



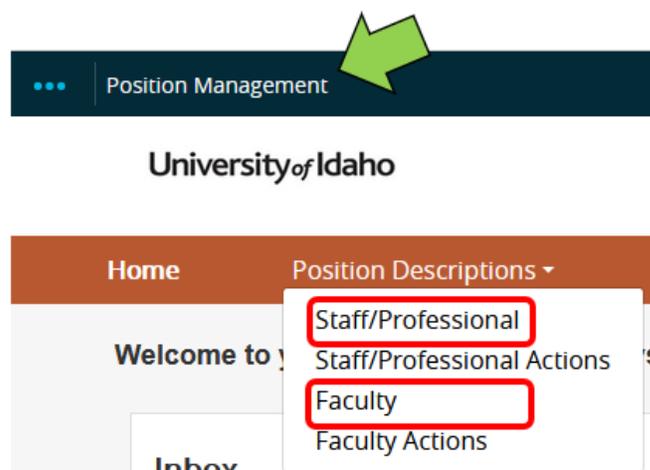
## PeopleAdmin Actions

### Create New vs. Modify/Refill

Depending on what the purpose of the action is, it is important to choose the right category: **Create New or Modify/Refill**.

The first step is determining what position control number (PCN) you will be using. 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 (see resources at the end of this document)
  - a. If the PCN is vacant (or soon to be vacant), you should then check to see if the PCN exists in PeopleAdmin.
    - i. As the **Initiator** or the **Unit/College Review** role, navigate to the **Position Management** module.
    - ii. 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.



- iii. 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.

## Staff/Professional Position Descriptions

6187

Ad hoc Search ACTIVE POSITION DESCRIPTION

Ad hoc Search 1 Save this search? Selected records 0 Clear selection?

| <input type="checkbox"/> | Working Title                      | Department              | Employee First Name | Employee Last Name | Position Control Number | Status |
|--------------------------|------------------------------------|-------------------------|---------------------|--------------------|-------------------------|--------|
| <input type="checkbox"/> | HR Recruitment Resource Specialist | Human Resource Services | Mandy               | Brocke             | 6187                    | Active |

5. If a position description is listed under the PCN you searched for, you can do a **modify/refill action**.
6. 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 action**. However, please be sure you are looking for PCNs to repurpose first, which could include vacant or cancelled/deleted PCNs.

The following Argos and Banner reports/forms can assist with identifying available PCNs:

- Argos
  - PCN List by Department
  - Departmental Employee List
  - PCN List by Department
- Banner
  - NBAJOBS
  - NBIPINC
  - NWRDPOS

If you have any questions about a PCN, please reach out to [employment@uidaho.edu](mailto:employment@uidaho.edu) or 208-885-3611.