

Position Description Review Process for DEPARTMENT ADMINISTRATORS

<https://www.uidaho.edu/provost/faculty/pds>

Questions? Contact:

PeopleAdmin – Mandy Brocke (208) 885-3611 or mandyc@uidaho.edu

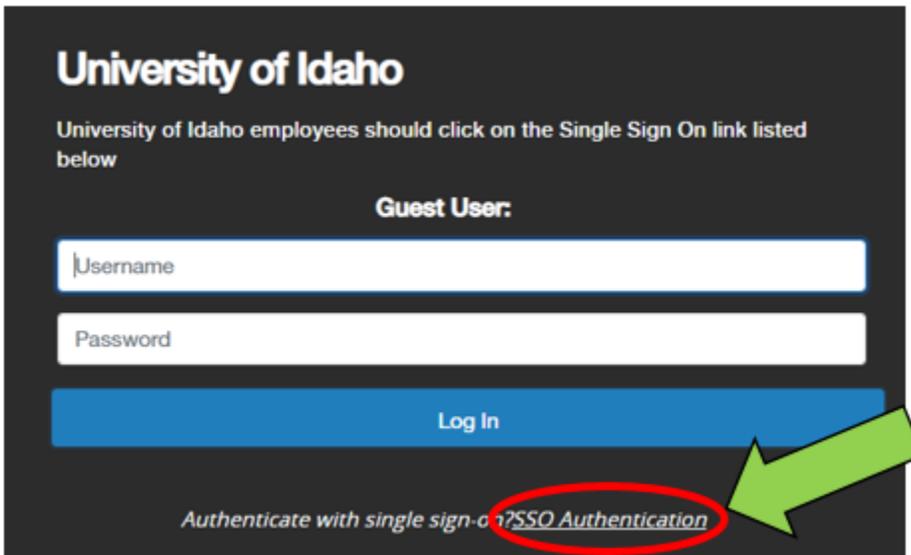
All others – Joana Espinoza (208) 885-7941 or jespinoza@uidaho.edu



Updated: September 2018

How to log in to PeopleAdmin:

1. Go to this website address: <https://uidaho.peopleadmin.com/hr/login>.
2. Click on the SSO Authentication link. **Note:** You may be prompted to login using multi-factor authentication at this point.



University of Idaho

University of Idaho employees should click on the Single Sign On link listed below

Guest User:

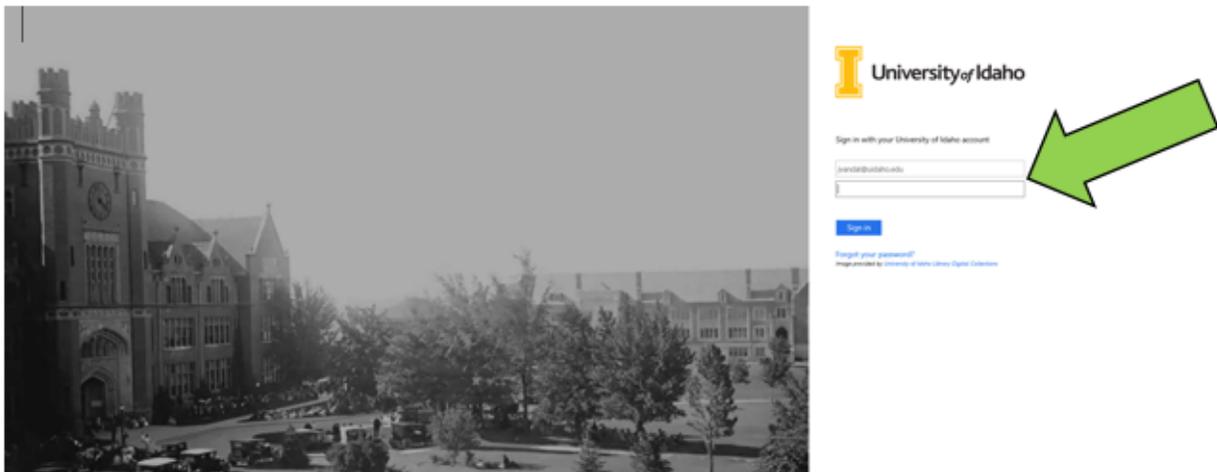
Username

Password

Log In

Authenticate with single sign-on? **SSO Authentication**

3. You will login with your current network login information.



University of Idaho

Sign in with your University of Idaho account

Sign In

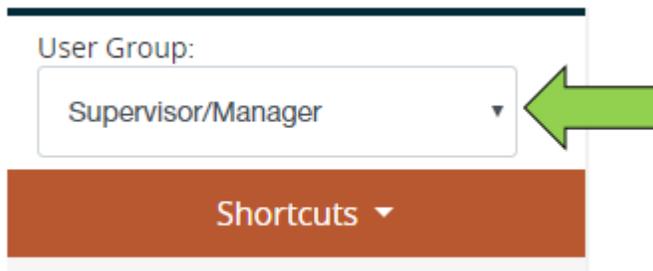
Forgot your password?
Help provided by University of Idaho Security Digital Solutions

