

NinerTalent User Guide

Part 1: SHRA Position Management

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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/modify a SHRA position, you must first 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:

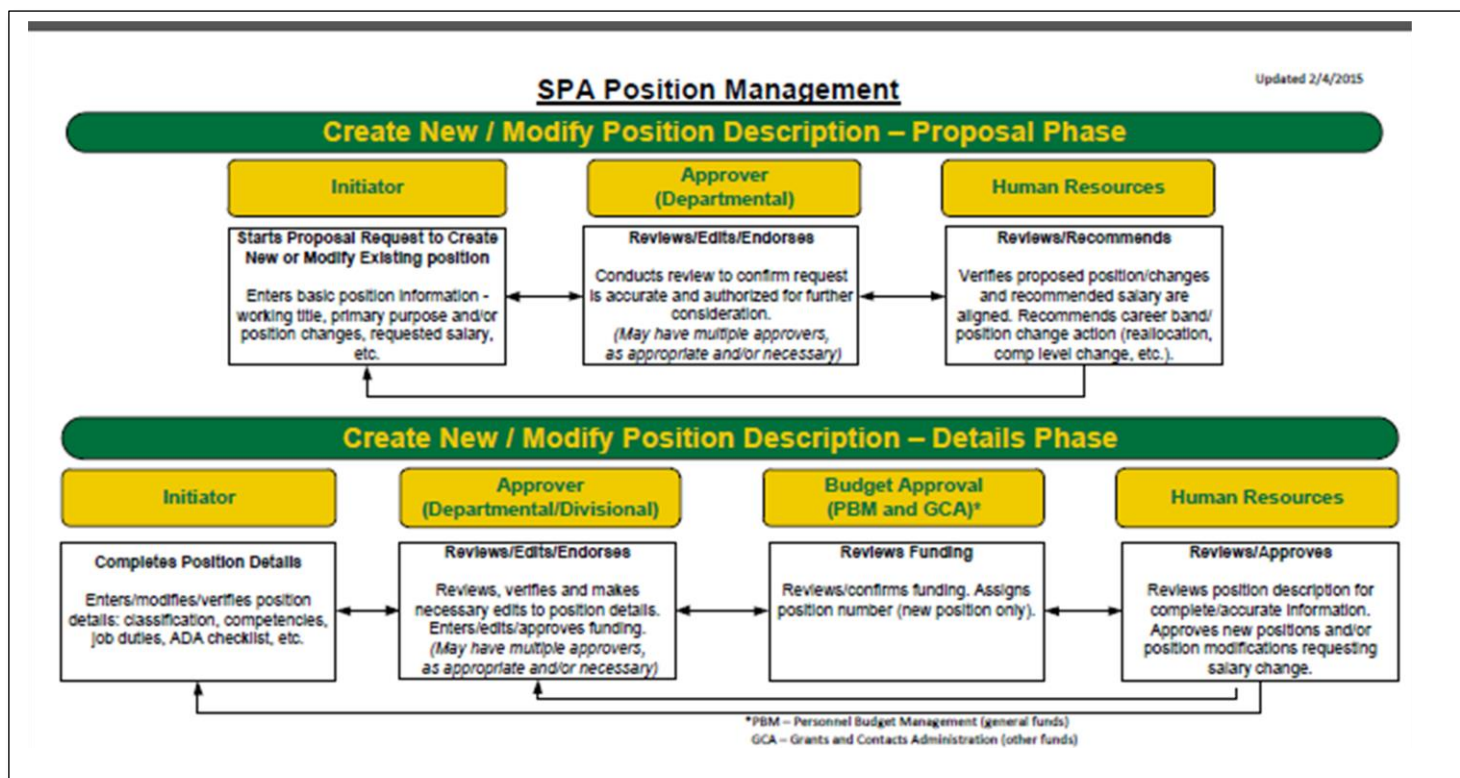
- Create new SHRA positions
- Modify existing SHRA positions (salary change)
- Update existing SHRA position (no salary change/no proposal phase)

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Overview, Continued

Process Overview

Phase	Description
Proposal	<ul style="list-style-type: none"> Initiator creates a new, or modifies an existing, Position Description Approver reviews & submits to Human Resources Human Resources reviews Human Resources determines career band and recommends appropriate action/range of pay Human Resources returns the Position Description to the Initiator
Details	<ul style="list-style-type: none"> Initiator adds details Approver reviews details Budget Approver reviews & sends to Human Resources Human Resources gives final approval

