HR3.30 to PeopleAdmin Transition

Guide

Presented by

Human Resources

Classification & Compensation
SHRA Positions

Log in [https://jobs.uncw.edu/hr/login](https://jobs.uncw.edu/hr/login)

Select Position Management:
Select applicable role; ‘Assistant/Coordinator’, etc.:

Hover over Position Descriptions Menu,
Select SHRA:
Search position number to find position description that you need to submit for action:

Select Modify Position:

Click Start to start position modification:

Action Requested:

- **New!** options for what is being requested
- Requires an effective date – what should the effective date be?

Click next.

Position Details:

**New!**

- Requires leave keeping org – contact salary administration if you don’t know
- Requires supervisor information
Position Funding:

**NEW!**

- Confirmation checkbox; approver must Dean/AVC level or appropriate delegated approver/budget authority.
- The assistant/coordinator can check this but it will be required at the department budget level if left blank.

- Attach an org chart or any pertinent position information.
Then, forward request to HR

- HR will review and send back to Assistant/Coordinator if there are no questions.
- Assistant/Coordinator forwards it to department budget.
- Department budget will review and confirm approval authority and budget information.
- If the funding is through a grant fund, the department budget approver will need to forward the request to the grant approver.
• If not a grant fund, the Department budget approver moves action to Division approver.

• Division approver moves action to University budget approver

• University budget approver sends the action to Class/Comp to finalize and send to recruitment for posting.

• Recruitment contacts department about posting.

• If action needs Chancellor approval, Class/Comp emails the Chancellor for approval and then contacts department when approved.

• Class/Comp sends information sheet with any changes to salary administration to process.

Please contact HR if you have any questions at 910-962-3160

Or Caroline Dellinger directly at dellingerc@uncw.edu or 910-962-3162.