NINERTALENT USER GUIDE

SHRA/EHRA Position Management

UNC Charlotte's Compensation and Position Management provides consultative advice for, and analysis of, EHRA/SHRA staff position classification and salary administration actions and/or projects.

To learn more about Compensation & Position Management, hr.charlotte.edu.

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Section 1: Position Management

Overview

Introduction: The Position Management module is used to create new position descriptions and to modify/update existing descriptions. Routing options included in this module move the position description between Initiator, Approver(s), Budget Approver(s), and Human Resources.

There are two menu items:

1. Position Descriptions
2. Classifications

To create a new, or modify an existing, SHRA or EHRA position, you must submit a proposal to Human Resources. This is called the **Proposal Phase**.

Once the position has been initially reviewed/approved, it will be returned for additional information. Adding these details is called the **Details Phase**. The new, or modified, position description must also be approved after the details have been added.

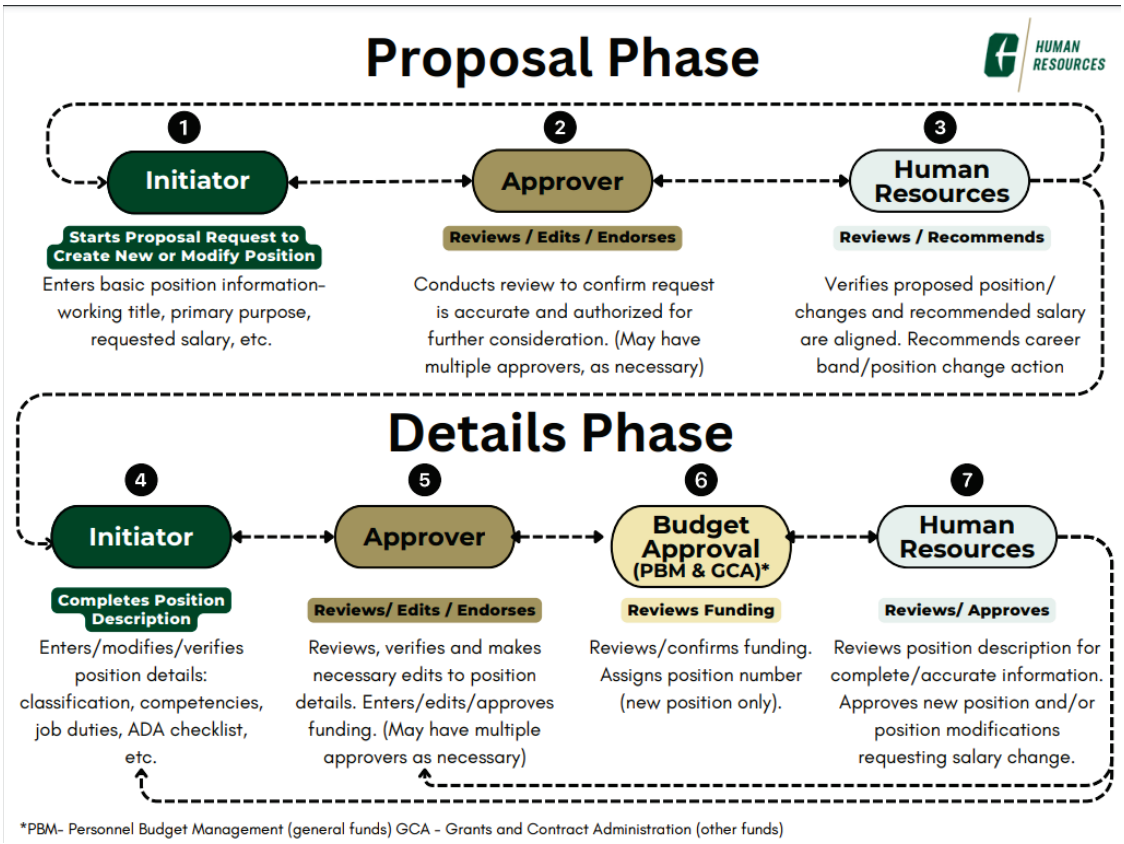
When updating an existing position description without a salary change, the **Proposal Phase** is not included.

Purpose: The Position Management module is used to:

- Create new SHRA or EHRA positions
- Modify existing SHRA or EHRA positions (salary change)
- Update existing SHRA or EHRA position (no salary change)

Process Overview

Phase	Description
Proposal	• Initiator creates a new, or modifies an existing, Position Description • Approver reviews & submits to Human Resources • Human Resources reviews proposed action • Human Resources recommends appropriate action/range of pay • Human Resources returns the Position Description to the Initiator
Details	• Initiator adds details • Approver reviews details • Budget Approver reviews & sends to Human Resources • Human Resources reviews and gives final approval

