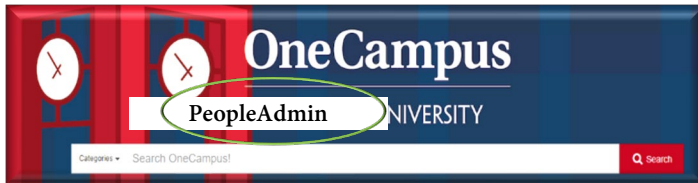
PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus](#) Portal.

1. Log into your [OneCampus Portal](#), using your Radford credentials

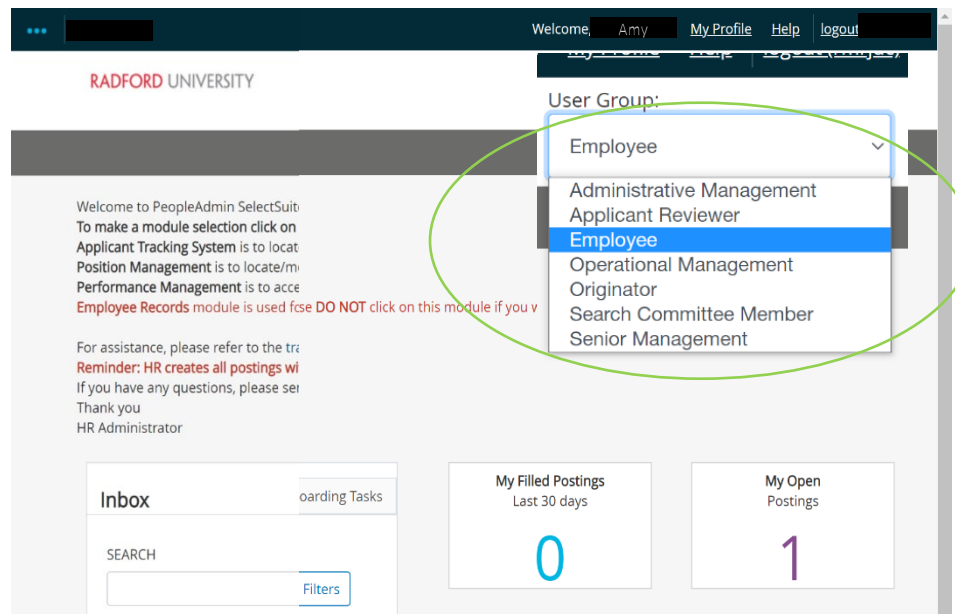


Logging In

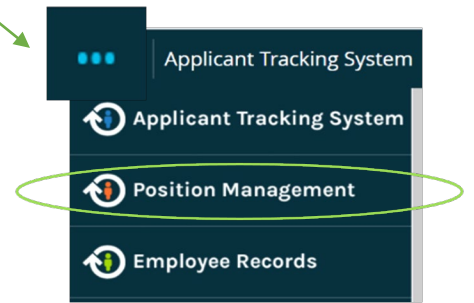
2. On the landing page of your Portal, select or search for PeopleAdmin. Click on the tab to open.



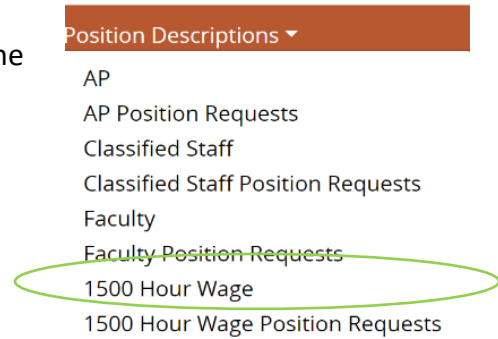
3. Once you have logged into SelectSuite, select your User Group according to your role.



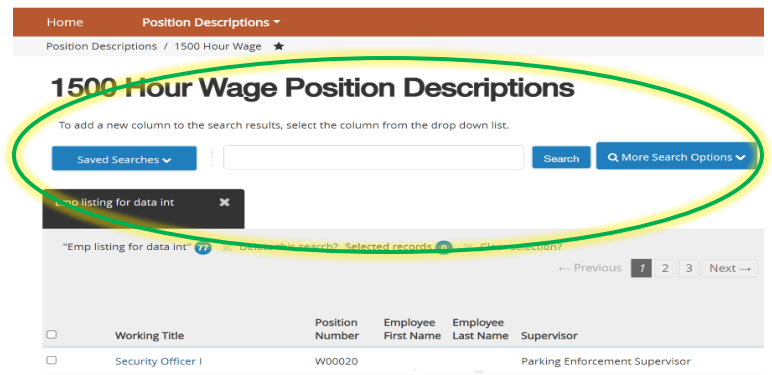
- Navigate to the Position Management Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting **Position Management**.



