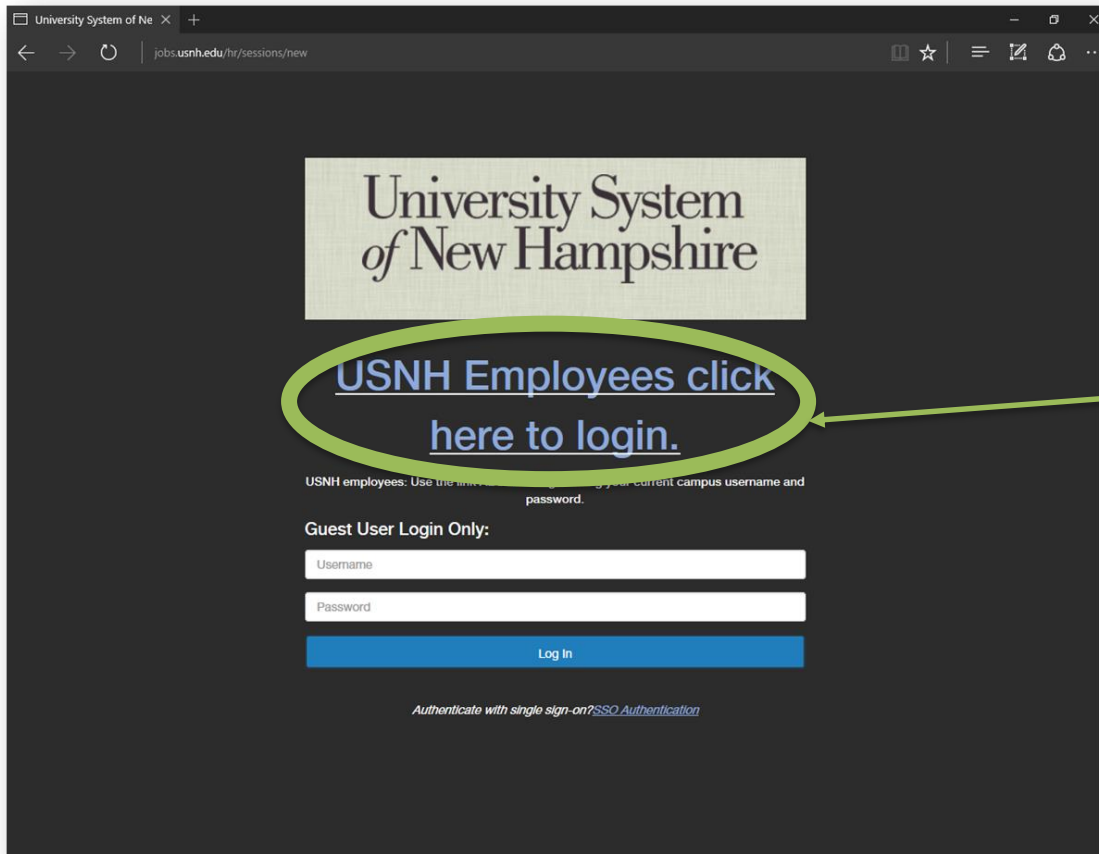




Staff Access to Position Descriptions

Go to People Admin: <https://jobs.usnh.edu/hr>



University System
of New Hampshire

USNH Employees click here to login.

USNH employees: Use the same username and password as your current campus username and password.

Guest User Login Only:

Username

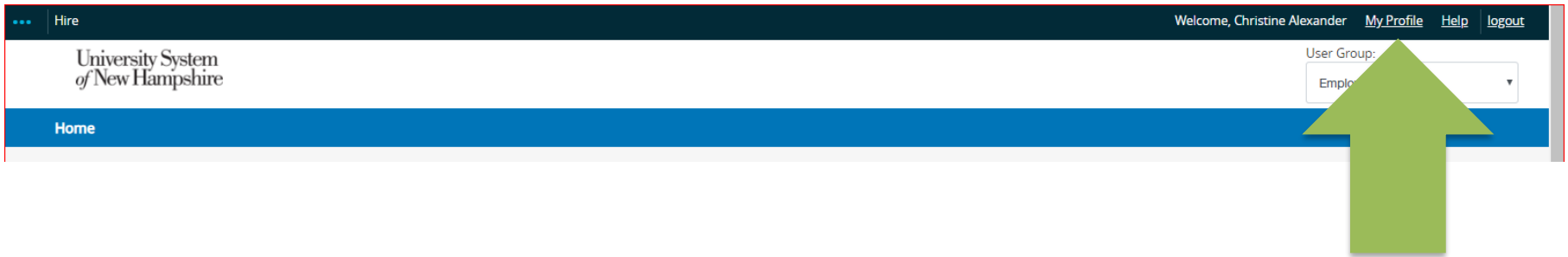
Password

[Authenticate with single sign-on?SSO Authentication](#)