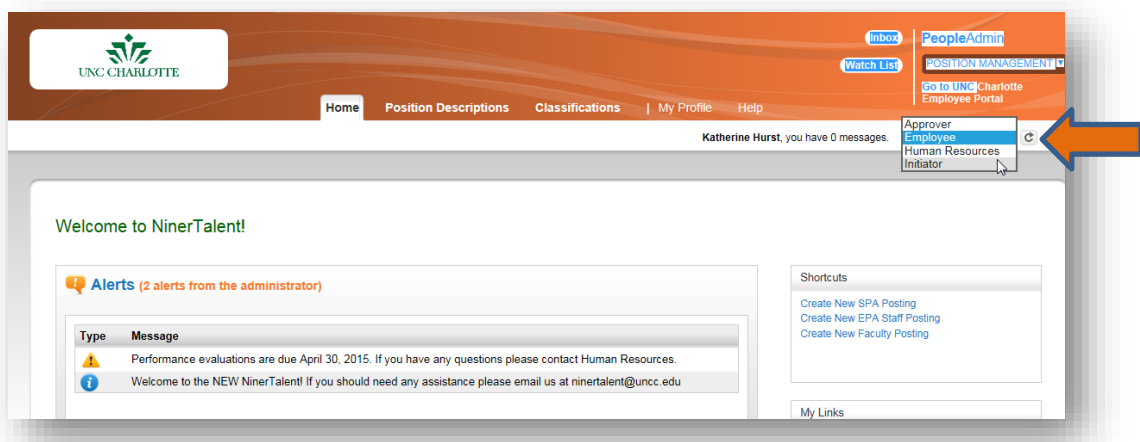


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1.1 Initiator: Create New Position – Proposal Phase

How to Create a new SHRA Position Description: Proposal Phase

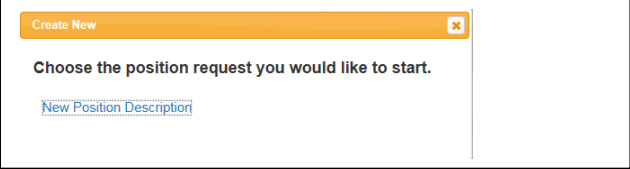
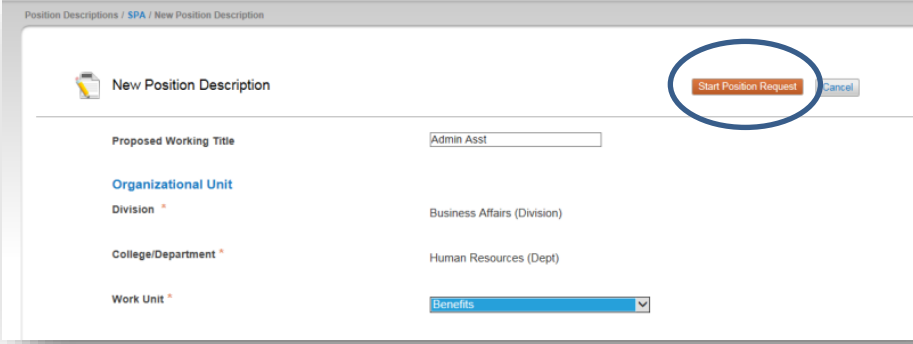
Step	Action						
1	Log into NinerTalent with your NinerNet credentials.						
	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>You are not logged in as an Initiator</td> <td>Change your User Group to Initiator</td> </tr> <tr> <td>You are logged in as an Initiator</td> <td>Proceed to Step 3.</td> </tr> </tbody> </table>	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.
	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	<p>Click the Refresh button.</p> <p>Result: A confirmation message displays at the top of the screen.</p>						
3	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table>	If ...	Then ...	The module does not default to Position Management	Change the module	The module defaults to Position Management	Proceed to Step 4
	If ...	Then ...					
	The module does not default to Position Management	Change the module					
The module defaults to Position Management	Proceed to Step 4						
<p>Note: The Position Management module is indicated by an orange header.</p>							



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1.11.1 Initiator: Create New Position – Proposal Phase, Continued

