SHRA POSITIONS
Quick Reference Guide

STEP 1
Log in
https://jobs.uncw.edu/hr/login

STEP 2
Select Positions
**SHRA POSITIONS**

*Quick Reference Guide*

**STEP 3**
Select applicable role (i.e. Assistant/Coordinator, etc.)

**STEP 4**
Hover your cursor over Position Descriptions Menu. Then, PD type.
STEP 5

Search the position number to find the position description that you need to submit for action.

STEP 6

Select modify position. Then, click Start to start position modification.
STEP 7  Select reason for request and include an effective date.

Action Requested

- Position Details
- Trainings and Access
- Supervisor
- Assigned Job Title
- SHRA Description of Work
- Competencies
- Position Funding
- ADA Form
- Employee
- HR Use Only
- Position Documents
- PD Action Summary

Check spelling

Required Information

Action Requested

- Recruitment due to internal promotion (include last day of current employee in reason for request)
- Recruitment due to resignation for outside position (include last day of current employee in reason for request)
- Recruitment due to other reason (include reason and last day of current employee in reason for request)
- Recruit without posting (use existing applicant pool; list position number of applicant pool below)
- Internal Posting (Please contact HR prior to selecting)
- Reclassification
- Status Change (FTE)
- Market/Equity Adjustment
- Working Title Update
- Supervisor Change
- Temporary/Interim Duties
- Position Description Update
- Demotion (Performance Issue)
- Abolish position

What are you requesting?

This field is required.

Please select all that apply and add details in the section below:

Reason for Request

(Please include the justification for recruitment and details on the change in position and/or organizational structure.)

Effective Date

This field is required.

Save  Next >>

Click Next.
Position Details

Requires approver organization, supervisor name, supervisor title, and supervisor ID.
Position Funding - click “Add Position Funding Entry” to enter funding data (match PBUD).

Confirmation checkbox; approver must be 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.

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Add Position Funding Entry

Confirmation

I affirm the appropriate delegated approval has been acquired for this action. (Include approver name below)

Approver Name

Grant Approval

Grant Approval (If Applicable)

Attach an organization chart or any pertinent position information.
If not a grant fund, the Department budget approver moves action to Division approver.

HR will review and forward 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 (see next page).
If not 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.
CONTACT US WITH QUESTIONS

UNCW HR

910.962.3160