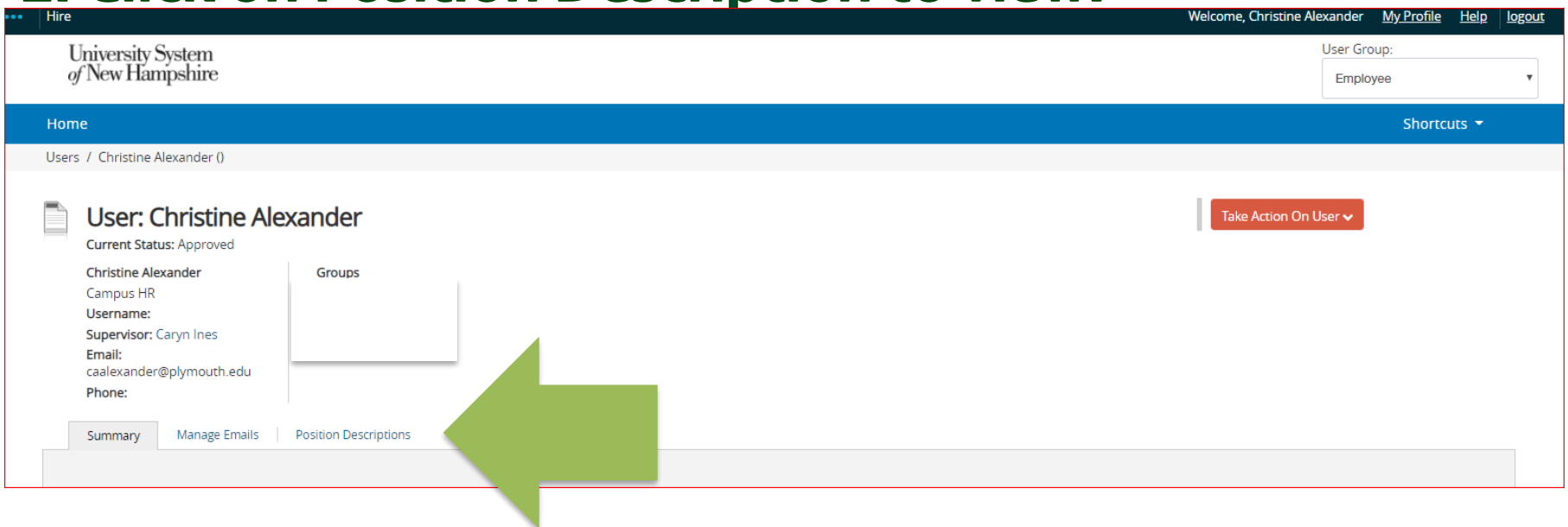
Login here using your myPlymouth username and password.

This is the home screen for People Admin.

1. Please click on My Profile to access your position description.



2. Click on Position Description to view.



If you would like to update your job description use the MODIFY selection. The modifications will need to be approved by your supervisor and HR via the People Admin workflow.

User Group:

Employee

Shortcuts

LIST II (Staff)

• Rectangular Snip

 Print Preview

 Print Preview (Employee View)

 Modify Position Description



ata. Sections prefaced with a checkmark and highlighted in BLUE have validated successfully. Once all sections have validated successfully, you may continue the

The modifications will need to be approved by your supervisor and HR via the People Admin workflow.

User Group:

Employee ▼

Shortcuts ▼

Take Action On Position Request ▼

- Keep working on this Position Request

WORKFLOW ACTIONS

- Cancel (move to Canceled)
- Submit for Approval (move to Department User)
- Submit for Approval (move to Department Authority)