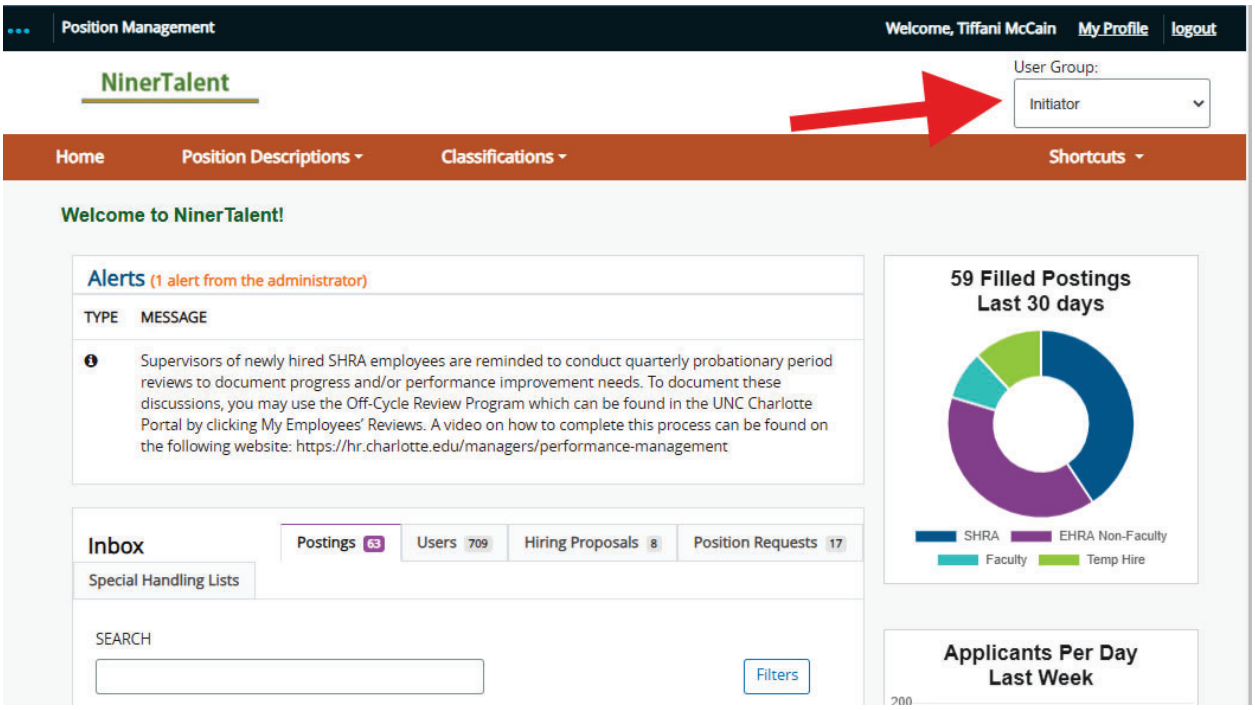


1.1 Initiator: Create New Position – Proposal Phase

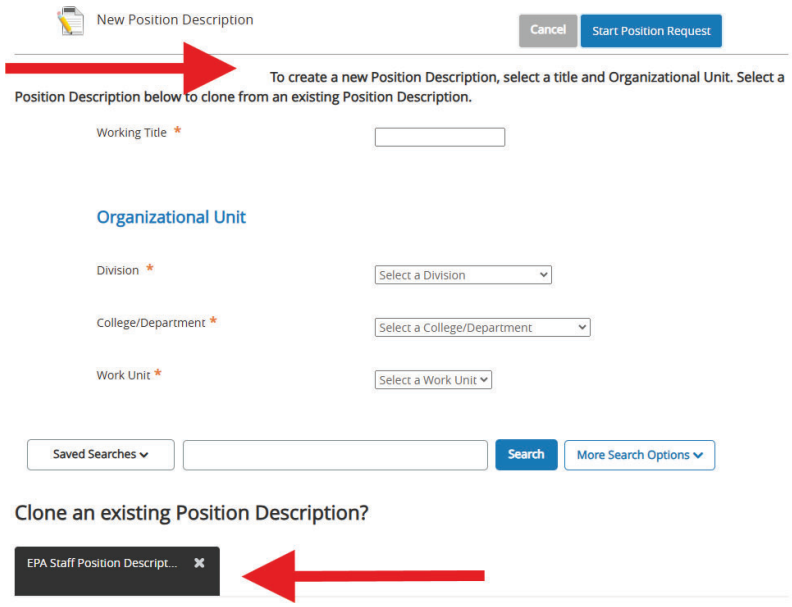
How to Create a new SHRA or EHRA Position Description: Proposal Phase

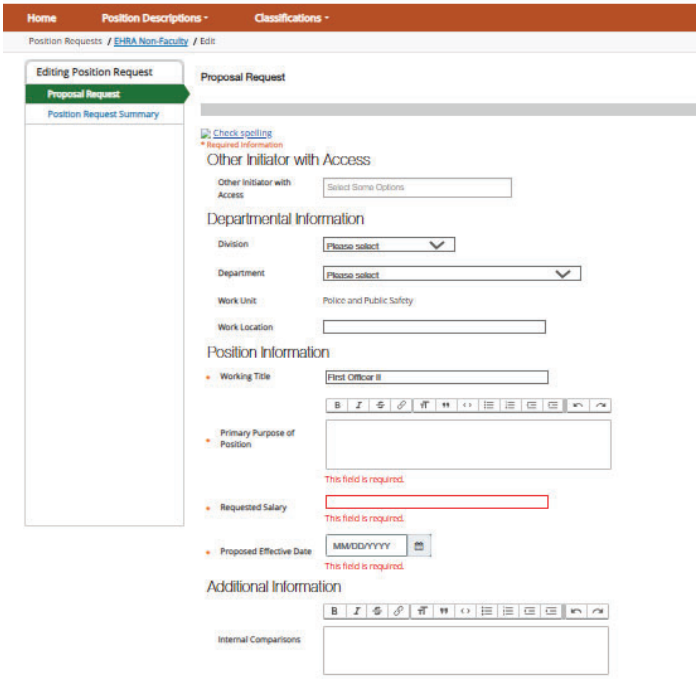
Step	Action
1	Log into NinerTalent with your NinerNet credentials. If … / Then … You are not logged in as an Initiator / Change your User Group to Initiator You are logged in as an Initiator / Proceed to Step 3.
2	Click the **Refresh** button. **Result:** A confirmation message displays at the top of the screen.

3	<table><tr><td>If …</td><td>Then …</td></tr><tr><td>The module does not default to Position Management</td><td>Change the Module</td></tr><tr><td>The module defaults to Position Management</td><td>Proceed to Step 4</td></tr></table> **Note:** The Position Management module is indicated by an orange header.



How to create a new SHRA or EHRA Position Description: Proposal Phase, continued	
Step	**Action**
4	Click the **Position Descriptions** tab and choose SHRA or EHRA from the drop-down menu. **Note:** All approved SHRA or EHRA position descriptions within your department or work unit will display.

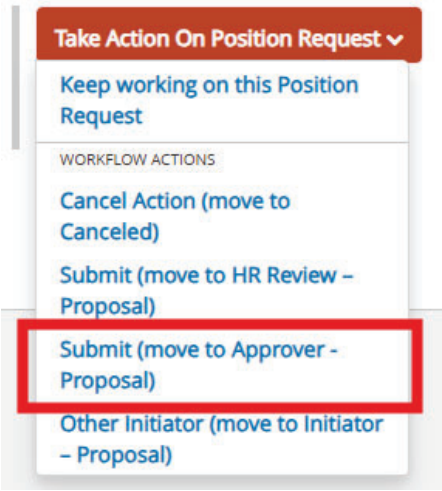
5	Click **Create New Position Description.** **Result:** A new screen with options to create a new position or clone from existing Position Description. You must enter Working Title and Organization Unit information. 
6	To clone from an existing position description, select position description from EPA Staff Position Descriptions**.** **Result:** A new page will open.
7	Enter the Proposed Working Title.
8	If you support multiple departments, select the appropriate department from the drop-down box.
9	Click **Start Position Request** **Result:** A new page will open.



10	Complete all fields on the Proposal Request page.
11	Click **Save & Continue.** **Result:** The Position Summary Page displays.
12	Click the **Take Action on Position Request** button to view all available workflow actions.

If …	Then …	**And Then…**
Approval is required	Select **Submit** (Move to Approver)	Select the appropriate Approver from the dropdown menu, add comments and select **Submit**
Additional approval is not required	Select **Submit to Human Resources** (Move to HR Review/Proposal)	Add comments and click **Submit.**

Result: A confirmation message displays at the top of the page.



1.2 Initiator: Create New Position – Details Phase

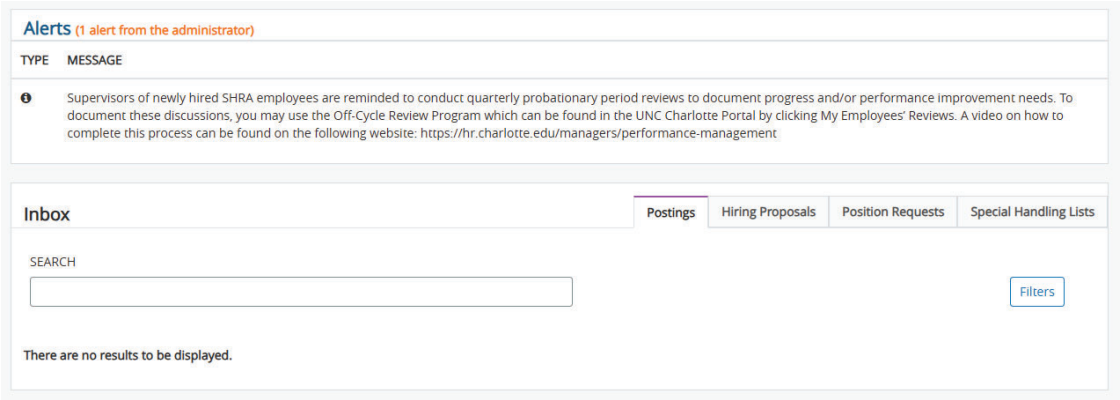
How to Create a New SHRA or EHRA Position Description – Details Phase

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into NinerTalent with your NinerNet credentials.
<table>
<tr><td>If …</td><td>Then …</td></tr>
<tr><td>You are not logged in as an Initiator</td><td>Change your User Group to Initiator</td></tr>
<tr><td>You are logged in as an Initiator</td><td>Proceed to Step 2.</td></tr>
</table></td></tr>
<tr><td>2</td><td>Click the Refresh button.

Result: A confirmation message displays at the top of the screen.</td></tr>
<tr><td>3</td><td>
<table>
<tr><td>If …</td><td>Then …</td></tr>
<tr><td>The module does not default to Position Management</td><td>Change the Module</td></tr>
<tr><td>The module defaults to Position Management</td><td>Proceed to Step 4</td></tr>
</table>
Note: The Position Management module is indicated by an orange header.</td></tr>
</table>

1.2 Initiator: Create New Position – Details Phase, Continued

How to Create a new SHRA or EHRA Position Description: Details Phase, Continued

Step	Action
4	Click on the **Position Request** tab in your Inbox.
	