Initiating faculty position description review:

- 4. Verify you are in the **'Positions'** module (orange header).
 - a. If you are not in the Positions module, click on the three dots on the top left side of the screen.



- 5. You must be logged in as a **Supervisor/Manager** for your department in order to initiate an action to send the faculty member their position description for review. If you are not logged in as **Supervisor/Manager**, click on the dropdown menu on the top right side and select that role. AACs or any departmental employee with supervisor/manager access can also initiate these actions on behalf of their chairs or deans.



- 6. Click on **Position Descriptions** and then click **Faculty**.



7. Search for position description by faculty member's first and last name. Once you locate the position description, click on the title to access it.

Home Position Descriptions ▾ Titles ▾

Position Descriptions / Faculty

Faculty Position Descriptions

Saved Searches ▾ Joe Vandal Search More Search Options ▾

Ad hoc Search ACTIVE POSITION DESCRIPTION Faculty Position Descriptions

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

<input type="checkbox"/>	Recruitment Title	Department	Employee First Name	Employee La
<input type="checkbox"/>	Regular Faculty	Agr Economics & Rural Sociology	Joe	Vandal

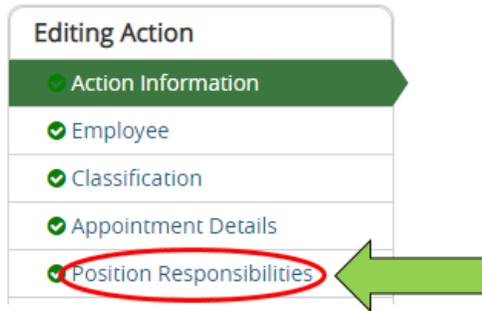
If you cannot locate the position description you are trying to access, please contact Mandy Brocke in Human Resources at mandyc@uidaho.edu or 208-885-3611.

8. Once you have clicked into the position description, click the **Modify/Reactivate PCN button** located in the upper right portion of the screen.

- Print Preview
- Print Preview (Employee View)
- Modify or Reactivate PCN**

9. Click **Start** Start

10. On the left side, you will see a list of tabs, click on the 5th one on the list, called **Position Responsibilities**.



11. On the Position Responsibilities page you should see 3 sections:

- a. **Position Summary:** **DO NOT COMPLETE THIS SECTION.** It is for recruitment purposes only.
- b. **Job Duty Functions:** All position descriptions must have the (4) faculty job duty functions as listed below. Please be sure to enter job duty percentages even if they equal 0%.

The 4 job duty functions should be typed exactly how they appear below, in the same order. You can copy and paste from the instructions.

- a. Teaching & Advising
- b. Scholarship & Creative Activities
- c. Outreach & Extension
- d. University Service & Leadership

The percentages should equal 100% regardless of FTE. The system WILL NOT check this.

* If you are missing the job duty function blocks, click the button **Add Job Duty Functions Entry** button to add them.

The image shows a form titled "Job Duty Functions" with four entries. Each entry has a "Job Duty Function" field, a "Percentage Of Time" field, and a "Remove Entry?" checkbox. The entries are: "Teaching & Advising" (10%), "Scholarship & Creative Activities" (80%), "Outreach & Extension" (0%), and "University Service & Leadership" (10%). Each function name has a yellow star icon. At the bottom, there is a blue button labeled "Add Job Duty Functions Entry" which is circled in red, and a green arrow points to it from the right.

c. **Description of Expectations**

This is where the description of expectations goes. You are limited to 500 words.

12. If you make changes, click **Save**  on the top or bottom of the page. Changes will be lost if you don't click **Save**.