**How to Create
a new SHRA
Position
Description:
Proposal Phase
continued**

Step	Action
4	<p>Click the Position Descriptions tab and choose SHRA from the drop down menu.</p> <p>Note: All approved SHRA position descriptions within your department or work unit will display.</p>
5	<p>Click Create New Position Description.</p> <p>Result: A dialog box opens.</p> 
6	<p>Click New Position Description.</p> <p>Result: The New Position Description page displays.</p>
7	<p>Enter the Proposed Working Title.</p>
8	<p>If you support multiple units, select the appropriate work unit from the drop down box.</p>
9	<p>Click Start Position Request</p>
	
10	<p>Complete all fields on the Proposal Request page.</p>
11	<p>Click Next.</p> <p>Result: The Summary Page displays.</p>

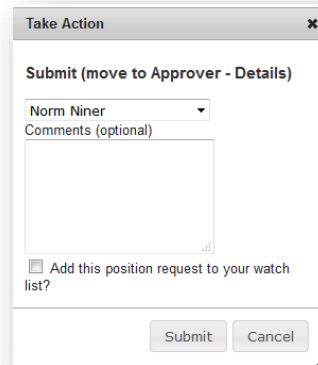
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1.11.1 Initiator: Create New Position – Proposal Phase,

Continued

How to Create a new SHRA Position Description: Proposal Phase
continued

Step	Action		
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 drop down 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.			



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1.2 Initiator: Create New Position – Details Phase

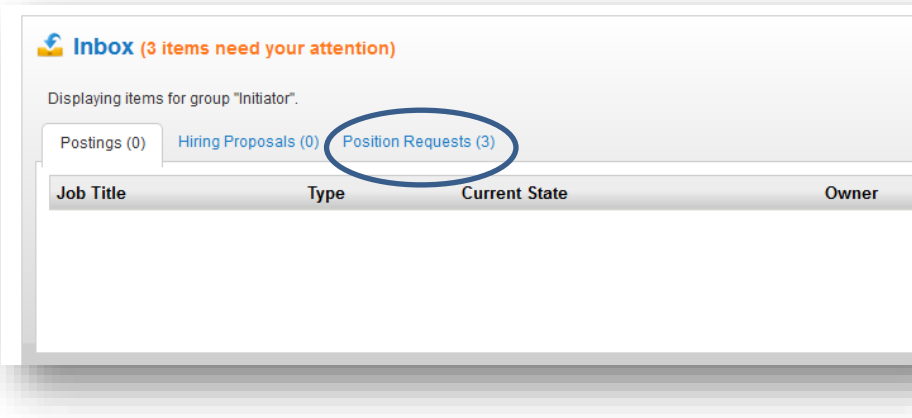
How to Create a new SHRA Position
Description:
Details Phase

Step	Action						
1	Log into NinerTalent with your NinerNet credentials.						
	<table border="1"> <thead> <tr> <th data-bbox="579 421 986 450">If ...</th> <th data-bbox="986 421 1386 450">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="579 450 986 562">You are not logged in as an Initiator</td> <td data-bbox="986 450 1386 562">Change your User Group to Initiator</td> </tr> <tr> <td data-bbox="579 562 986 640">You are logged in as an Initiator</td> <td data-bbox="986 562 1386 640">Proceed to Step 2.</td> </tr> </tbody> </table>	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 2.
	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 2.						
<p>2</p> <p>Click the Refresh button.</p> <p>Result: A confirmation message displays at the top of the screen.</p>							
3	<table border="1"> <thead> <tr> <th data-bbox="579 853 986 882">If ...</th> <th data-bbox="986 853 1386 882">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="579 882 986 983">The module does not default to Position Management</td> <td data-bbox="986 882 1386 983">Change the module</td> </tr> <tr> <td data-bbox="579 983 986 1061">The module defaults to Position Management</td> <td data-bbox="986 983 1386 1061">Proceed to Step 4</td> </tr> </tbody> </table>	If ...	Then ...	The module does not default to Position Management	Change the module	The module defaults to Position Management	Proceed to Step 4
	If ...	Then ...					
	The module does not default to Position Management	Change the module					
The module defaults to Position Management	Proceed to Step 4						
<p>Note: The Position Management module is indicated by an orange header.</p>							

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1.2 Initiator: Create New Position – Details Phase, Continued