Result: A list of pending positions displays.	
5	Click on the **Title** of the position to which you want to add details. **Result:** A new page appears that says "New Position Description"
6	Select **EDIT** for the "New Position Description" you are working on. **Result:** The Editing Position Request page displays.
7	Enter all necessary field information included in each tab. To move between the tabs, click the orange 'Next' button, or you may click any tab. The table below explains each tab.

Create New Position Tabs The table below describes the different Create New Position Tabs.

Tab Name	Purpose
Propose Classification	Used to select the HR-recommended classification for the requested position. As part of the proposal review process, Human Resources will communicate this information to you via system generated email. Select the radio button for the appropriate classification.
Position Details	Used to complete all the basic details about the position (work schedule, full time/part time, etc.)
Funding Source	Used to add the source(s) of funding for the position request. Note: The percentage(s) associated with each funding source should equate to 100 when totaled.
Competencies	Used to enter the position-specific competencies and relevant job duties. To begin, you will need to 'right click' on the link to the 'Competency Profile' and select 'Open Link in New Tab'. You will need to click the 'Add Position Specific Competencies Entry' button and include a minimum of three (3) competencies (Note: Most positions will have more than three). From the competency profile, you will copy the 'Competency Level Description' from the new tab that was opened. Be sure to include all relevant job duties associated with each competency.
ADA Compliance Form	Used to select the physical activities, physical requirements, visual acuity requirements, and working conditions associated with the job. Note: Each section has a link you can click for full definitions.
Supplemental Documentation	Used to upload all necessary documents that should be submitted with the position (Organizational Chart, FLSA checklist, etc.). Click Actions to upload a document.
Job Posting Information	Includes information you wish to add to the Job Posting. Note: This information will copy to the Applicant Tracking module when the position is posted.
Position Request Summary	Provides a summary view of your position request. From this screen, you may review all information entered for both accuracy and completeness. You can also jump to individual tabs to edit

Step	Action
8	Click the **Take Action on Position Request** button to view all available workflow actions.
9	Select **Submit** (Move to Approver – Details)
10	Choose the person who should approve the position description from the drop-down list box, add necessary comments, and click **Submit.** **Result:** A confirmation message displays at the top of the page.

1.3 Initiator: Modify Position – Proposal Phase

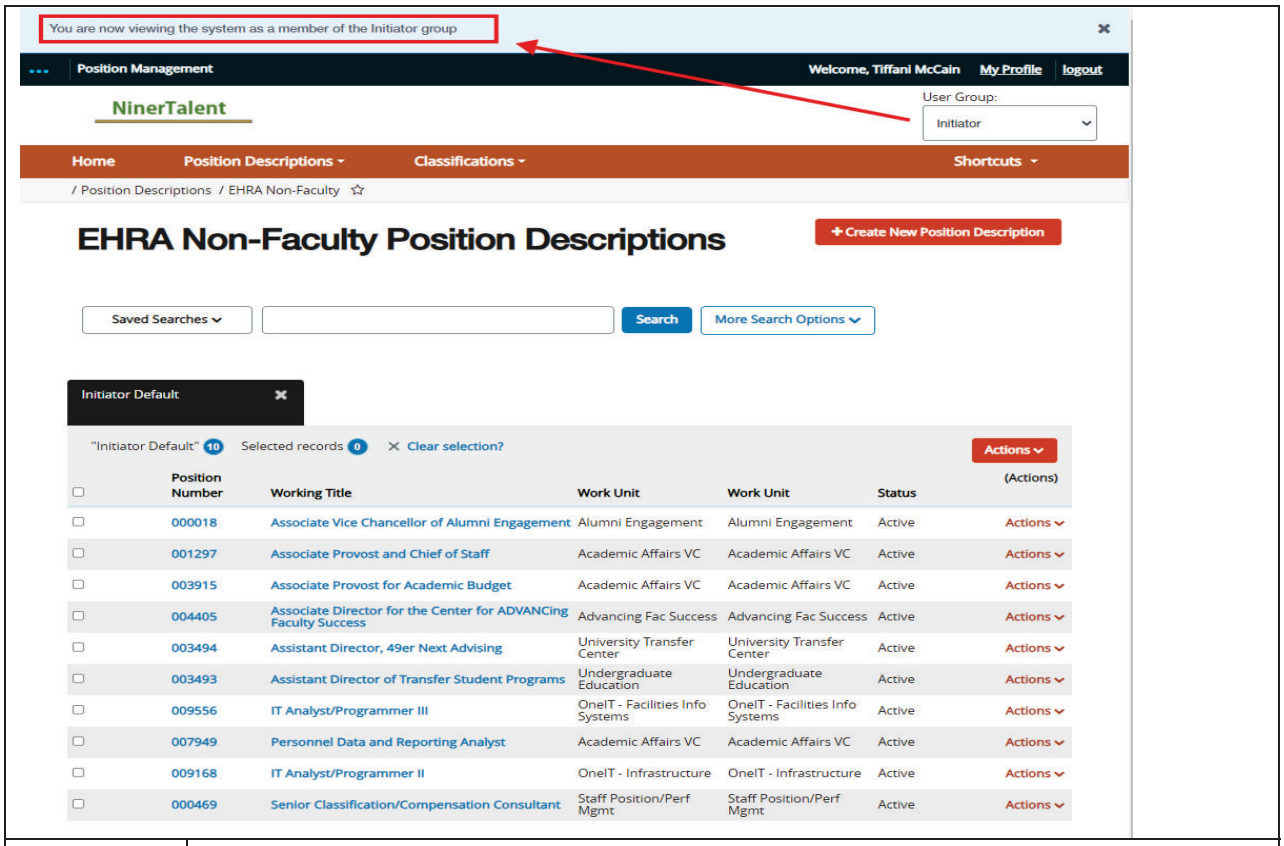
How to Modify a SHRA or EHRA Position Description: Proposal Phase

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into NinerTalent with your NinerNet credentials.

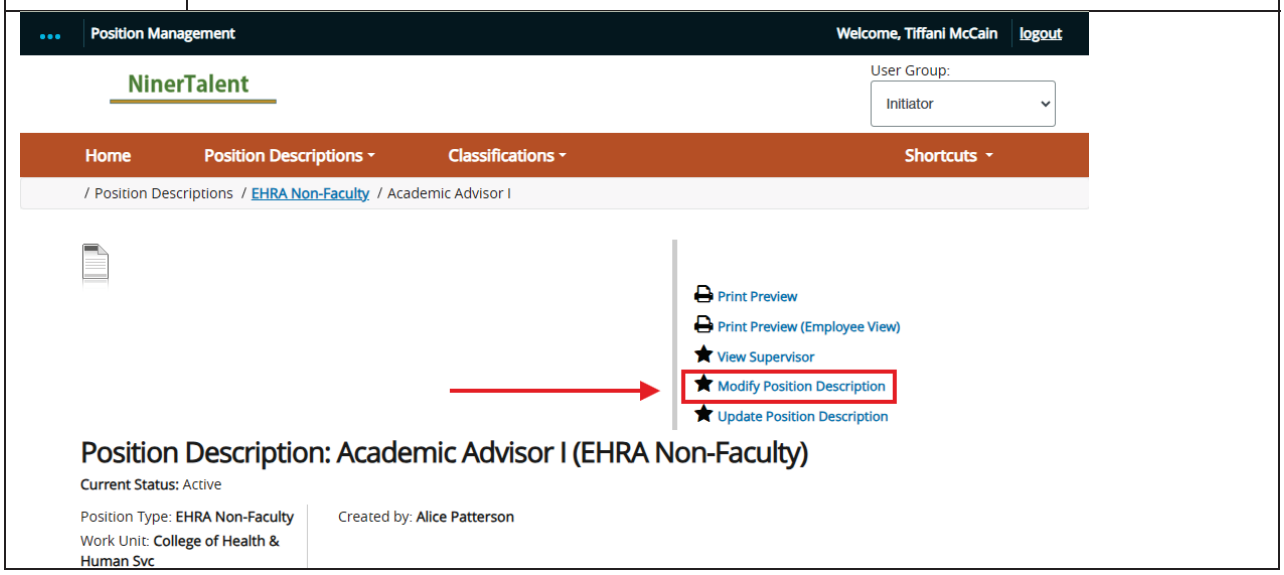
<table><tr><th>If…</th><th>Then…</th></tr><tr><td>You are not logged in as an Initiator</td><td>Change your User Group to Initiator</td></tr><tr><td>You are logged in as an Initiator</td><td>Proceed to Step 3</td></tr></table></td></tr>
<tr><td>2</td><td>Click the Refresh button.

