

# PeopleAdmin Actions

Create New vs. Modify/Reactivate

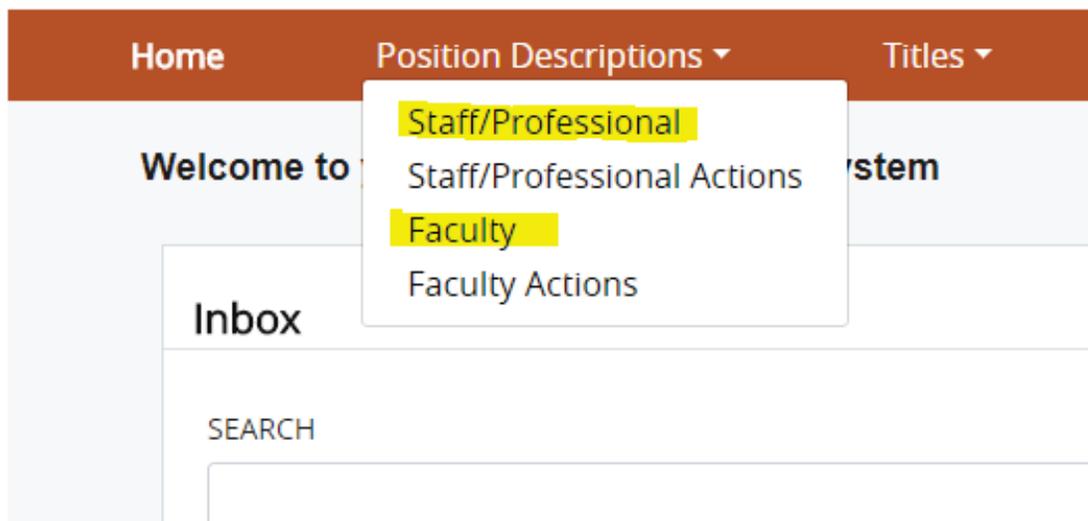
This document is intended to assist you in finding the easiest and most efficient way to create PeopleAdmin actions. It is important to use the right category, so you may need to determine what the best course of action is: new vs. modify.

If you have a PCN in mind that you want to use, follow these steps.

1. Check in Banner to see if the PCN is vacant. You can do this by entering the PCN in the NBIPINC form in Banner. If the PCN is vacant (or soon to be vacant), you should then check to see if the PCN exists in PeopleAdmin.
2. As a supervisor/manager or AAC, navigate to the Position Management (Positions) module.
3. Click on the Position Descriptions tab at the top of the page. You will then need to select either Staff/Professional or Faculty, depending on what type of position you are working on. This will take you to the appropriate position description library.



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- Once you click into the correct position description library, you will want to search for the PCN to see if it exists in PeopleAdmin. Enter the PCN in the search field at the top of the page. You will see a list generate of all the lines that exist in PeopleAdmin for that PCN.

Saved Searches ▾  Search [More Search Options ▾](#)

Ad hoc Search × Staff/Professional PD's

Ad hoc Search 3 Save this search? Selected records 0 × Clear selection?

<input type="checkbox"/>	Position Title	Department	Employee First Name	Employee Last Name	Position Control Number	Status
<input type="checkbox"/>	Employee Wrk/Life Splst	Human Resource Services			6187	Inactive
<input type="checkbox"/>	Employee Wrk/Life Splst	Vacant Positions			6187	Inactive
<input type="checkbox"/>	HR Recruitment Resource Specialist	Human Resource Services	Mandy	Brocke	6187	Active

- Some of the lines that appear for the PCN may be outdated, or the position description may have been inactivated. You might notice lines that have the correct position description but no name. If the PCN you want to use is vacant and available to modify in PeopleAdmin, you can click on the title of the active line and create a modify action on it.
- If there are no PCNs available for you to modify or the PCN you searched for does not exist in PeopleAdmin, you can do a create new PCN action. However, please be sure you are looking for PCNs to repurpose first, which could include vacant or cancelled/deleted PCNs.

The EPAF team has provided helpful information on Banner reports that will help you locate all active, vacant and deleted PCNs under your department or mid-level here: <http://www.uidaho.edu/human-resources/managers/banner-epaf> under the Banner Reports dropdown.

If you have a PCN that you would like to use and are unsure of how to look for lines to modify please contact Mandy Brocke in Human Resources at 885-3611 or [hr-peopleadminhelp@uidaho.edu](mailto:hr-peopleadminhelp@uidaho.edu).