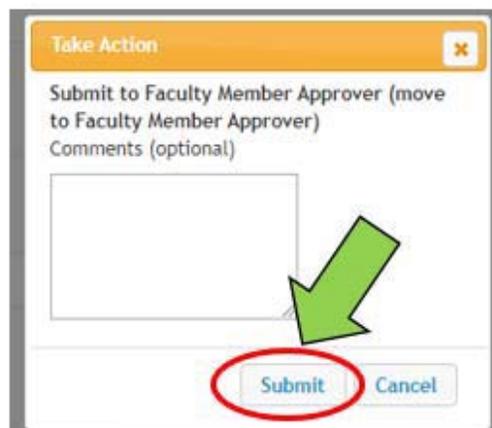
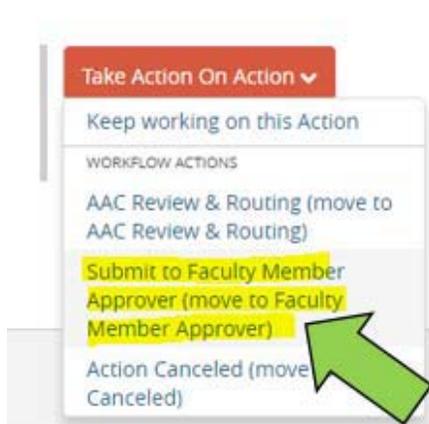
Sending to Faculty Member for review/update:

13. You are now ready to send the position description to the faculty member to review and/or update. Click on the **Action Summary** tab on the left side of the screen. You will see a drop down list in the center of the screen.

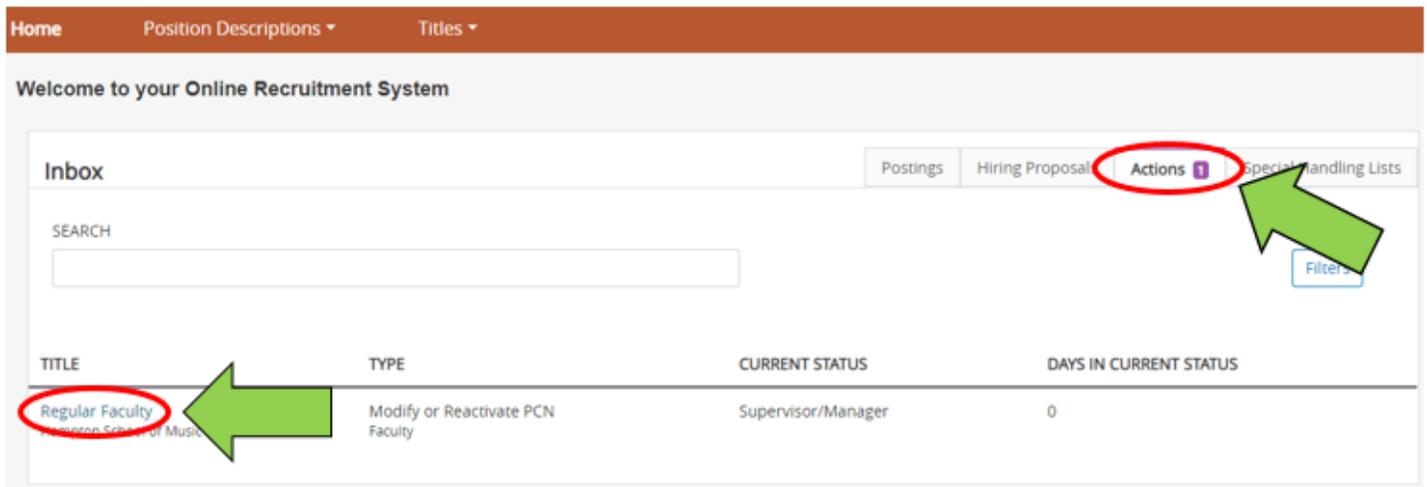


14. Hover over the **Take Action on Action** button on the top right side of the position description. Select the **“Submit to Faculty Approver”** option.

15. A pop up box will appear, where you can add comments. These will go to the faculty member (e.g., “Let me know if you’d like to discuss” or, “please review your revised PD.”) Click **Submit**.

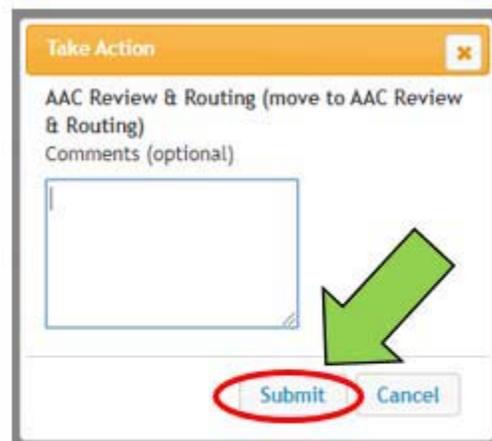
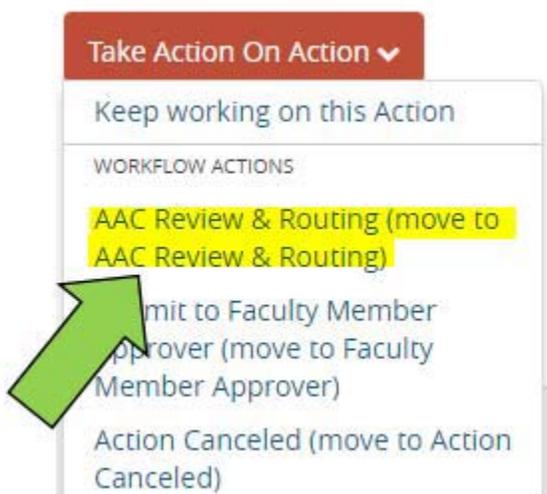