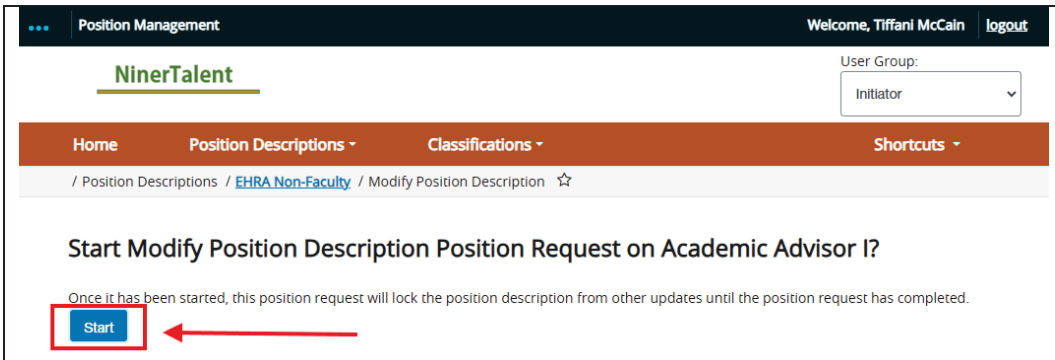
Result: A confirmation message displays at the top of the screen.</td></tr>
<tr><td>3</td><td><table><tr><th>If…</th><th>Then…</th></tr><tr><td>The module does not default to Position Management</td><td>Change the module</td></tr><tr><td>The module defaults to Position Management</td><td>Proceed to Step 4</td></tr></table>Note: The Position Management module is indicated by an orange header.</td></tr>
<tr><td>4</td><td>Click on the Position Descriptions menu tab and select SHRA or EHRA.

Result: All approved SHRA or EHRA position descriptions within your work units will display.</td></tr>
</table>



5	Locate the position description you wish to edit/modify and click on the title of the position. **Result:** The Position Description Details appear.
6	Select the **Modify Position Description** link and click the **Start** button.



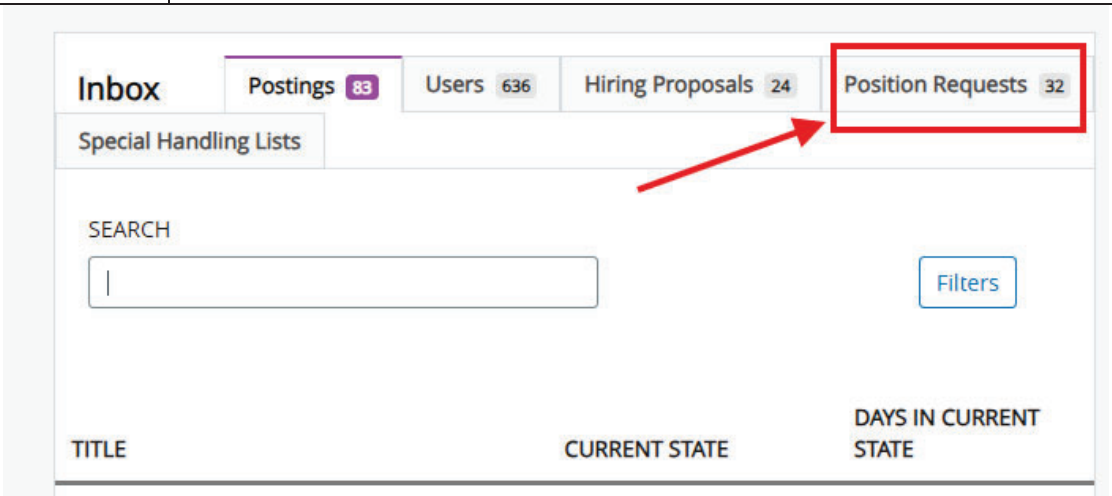


7	Enter all information as requested **in** the Proposal Request. **Note:** The Position Change Summary should be a concise, yet detailed explanation of the Requested Action. Additionally, please indicate your proposed salary, proposed effective date, and any comparable position(s)- Position# or Employee Name - that may be impacted by this request.
8	Click **Next** to move to the Position Request Summary.
9	Click the **Take Action on Position Request** button to view all available workflow actions.
10	<table><tr><th>If…</th><th>Then…</th><th>And Then…</th></tr><tr><td>Approval is required</td><td>Select **Submit** (move to approver-Proposal)</td><td>Select the appropriate Approver from the drop down menu and select **Submit**</td></tr><tr><td>Additional approval is not required</td><td>Select **Submit** (move to HR Review-Proposal)</td><td>Add comments and click Submit</td></tr></table>**Result:** A confirmation message displays at the top of the page. Note: If you wish to add this item to your Watch List, check the Watch List box.

1.4 Initiator: Modify Position – Details Phase

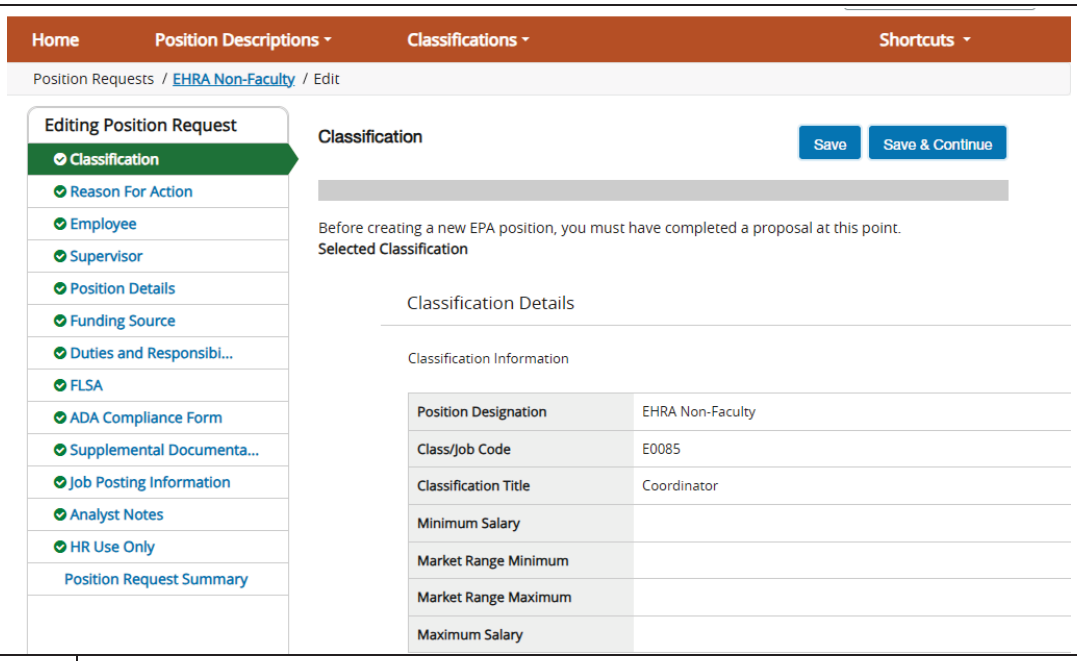
How to Modify a SHRA or EHRA Position Description: Details Phase

Step	Action
1	Log into NinerTalent with your NinerNet credentials. <table><tr><th>If…</th><th>Then…</th></tr><tr><td>You are not logged in as an Initiator</td><td>Change your User Group to Initiatory</td></tr><tr><td>You are logged in as an Initiator</td><td>Proceed to Step 3</td></tr></table>
2	Click the **Refresh** button. Result: A green confirmation message will appear at the top of the screen. **Note:** The menu may change based on your default settings.

