



## Creating Actions in PeopleAdmin

PeopleAdmin is used to modify position descriptions due to a vacancy or job duty change, create new positions, and run searches. The first step in the process is creating an “action.”

Actions are initiated through existing position descriptions which have a corresponding position control number (PCN) assigned, or by creating a new position description and reusing or requesting a PCN. 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.

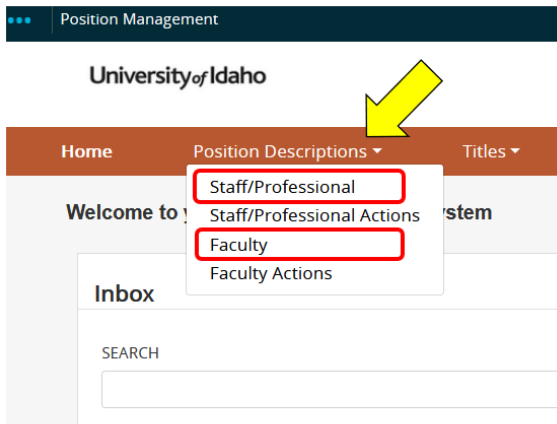
After logging in, check the top left corner of your PeopleAdmin screen to make sure you are in the **Position Management module**, which will have an orange bar across the screen. If you are not in the correct module, click on the three dots next to the module name to transition accordingly.

You will also need to make sure you are in the system as the **Initiator** role, which will appear in the User Group field on the top right corner of the screen. These are the only roles that can create actions. If you need to change your role, click on the drop-down arrow.

A screenshot of the PeopleAdmin web interface. At the top left, a dark blue navigation bar contains three white dots and the text 'Position Management', which is highlighted with a red rectangular box. To the right of this bar, a dark blue header area displays 'Welcome, Mandy Brocke' followed by links for 'My Profile' and 'logout'. Below the navigation bar, the 'University of Idaho' logo is centered. A horizontal menu below the logo includes 'Home' and 'Position Descriptions' (with a dropdown arrow), and 'Users' is listed below it. On the right side of the screen, a 'User Group:' dropdown menu is open, showing a list of roles: 'HRS', 'Employee', 'HRS', 'HRS Administrator', and 'Initiator'. The 'Initiator' role is highlighted with a red rectangular box.

## Modifying or refilling an existing position

1. Click on **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 create actions in the same way.



2. In the search box at the top of the position description page, enter the **PCN** or the **name of the incumbent** for the description you want to modify and click **Search**. Then click on the **title** of the position once you have located the position description.

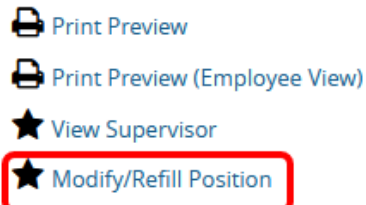
## Staff/Professional Position Descriptions

The screenshot shows the search interface for Staff/Professional Position Descriptions. A search box contains the number '6187', which is circled in red. A green arrow points to the 'Search' button. Below the search box are several filter options: 'Add Column', 'Position Number', 'Position Description Status' (with 'Draft' and 'Active' buttons), 'Job Number', 'Executive Level', and 'Outstanding Actions'.

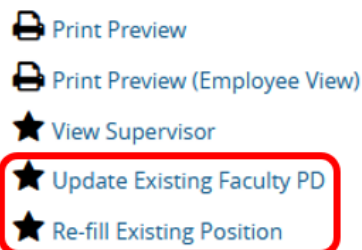
The screenshot shows the search results table. The table has columns for 'Working Title', 'Department', 'Employee First Name', 'Employee Last Name', and 'Position Number'. The first row is highlighted, and the 'Working Title' 'HR Recruitment Resource Specialist' is circled in red.

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

3. Select the desired action on the top right side of the position description.
- On the top right side of the staff position description, click **Modify/Refill**, then click **Start** on the next screen.

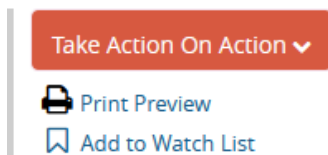


- On the top right side of the faculty position description, you can click either **Update Existing Faculty PD** if you are making an update to a filled faculty position description or click **Refill Existing Position** if you are refilling a vacancy.



4. After clicking on the action type, click **Start** on the next page. You will be taken directly into the action template. In each section of the action, you will enter in all required information for the action/PD. Click **Save and Continue** to advance through each section. You will eventually land back on the Action Summary page where you will be able to submit the action for approval (note: you can jump to different sections of the action by clicking on the section name in the green navigation menu on the left side.)

5. When you are ready to submit, hover over the orange **Take Action on Action** button on the top right side of the action summary page and click **Submit** to move the action forward to the next required review stop. Your action will travel through the assigned workflow.



If you have any questions about how to start an action, please reach out to [employment@uidaho.edu](mailto:employment@uidaho.edu) or call 208-885-3611.