



USNH PeopleAdmin 7

Creating and Modifying Staff Position Descriptions


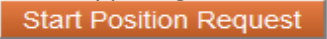
Accessing Position Descriptions:

- The  **Inbox** shows Position Descriptions waiting for action by you.
- The  **Watch List** shows Position Descriptions you have saved there.
- Select **Staff** from the Position Descriptions tab at the top to locate other existing Position Descriptions or to create a new one.


University System
of New Hampshire

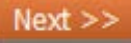

Home
Position Descriptions
Classifications

Create a New Position Description

- In the upper right, click 
- Click [New Position Description](#)
- Fill in
 - Operating Title (ALL CAPS)
 - Campus
 - Division
 - Department
- In the upper right, click 

Edit an Existing Position Description

- Search for the Position Description using the search bar.
- Click the title of the Position Description in the list.
- In the upper right, click 
- Click

- Navigate the Position Description using the tabs on the left, and/or the  button.
- Fill out appropriate fields, including all required fields, denoted with * 
- Navigate to the Position Request Summary tab to review your changes and submit.



- Hover over the  and select your next step

<i>Your User Role</i>	<i>Available Actions</i>
Department User	Submit for Approval to Department Authority or Submit for Approval to Finance
Department Authority	Approve and Submit to Finance or Return to Department User
Campus HR	Approve and Create Position or Return to Finance or Move Directly To... any previous user