<table>
<tr><td>3</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>The module does not default to Position Management</td><td>Change the module</td></tr>
<tr><td>The module defaults to Position Management</td><td>Proceed to Step 4</td></tr>
</table>
Note: The Position Management module is indicated by an o
</td></tr>
<tr><td>4</td><td>Click the Position Request tab in your inbox.</td></tr>
<tr><td colspan="2">


Result: A list of pending positions displays.
</td></tr>
<tr><td>5</td><td>Click on the Title of the position to which you want to add details.
Result: A new page appears that says "Modify Position Description".</td></tr>
<tr><td>6</td><td>Select the Edit link under "Modify Position Description."

Result: The Editing Position Request page displays.
Note: Tabs are shown on the left side of the page. The following table provides a description of each field.</td></tr>
</table>



Details Tab **The table below describes the different Position Details Tabs.**

Tab	Action Needed
Reason for Action	Explain what is changing about the position.
Employee	Verify the employee is listed correctly. If the position is vacant, it will indicate at the top of the page.
Position Details	Update any basic details about the position (work schedule, FT/PT, supervisor, etc.) that have changed.
Funding Source	Edit, add, or remove the source(s) of funding for this position request. **Note:** The percentage(s) associate with each funding source should equate to 100 when totaled.
Competencies (SHRA only)	Review and edit the position-specific competencies and relevant job duties. To begin, you will need to 'right click' on the link to the 'Competency Profile' and select 'Open Link in New Tab'. From the competency profile, you will copy the new 'Competency Level Description' (if the competency is changing) from the new tab that was opened. Be sure to include the new relevant job duties associated with each competency.
Duties and Responsibilities (EHRA only)	Review and edit the position-specific duties and responsibilities. There should be at least 2 entries. The entries should total 100 and
FLSA	Must answer questions 'Are you requesting FLSA designation' (Yes or No). If yes, proceed to answer all questions below providing detailed information for consideration.

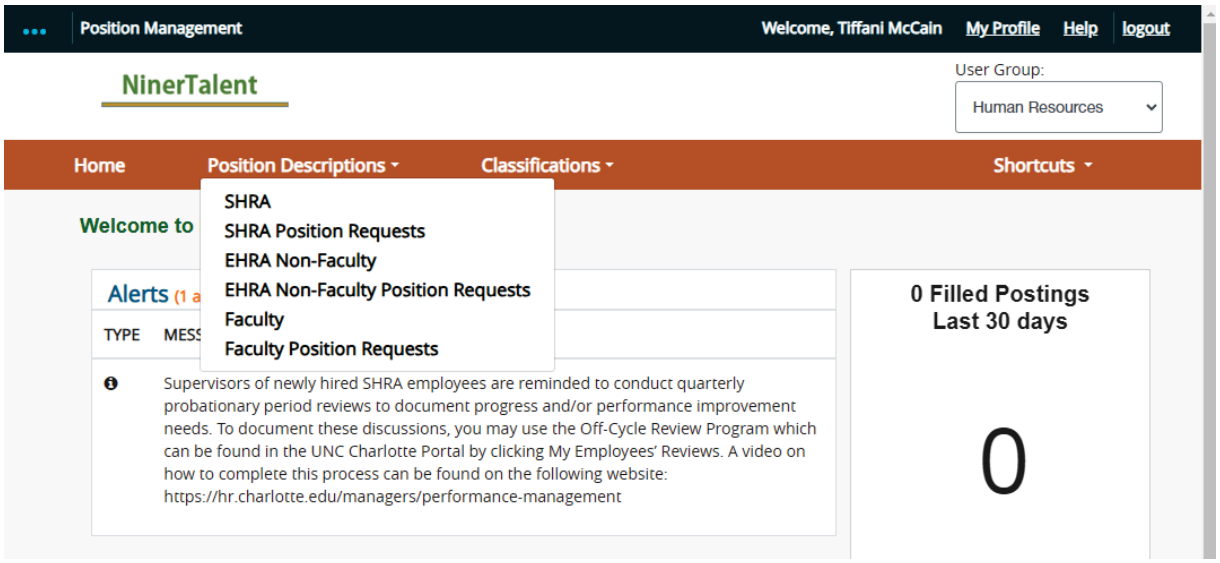
ADA Compliance Form	Select the physical activities, physical requirements, visual acuity requirements, and working conditions associated with the job. **Note:** Each section has a link you can click for full definitions.
Supplemental Documentation	Include all necessary documents that should be submitted with the position (Organizational Chart, FLSA checklist, etc.)
Job Posting Information	Include information you wish to be included on the Job Posting. **Note:** This information will copy to the Applicant Tracking module when you are ready to post the position.
Position Request Summary	Review all information entered for both accuracy and completeness

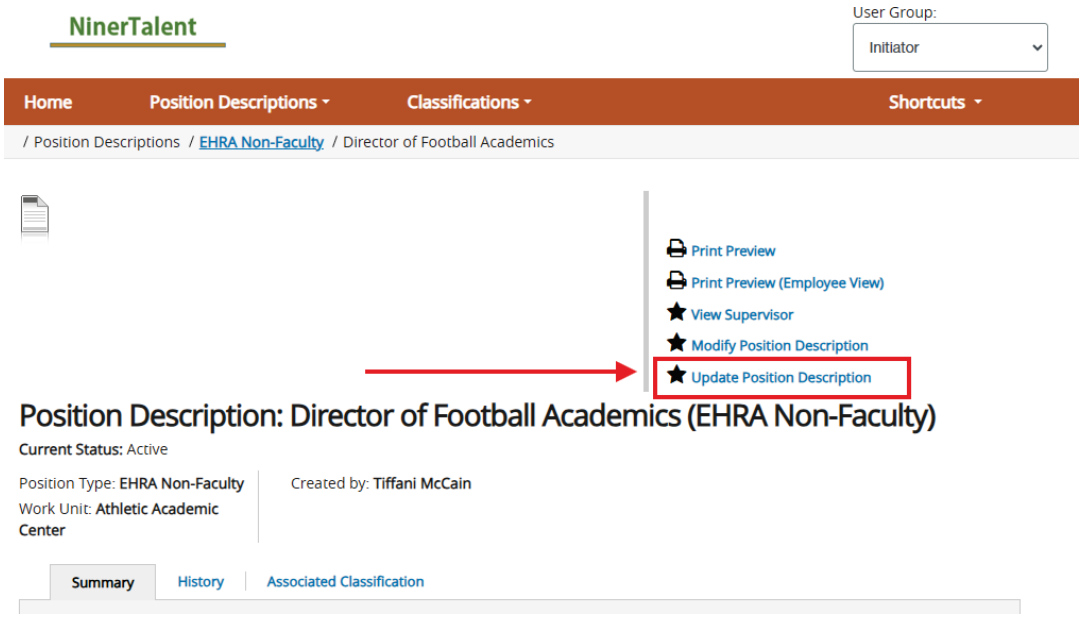
Step	Action
8	From the Summary Tab, select **Take Action on Position Request.**
9	Select **Submit** (Move to Approver – Details)
10	Choose the person who should approve the position description from the drop-down list box and click **Submit.** **Result:** A confirmation message displays at the top of the page.

