PeopleAdmin Actions
When to use New V. Modify

This document is indented to assist you in finding the easiest and most efficient way to create PeopleAdmin actions. It is important to use the right category of New v. Modify. Determining which category to use start by checking whether or not a particular PCN already exists in PeopleAdmin. To do that you will go into Position Management and select either Staff/Professional or Faculty option under the Position Descriptions tab.

![PeopleAdmin Position Management](image)

You will see a search box, there you can type in your PCN. It will display a list of all potential lines for that PCN that can be modified. We’ll use Joe Vandal and PCN 1889 as an example. There are two types of lines you may see;

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Department</th>
<th>Salary Grade</th>
<th>Classification Group Title</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Position Control Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mascot</td>
<td>University of Idaho</td>
<td>EX</td>
<td>Official Mascot</td>
<td>Joe</td>
<td>Vandal</td>
<td>1889</td>
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</tr>
</tbody>
</table>

Some may have some information but no name, or you may see one that has Joe Vandal attached, but if Joe has retired (or is simply no longer with the University), either of these lines can and should be selected to Modify and create your action. If there are no empty lines, or any that you can edit from a past employee only then should you create a New action. If you have a PCN that you would like to use and are unsure of how to look for lines to modify please contact Kirsty Pinchuk (kpinchuk@uidaho.edu) 885-3880 or Theresa Nuhn (tnuhn@uidaho.edu) 885-3611 in Human Resources for assistance. If your department has more than one PCN for a certain category, for example a Post Doc, all PCN’s that could be used should be checked for lines to Modify.

The President’s office has asked that we make every effort to use all existing PCN’s prior to creating any new ones.

We anticipate seeing almost no “New” actions coming through.

Please note that as of January 1, 2016 any actions that come through under the incorrect category will be returned to you.

Updated February 1, 2016