16. The action has now been sent to the faculty member for review and approval.
17. The faculty member can edit the PD and send back to you. You will receive an email letting you know the position description is back in your queue. Click the link in the email to log in.
18. Log in to PeopleAdmin. Locate your Inbox in the center of the page and click on the 3rd tab labeled **Actions**. Then, click on the title of the position.



Sending to AAC after faculty approval:

19. Once the position description is finalized between you and the faculty member, you will hover over the **Take Action on Action** button on the top right side of the Action Summary, and select **Send to AAC Review and Routing**.





The PD now goes to the college AAC for routing, then to the Provost's Office and HR for review.

Signing faculty position descriptions:

The signature action will allow the faculty member, unit administrator, dean, and joint appointment administrator (if applicable) to sign.

1. You will receive an email when you have a position description to sign. Log in to PeopleAdmin using the link in that email or using the link above.
2. Locate the **Inbox** at the top of your homepage, and click on the **Actions** tab. Actions awaiting your signature will be listed as **Signatures** under the Type column.
3. Click on the position title to access it.

Home Position Descriptions ▾ Titles ▾

Welcome to your Online Recruitment System

Inbox Postings Hiring Proposals **Actions 1** Special Handling Lists

SEARCH

TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS
Regular Faculty	Signatures Faculty	Supervisor/Manager	5

- Once you have clicked into the action, click **Edit** at the top of the page

Signatures: Regular Faculty (Faculty) [Edit](#)

Current Status: Supervisor/Manager

Position Type: Faculty
Division: Agr Economics & Rural Sociology

Created by: Mandy Brocke
Owner: Supervisor/Manager

Summary | History | Settings

✔ Action Information [Edit](#)

- Click on the **Signature** tab on the left side of the screen.
- Type your name (i.e. electronic signature) and current date in the Unit Administrator fields.
- Click Save [Save](#) in the top right corner when you are done.

Home | Position Descriptions | Titles

Actions / ... / Signatures / Regular Faculty / Edit

Editing Action

- ✔ Action Information
- ✔ Position Responsibilities
- ✔ **Signature**
- Action Summary

Signature

[Check spelling](#)

Signature

Employee Signature (Printed Name)

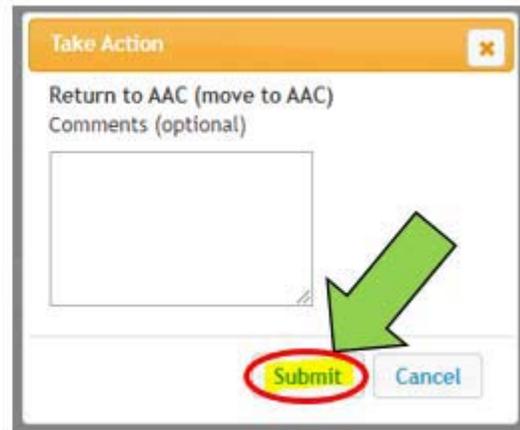
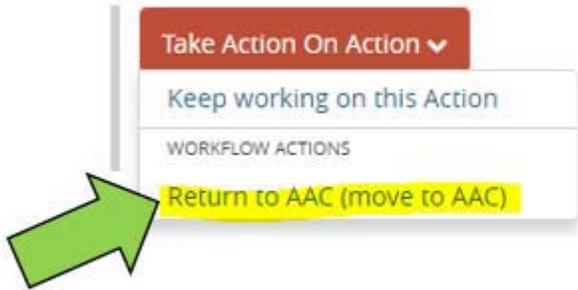
Current Date

Unit Administrator Signature (Printed Name)

Current Date

- Click on **Action Summary** on the section list on the left side of the screen.

9. Hover over Take **Action on Action** on the top right side of the screen, and click on **Return to AAC**. In the pop box that appears, click **Submit**.



10. Done!