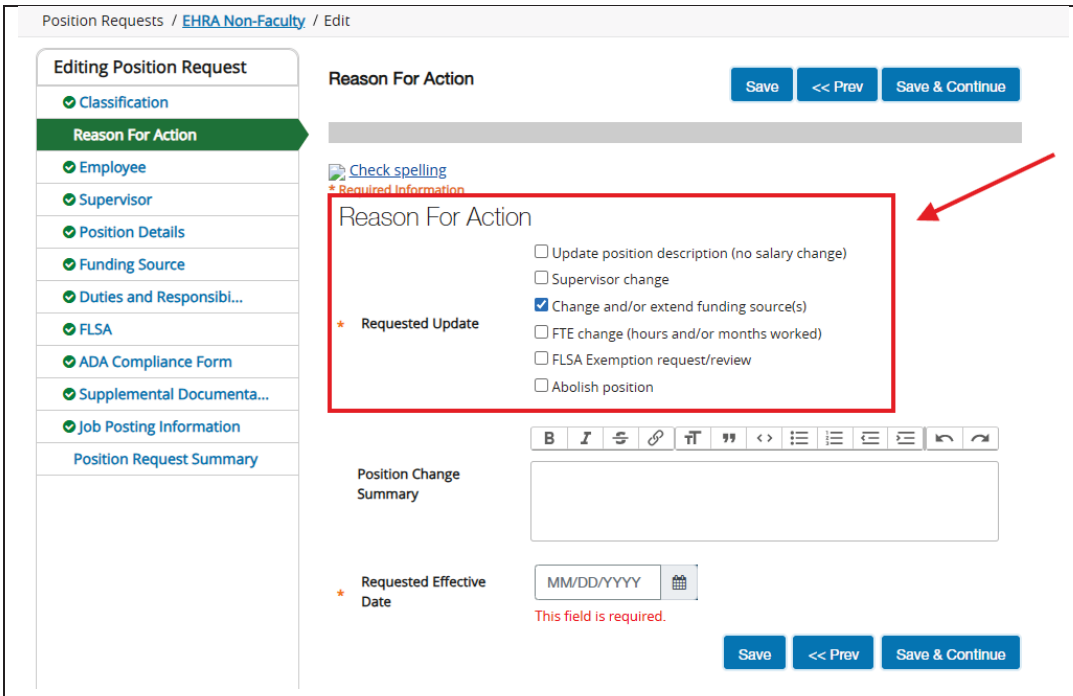
1.5 Initiator: Update Position

Overview: The Update action is used when a position is being edited/updated with no change in salary. Note: There is no Proposal phase in this action.

Step	Action
1	Log into NinerTalent with your NinerNet credentials.
2	<table><tr><td>If…</td><td>Then…</td></tr><tr><td>You are not logged in as an Initiator</td><td>Change your User Group to Initiator</td></tr><tr><td>You are logged in as an Initiator</td><td>Proceed to Step 3.</td></tr></table> Result: A confirmation message will appear at the top of the screen.
3	<table><tr><td>If…</td><td>Then…</td></tr><tr><td>The module does not default to Position Management</td><td>Change the module</td></tr><tr><td>The module defaults to Position Management</td><td>Proceed to Step 4</td></tr></table> **Note:** The Position Management module is indicated by an orange header.
4	Click on the **Position Descriptions** tab and select **SHRA or EHRA.** Result: All approved SHRA or EHRA position descriptions within your work unit will display.



Step	Action
5	Click the title on the position description you wish to edit.
6	Select **Update Position Description**
	
7	Click **Start.** **Result:** The Editing Position Request page will display.
8	Review fields and edit as needed on each tab.
9	Click **Next** to move between tabs. Note: The Summary tab is the final tab.



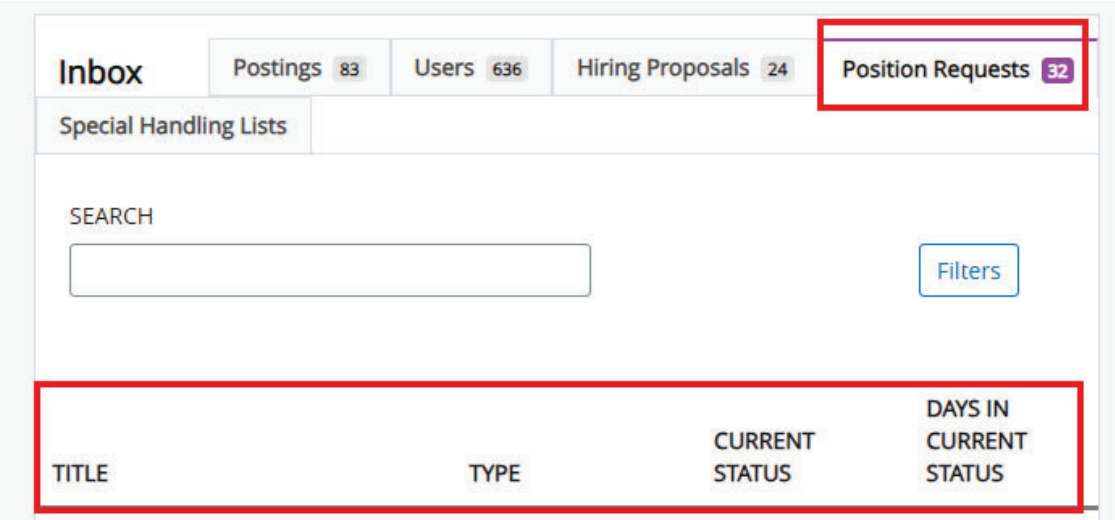
10	From the Summary tab, select **Take Action on Position Request.**
11	<table><tr><th>If…</th><th>Then…</th><th>And Then…</th></tr><tr><td>Approval is required</td><td>Select **Submit** (move to Approver – Details)</td><td>Proceed to step 10</td></tr><tr><td>Additional approval is not required</td><td>Select **Submit** (Move to HR Review – Details)</td><td>Add comments and click **Submit**</td></tr></table> **Result:** A confirmation message displays at the top of the page. Note: If you wish to add this item to your Watchlist, check the WatchList box.
12	Choose the person who should approve the position description from the drop-down list box and click **Submit.** **Result:** A confirmation message displays at the top of the page.

1.6 Approver: Create New Position – Proposal Phase

How to review and approve a Request for a New SHRA or EHRA Position: Proposal Phase

Step	Action
1	Log in to NinerTalent with your NinerNet credentials.
2	<table><tr><th>If…</th><th>Then…</th></tr><tr><td>You are logged in as an Approver</td><td>Change your User Group to Approver</td></tr><tr><td>You are logged in as an Approver</td><td>Proceed to Step 3.</td></tr></table>
3	Click the **Refresh** button. Result: A confirmation message will display at the top of the page.
4	Click on the **Position Management** module.

	Note: The Positions Management module is indicated by an orange header.
Step	**Action**
5	Click on the **Position Requests** tab in your inbox.



6	Click the **Title** of the position description you wish to review/approve.
7	Review all fields.
8	

If…	Then…
No edits are needed	Click **Take Action on Position Request** and proceed to Step 9
Edits are needed	Make the edits yourself OR Click **Take Action on Position Request** and proceed to Step 11

9

If…	Then…	And Then…
Additional approval is required	Select **Submit (Move to Approver-Proposal)**	Proceed to Step 10
Additional approval is not required	Select **Submit (Move to**	Proceed to Step 12

10	Select the appropriate Approver from the drop-down box and proceed to step 12.
11	Select **Return (Move to Initiator - Proposal)**
12	Add comments, if needed and click Submit Result: a confirmation message displays at the top of the page

1.7 Approver: Create New Position – Details Phase

How to review and approve a New Position Description: Details Phase

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into NinerTalent with your NinerNet credentials.</td></tr>
<tr><td>2</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>You are not logged in as an Approver</td><td>Change your UserGroup to Approver</td></tr>
<tr><td>You are logged in as an Approver</td><td>Proceed to Step 3.</td></tr>
</table>

Result: A green confirmation message will appear at the top of the screen.
</td></tr>
<tr><td>3</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>The module does not default to Position Management</td><td>Change the module</td></tr>
<tr><td>The module defaults to Position Management</td><td>Proceed to Step 4</td></tr>
</table>

