Creating or Rehiring for a Student Position
For Student/ Work-Study Positions

Valdosta State University
Student Employment: (229) 333-7575
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Position Management Module

Login to PeopleAdmin (https://valdosta.peopleadmin.com/hr) using your active directory username and password. First, ensure that you are logged in as a **Hiring Manager**. Once you have selected Hiring Manager from the drop down list, select the refresh button beside the logout hyperlink. If you do not have hiring manager access, contact Human Resources at (229) 333-5709.

Requests for new positions, position changes, modifications, update/reclassify are completed in the **orange Position Management** side; Requests for postings and hiring proposals are completed in the **blue Applicant Tracking** side.

**Before a posting can be created you must have an approved position description.** To begin, select the Position Management module by hovering over the Applicant Tracking heading located at the top right hand section of the screen and select **Position Management**.

The heading of page will turn orange. If the heading is already orange, you are already in the **Position Management** module and will not need to change anything.
To start the process and check for an existing position, hover over Position Description on the Navigation Bar and select Student/ Work-Study.

(Note: The Student/ Work-Study Position Requests choice display positions with current actions in progress)

Creating a New Position

Click Create New Position Description

Click on New Position Description in the pop up window

New positions can either be cloned (copied) from an existing position description or created from scratch.

To create a new position by cloning an existing position:

Identify the position to be cloned from the list of your department’s approved position descriptions at the bottom of the screen. Review the position description to ensure it is accurate by hovering over the Actions button and choose View. Use the back button on your browser to return to the previous screen.
To clone the position, click the radio button next to the selected position description and click on the Start Position History button in the top right section. **NOTE:** The fields on the new position will pre-populate with all the information from the existing position (except the position number) and can be edited as needed.

To create a new position from scratch:

Enter the working title in the Position Title field. Click on the button in the top right section. Once you select the position description will be locked for editing.
Modifying a Position

As you are modifying an existing position, follow the steps below. Hover over the **Action** link on the right of the position you want to modify then click on View.

Click on **Modify Position Description** to start the modification action. If you see **View Outstanding Position History** then a draft has already been created for this position. Click **View Outstanding Position History** to continue working on the draft or submit it for review.

Press the Start button to begin working on the position modification.
You must first select your reason for position modification. If you have any questions regarding your modification, contact Student Employment at 333-7575 and they will assist you with the process.

### Modification Options

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<td>Rehire</td>
<td>Filling a vacant or soon-to-be vacant position</td>
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<td>Update Position Description</td>
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If the position is currently vacant, select **Yes** in the below drop-down menu. If there is currently an employee sitting in the position, select **No**.

Once you have completed specifying your reasons for modifying the position, select **Next** to save and move on to the Classifications page.
**Classification Details**

Students can only be classified as Student Assistants or Work-Study Students. Click the radio button next to the appropriate *Classification Job Title*. PeopleAdmin will auto save your work each time you click the **Next** button.

![Classification Details](image)

**Employee**

The **Employee** page is view only and you will not be able to make any modifications. If the position is currently occupied, then the employees information will appear on this screen. If the position is vacant, the employee details fields will be blank.

![Employee Details](image)

If any information on this page is incorrect, contact Student Employment at (229) 333-7575. After reviewing the information on this page, click **Next** to save and move on to the Position Details page.
Position Details

Complete all required information that did not default from Classification Details. NOTE: The information associated with the classification title will pull over from the previous page. You may want to refer to that information as you complete the classification details.

Position Title: In most cases, this will be the same as the Classification Title.
Job Search Identifier: Select whether this is for a staff, faculty, temp, student, or work-study position.

Your position number is a eight digit number that refers to a group of positions. If this is a new positions, leave the field blank and Budget Services will provide the number for you. If this is a rehire, the field must be filled in before transitions. Contact Budget Services at 333-5708 if you have any questions regarding your position numbers.

Use the additional fields on this page to update the job description. The following fields correspond to Valdosta State University’s position description, so hiring managers should copy the data from the specified position descriptions:

- General Summary of Responsibilities
- Required Qualifications
- Preferred Qualifications
- Knowledge, Skill, and Abilities
- Supervisory and Leadership Responsibilities
- Decision-Making
- Involvement with Tools and Equipment
- Education, Experience, and Certification/License Qualifications
- Physical Requirements
- Information Technology

Proposed Salary Field

You should provide the hourly rate of pay in the Proposed Salary field. If you unsure about your available funds, contact Budget Services at (229) 333-5708.
**Essential Duties of the Position**

Review the previously entered essential duties and modify them as necessary. To add new duties click on the Add Essential Duties of the Position Entry. Remember to enter the percentage of time for the job duty and provide a detailed description.

Click until all duties have been added. Note: To remove an entry, check the Remove Entry box and click on Save. After all duties have been added, enter the total percentage, the total must add to 100%. Select NEXT to continue.
Position Budget Information

If you are unsure about any fields on the Position Budget Information page, contact the Budget at (229) 333-5708.

Select the button to add the account string and percentage funded. To remove an entry, check the Remove Entry box and click on Save. After all allocation entries have been added, enter the total percentage, the total must add to 100%. Select NEXT to continue.
Supervisory Position

If a supervisor has previously been selected for this position, it will appear once you enter the supervisor page (see below).

If you need to add or modify a supervisor, click the radio box of the Supervisory Position from the list of position descriptions. To search through approved classifications, click on “Filter these results” and a box will pop-up to enter criteria. If the supervising position does not appear in the list, contact Student Employment at (229) 333-7575.
Position Documents

Updated organizational charts are required for all position actions. If the position will require a Budget Amendment, upload it on this page. To attach a document, hover the cursor over the button next to the document type. Select NEXT to review the position description.

To attach a document, hover the cursor over the button next to the document type and select, Upload New.

To remove an attached document select Unassign.
Position Description Summary

Review the information you entered and make changes as necessary.

If you see the symbol then you have not completed the section.

To edit the information on a certain page, select the Edit hyperlink beside the page title.