- From this menu, hover over the Position Descriptions tab and select the **1500 Hour Wage** from the drop-down box. All "Requests" represent PD's that have been requested and are awaiting approval.



- Search for the appropriate position description (by position number, name, etc)



- Hover over **Actions** drop-down (right side of the screen) select View.

**1500 Hour Wage Position Descriptions**

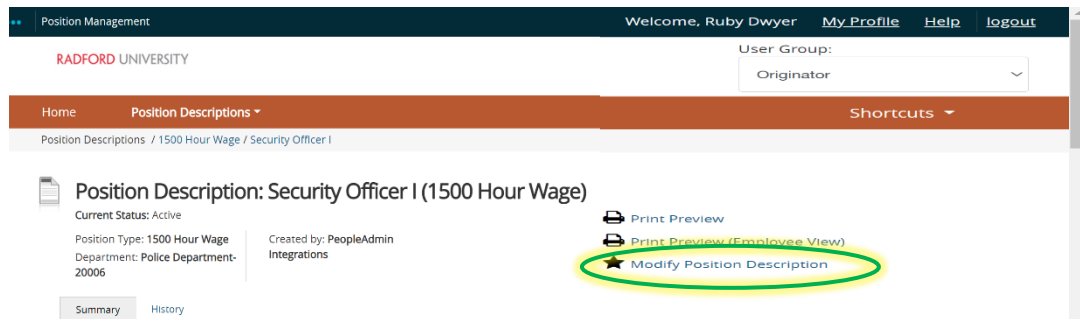
To add a new column to the search results, select the column from the drop down list.

Ad hoc Search 611 Save this search? Selected records 0 Clear selection?

Working Title	Position Number	Employee Last Name	Employee First Name	Supervisor	Department	Full Time/Part Time	(Actions)
Administrative Assistant	W00213	Mary	Oak	Administrative - Lecturer Parking Enforcement Supervisor	Human Resources	Part Time	Actions V
Communications Officer	W8675	Bob	Elm		Police Department-20006	Part Time	Actions V
Development Coordinator	W0309	Tamara	Birch	Application Processor	Business Office	Part Time	Actions V


# Modifying an Existing Position Description / Request to Advertise

1. Complete Steps 1-7
2. Review the Position Summary and select **Modify Position Description** from the drop down menu (top right side of screen).




3. A prompt will appear asking you if you are sure you want to continue. The position description will be locked until the action has been completed. Select Start to Continue



4. You will now be able to edit/complete the fields for your position. Required fields are denoted by a \*. These fields must be completed. You can continue to each section by selecting  or you can select each section in the menu on the left hand side.

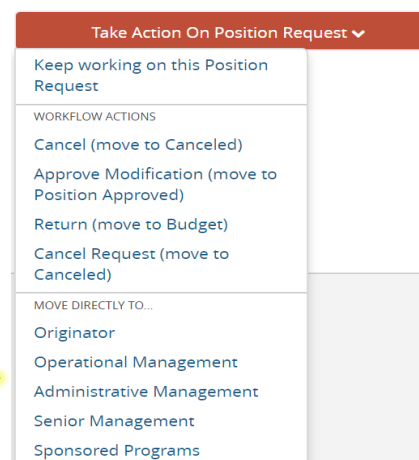


NOTE\* Make sure that you add in your *Applicant Reviewer* names on the **Advertisement Details Tab**. These can be added to or taken away at any point in the posting.

5. When you reach the final tab, Position Request Summary, make sure all of the sections have a . The tabs that have exclamation points (!) next to them indicate that there is required information missing. This must be resolved before moving onto the next step. You can do this by selecting EDIT next to the section that is missing information.



6. After all of your information has been included, from the Position Request Summary Page, hover over the **Take Action on Position Request** (Top right hand corner) and select the next appropriate next step.



Please see an *EXAMPLE* below:

<i>FROM</i>	<i>TO</i>
Originator	> Operational Management
Operational Management	> Administrative Management
Administrative Management	> Senior Management
Senior Management	> Budget
Budget	> Human Resources