Note: The Position Management module is indicated by an orange header.
</td></tr>
<tr><td>4</td><td>Click on the Position Requests tab in your inbox.</td></tr>
<tr><td>5</td><td>Click the title of the position you want to review/approve.</td></tr>
<tr><td>6</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>No edits are needed</td><td>Click Take Action on Position Request and proceed to step 7</td></tr>
<tr><td>Edits are needed</td><td>Make the edits yourself
OR
Click Take Action on Position Request and proceed to step 8</td></tr>
</table>
</td></tr>
<tr><td>7</td><td>
<table>
<tr><td>If…</td><td>Then…</td><td>And Then…</td></tr>
<tr><td>Additional approval is required</td><td>Select Submit (Move to Approver-Details)</td><td>Proceed to Step 8</td></tr>
<tr><td>Additional approval is not required</td><td>Select Submit (Move Budget Approval-Details)</td><td>Proceed to Step 10</td></tr>
</table>
</td></tr>
<tr><td>8</td><td>Select the appropriate Approver from the drop-down box and proceed to Step 10.</td></tr>
<tr><td>9</td><td>Select Return (Move to Initiator – Details)</td></tr>
<tr><td>10</td><td>Add comments, if needed and click Submit</td></tr>
</table>

1.8 Approver: Modify Position – Proposal Phase

How to review and approve a request for Modify a Position Description: Proposal Phase

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into NinerTalent with your NinerNet credentials.</td></tr>
<tr><td>2</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>You are not logged in as an Approver</td><td>Change your User Group to Approver</td></tr>
<tr><td>You are logged in as an Approver</td><td>Proceed to Step 3.</td></tr>
</table>

Result: A confirmation message displays at the top of the page.
</td></tr>
<tr><td>3</td><td>Select the Position Management module from the drop-down box.
Note: The Position Management module is indicated by an orange header</td></tr>
<tr><td>4</td><td>Click on the Position Request tab in your Inbox.

Result: A list of pending positions displays.</td></tr>
<tr><td></td><td></td></tr>
<tr><td>5</td><td>Click on the Title of the position to which you want to review/approve.</td></tr>
<tr><td>6</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>No edits are needed</td><td>Click Take Action on Position Request and proceed to Step 7</td></tr>
<tr><td>Edits are needed</td><td>Make the edits yourself
OR
Click Take Action on Position Request and proceed to Step 9</td></tr>
</table>
</td></tr>
<tr><td>7</td><td>
<table>
<tr><td>If…</td><td>Then…</td><td>And Then…</td></tr>
<tr><td>Additional approval is required</td><td>Select Submit (Move to Approver- Proposal)</td><td>Proceed to Step 8</td></tr>
<tr><td>Additional approval is not required</td><td>Select Submit (Move to HR Review-Proposal)</td><td>Add comments if needed and click Submit</td></tr>
</table>
</td></tr>
<tr><td>8</td><td>Select the appropriate Approver from the drop-down box, add comments if needed and click Submit.</td></tr>
<tr><td>9</td><td>Select Return (Move to Initiator - Proposal)

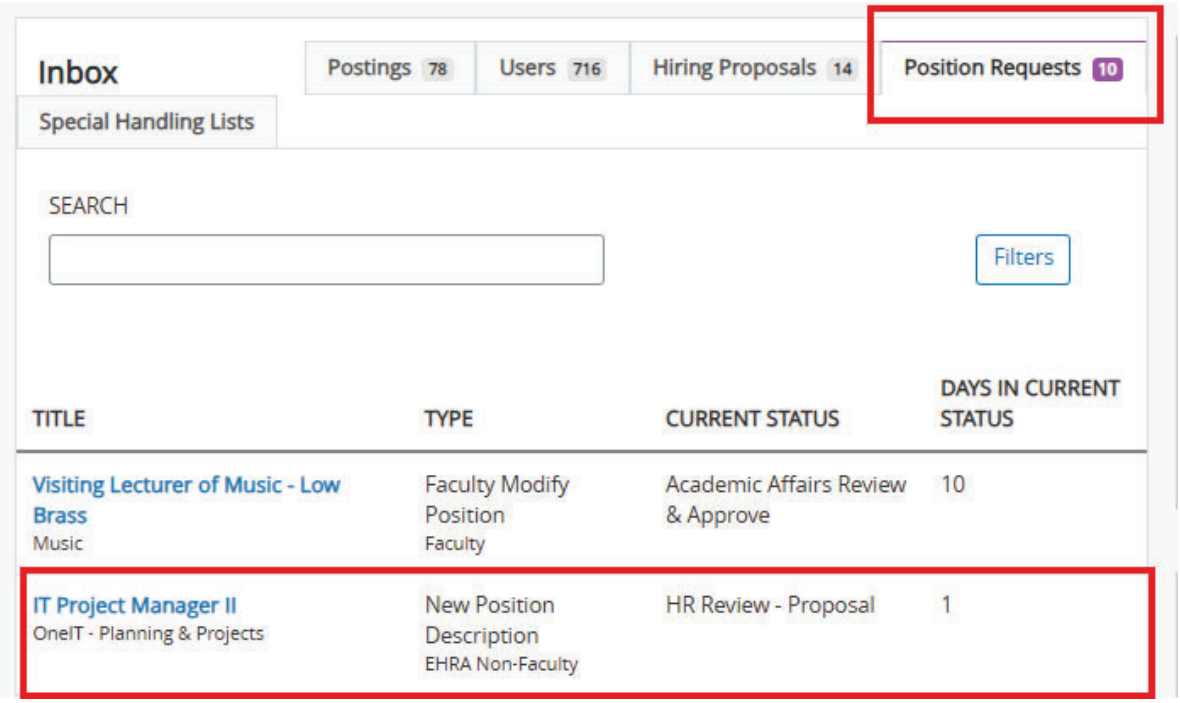
Result: A Take Action window displays.</td></tr>
</table>

1.9 Approver: Modify Position Description: Details Phase

How to review and approve a request for Modify a Position Description: Details Phase

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into NinerTalent with your NinerNet credentials.</td></tr>
<tr><td>2</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>You are not logged in as an Approver</td><td>Change your User Group to Approver</td></tr>
<tr><td>You are logged in as an Approver</td><td>Proceed to Step 3.</td></tr>
</table>

Result: A green confirmation message will appear at the top of the screen.
</td></tr>
<tr><td>3</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>The module does not default to Position Management</td><td>Change the module</td></tr>
<tr><td>The module defaults to Position Management</td><td>Proceed to Step 4</td></tr>
</table>

Note: The Position Management module is indicated by an orange header.
</td></tr>
<tr><td>4</td><td>Click on the Position Requests tab in your inbox</td></tr>
<tr><td colspan="2">


</td></tr>
<tr><td>5</td><td>Click the Title of the position description you wish to review/approve.</td></tr>
<tr><td>6</td><td>Review all fields.</td></tr>
</table>

