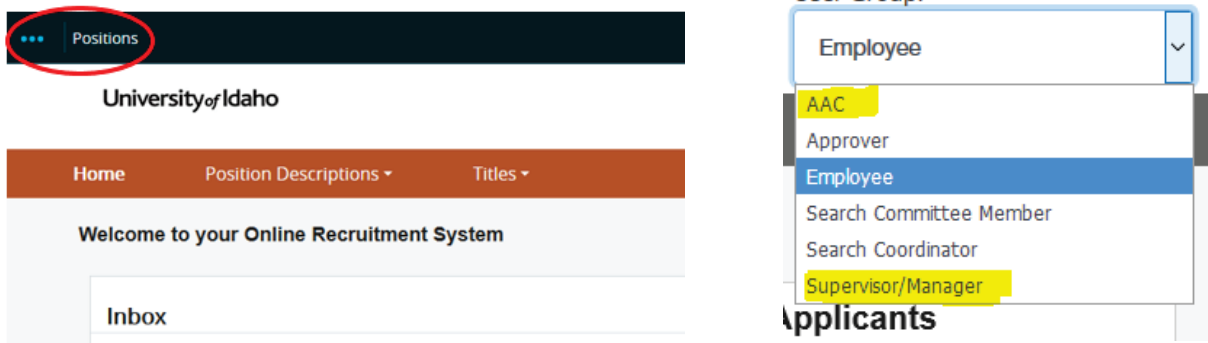


## Creating Actions:

PeopleAdmin is used to modify PCNs already in the system due to a vacancy or job duty change, and to obtain approval to create new positions. We do this by creating an “action” in the system. If the PCN you wish to use to create an action is already in the PeopleAdmin system, you will modify that PCN rather than create a new one.

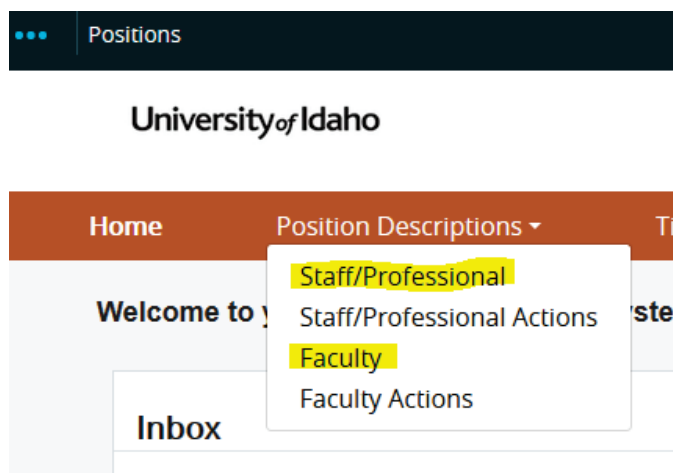
After logging in, check the upper left corner of your PeopleAdmin screen to make sure you are in the Positions module, which will have an orange bar across the screen. If you are not in the Positions module click on the three dots in the left corner of the screen and select the module from the menu that pops up.

You will also need to make sure you are in the system as either the supervisor/manager or AAC role. These are the only roles that can create actions.



## Creating a modify/reactivate action

1. Hover over **Position Descriptions** in the top center of your screen. If you are modifying an exempt or classified PCN, click **Staff/Professional**. If you are modifying a faculty PCN, click **Faculty**. Both position types are created in the same way.



- In the search box at the top of the page, enter the PCN or the name of the person whose description you want to modify. You can also search by title, but that might generate quite a few results that you will need to filter through.

Search interface showing a search box with the value "7960" and a "Search" button. Below the search box, there are several filter fields: "Add Column:" with a dropdown menu, "Position Number:" with the value "7960", "Position Description Status:" with a dropdown menu showing "Draft", "Active" (selected), "Locked", and "Inactive", and "Job Number:" with an empty input field.

Ad hoc Search results table showing one result for "HR Assistant" in the "Human Resource Services" department. The table has columns for "Position Title" and "Department".

	Position Title	Department
<input type="checkbox"/>	HR Assistant	Human Resource Services

- Once you have located the position you want to modify, click on the title. This will take you into the position description. On the top right side of the page, click **Modify Position Description**.

- [Print Preview \(Employee View\)](#)
- [Print Preview](#)
- [View Supervisor](#)
- [Modify or Reactivate PCN](#)

4. Click **Start**.

## Start Modify or Reactivate PCN Action on HR Assistant?

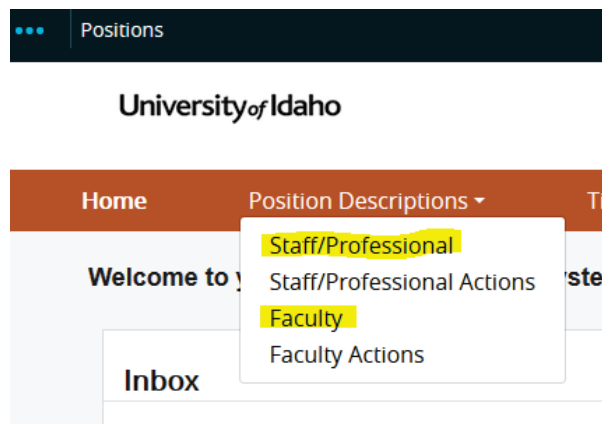
Once it has been started, this action will lock the position description from other updates until the action has completed.



This will take you to the position details page where you can make the necessary edits to the position description to submit for approval.

## Creating a New Position Description

1. Hover over **Position Descriptions** in the top center of your screen. If you are modifying an exempt or classified PCN, click **Staff/Professional**. If you are modifying a faculty PCN, click **Faculty**. Both position types are created in the same way.



2. Below the upper right hand corner of the page, select **Create New Position Description**.



3. On the next page, fill in the organizational unit by selecting from the drop down menus:



## New Position Description

---

Position Title \*

Human Resources Assistant

### Organizational Unit

Executive Level \*

Finance VP

Mid Level \*

Human Resources

Division \*

Human Resource Services

4. Press **Start Action**. This will take you to the position details page where you can enter in the position information and submit for approval.

Start Action

Cancel

For questions or further information please contact [hr-peopleadminhelp@uidaho.edu](mailto:hr-peopleadminhelp@uidaho.edu)