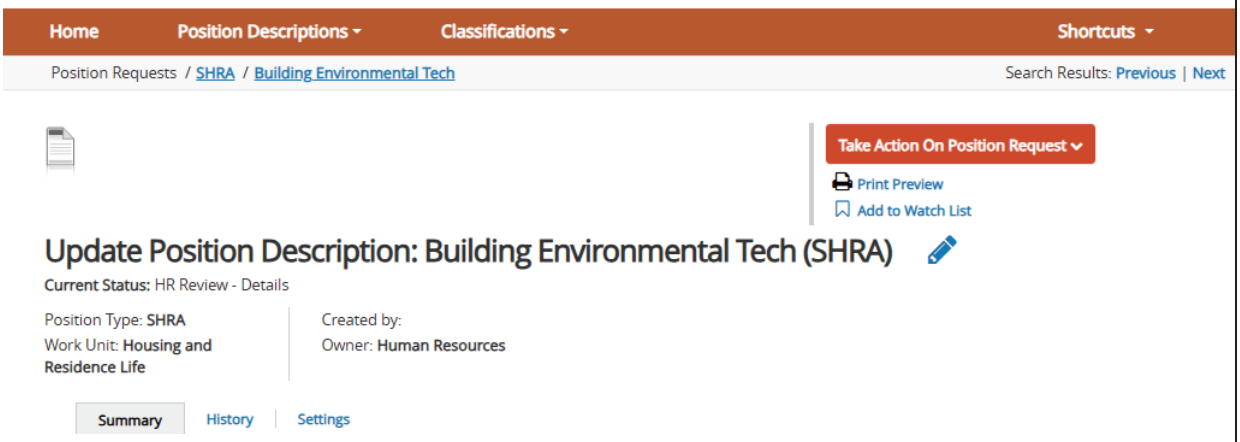
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>No edits needed</td><td>Click Take Action on Position Request and proceed to Step 8</td></tr>
<tr><td>Edits are needed</td><td>Make the edits yourself
OR
Click Take Action on Position Request and proceed to Step 10</td></tr>
</table>
</td></tr>
<tr><td>8</td><td>
<table>
<tr><th>If…</th><th>Then…</th><th>And Then…</th></tr>
<tr><td>Additional approval is required</td><td>Select Submit (Move to Approver-Details)</td><td>Proceed to Step 9</td></tr>
<tr><td>Additional approval is not required</td><td>Select Submit (Move to Budget Approval-Details)</td><td>Proceed to Step 11</td></tr>
</table>
</td></tr>
<tr><td>9</td><td>Select the appropriate Approver from the drop-down box and proceed to step 11.</td></tr>
<tr><td>10</td><td>Select Return (Move to Initiator- Details)</td></tr>
<tr><td>11</td><td>Add comments if needed and click Submit.
Result: A confirmation message displays at the top of the screen.</td></tr>
</table>

1.10 Approver: Update Position

How to review and approve a request for Update a Position Descriptions

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into NinerTalent with your NinerNet credentials</td></tr>
<tr><td>2</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>You are not logged in as an Approver</td><td>Change your User Group to Approver and Click Refresh</td></tr>
<tr><td>You are logged in as an Approver</td><td>Proceed to Step 3.</td></tr>
</table>

Result: A confirmation message displays at the top of the screen.
</td></tr>
<tr><td>3</td><td>
<table>
<tr><td>If…</td><td>Then…</td></tr>
<tr><td>The module does not default to Position Management</td><td>Change the module</td></tr>
<tr><td>The module defaults to Position Management</td><td>Proceed to Step 4</td></tr>
</table>
Note: The Position Management module is indicated by an orange header.
</td></tr>
<tr><td>4</td><td>Click the Position Request tab in your inbox.</td></tr>
<tr><td>5</td><td>Click the Title of the position description you wish to review/approve.</td></tr>
<tr><td>6</td><td>Review all fields.</td></tr>
</table>

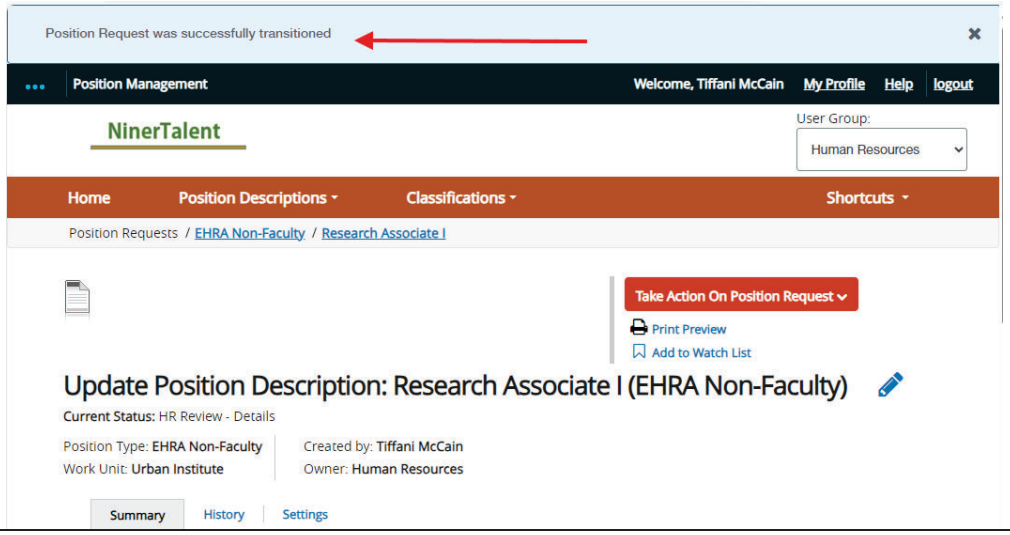


Update Position Tab **The table below describes the different Update Position Tabs.**

Tab	Action Needed
Reason for Action	Explain what is changing about the position.
Employee	Verify the employee is listed correctly. If the position is vacant, it will indicate that at the top of the page.
Position Details	Update any basic details about the position (work schedule, FT/PT, etc.) that have changed.
Funding Source	Edit, add, or remove the source(s) of funding for this position request. Note: The percentage(s) associated with each funding source should equate to 100 when totaled.
Competencies	Review/edit the position-specific competencies (priority order) and/or relevant job duties.
ADA Compliance Form	Select the physical activities, physical requirements, visual acuity requirements, and working conditions associated with the job. Note: Each section has a link you can click for full definitions.
Supplemental Documentation	Include all necessary documents that should be submitted with the position (Organizational Chart, FLSA checklist, etc.)
Job Posting Information	Include information you wish to be included on the Job Posting. **Note:** This information will copy to the Applicant Tracking module when you are ready to post the position.
Position Request Summary	Review all information entered for both accuracy and completeness

How to review and approve a request for Update a Position Description: Details Phase, continued

Step	Action
7	<table><tr><th>If…</th><th>Then…</th></tr><tr><td>No edits are needed</td><td>Click **Take Action on Position Request** and proceed to step 8</td></tr><tr><td>Edits are needed</td><td>Make the edits yourself OR Click **Take Action on Position Request** and proceed to step 10</td></tr></table>
8	<table><tr><th>If…</th><th>Then…</th><th>And Then…</th></tr><tr><td>Additional approval is required</td><td>Select **Submit (Move to Approver-Details)**</td><td>Proceed to Step 9</td></tr><tr><td>Additional approval is not required</td><td>Select **Submit (Move to HR Review-Details)**</td><td>Proceed to Step 11</td></tr></table>

9	Select the appropriate Approver from the drop-down box and proceed to Step 11
10	Select **Return (Move to Initiator – Details)**
11	Add comments if needed and click **Submit.** **Result:** A confirmation message displays at the top of the screen. 

Appendix

User Roles and How to request User Role access

NinerTalent has three user groups: initiator, approver, and temp hire manager. Each user has different responsibilities in NinerTalent.

NinerTalent Role	NinerTalent Responsibilities
Initiator	– Begin a request for new position (SHRA, EHRA Non-Faculty) – Begin a 'modify' or 'update' request for existing position (SHRA, EHRA Non-Faculty, Faculty) – Begin a posting request (SHRA, EHRA Non-Faculty, Faculty) – Applicant review/status changes – Begin a hiring proposal (SHRA, EHRA Non-Faculty, Faculty)
Approver	– Review/edit/approve request for new position (SHRA, EHRA Non-Faculty, Faculty) – Review/edit/approve a 'modify' or 'update' request for existing position (SHRA, EHRA Non-Faculty, Faculty) – Review/edit/approve a posting request (SHRA, EHRA Non-Faculty, Faculty, Temp Hire) – Applicant review/status changes Review/edit/approve a hiring proposal (SHRA, EHRA Non-Faculty, Faculty, Temp Hire) – Review/edit/approve a hiring proposal (SHRA, EHRA Non-Faculty, Faculty, Temp Hire)
Temp Hire Manager	– Begin a posting request for temporary employee (Faculty, Staff, Student, Work Study) – Applicant review/status changes – Begin a hiring proposal for temporary employee (Staff, Student, Work Study)
Budget Approval	– View positions (SHRA, EHRA Non-Faculty, Faculty) – Add and approve funding information – Add Budget, Program, Fund Org Codes – Add Position number (new positions) – Add certification of contract/grant funding

Supervisors and Business Officers may request access to NinerTalent User Groups for your employees by completing this Google Form.