How to Create a new SHRA Position
Description: Details Phase
 continued

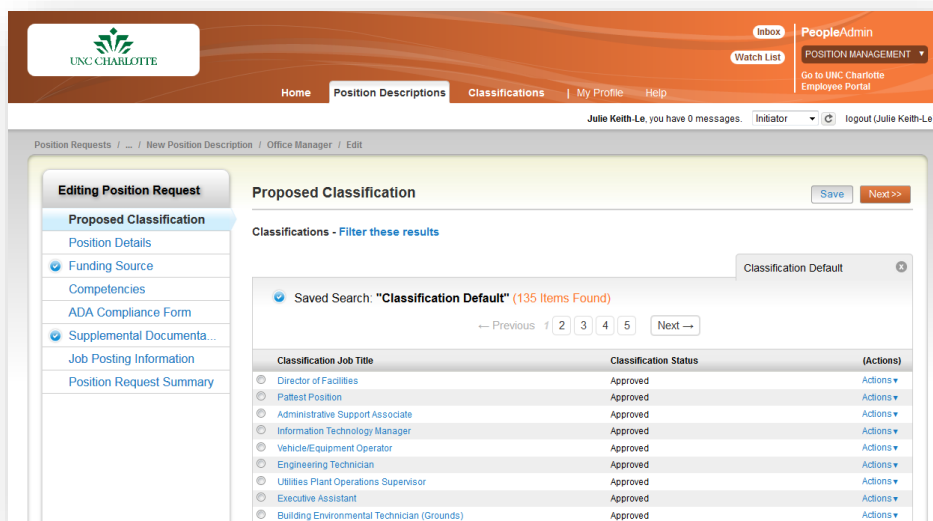
Step	Action
4	Click on the Position Request tab in your Inbox.
 <p>Result: A list of pending positions displays.</p>	
5	<p>Click on the Title of the position to which you want to add details.</p> <p>Result: A new page appears that says “New Position Description”</p>

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1.2 Initiator: Create New Position – Details Phase, Continued

How to Create a new SHRA Position Description: Details Phase continued

Step	Action
6	<p>Select Edit for the “New Position Description” you are working on.</p> <p>Result: The Editing Position Request page displays.</p> <p>Note: Tabs are shown on the left side of the page.</p>



7	<p>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.</p>
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1.2 Initiator: Create New Position – Details Phase, Continued

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

Tab Name	Purpose
Proposed 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, BD607, 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

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1.2 Initiator: Create New Position – Details Phase, Continued

How to Create a new SHRA Position Description: Details Phase continued

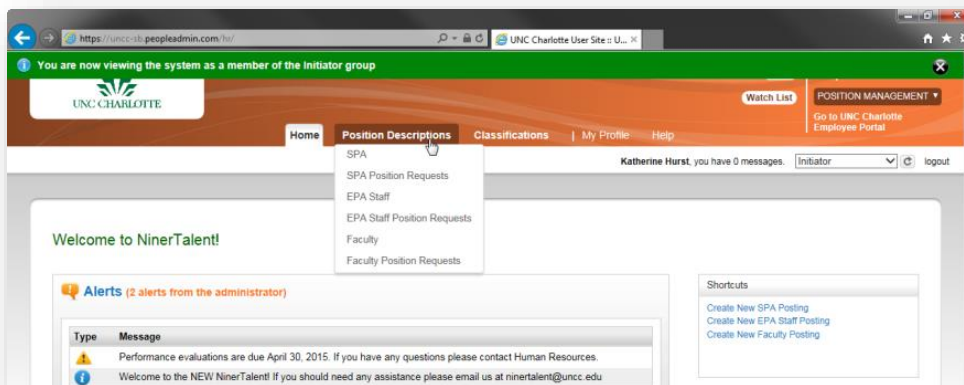
Step	Action
8	Click the Take Action on Position Request button to view all available workflow actions.
9	Select Submit (Move to Approver- Details)
10	<p>Choose the person who should approve the position description from the drop down list box, add necessary comments, and click Submit.</p> <p>Result: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

Continued on next page

1.3 Initiator: Modify Position – Proposal Phase

How to Modify a Position Description: Proposal Phase

Step	Action						
1	Log into NinerTalent with your NinerNet credentials.						
	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table>	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.
	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	<p>Click the Refresh button.</p> <p>Result: A confirmation message displays at the top of the screen.</p>						
3	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table>	If ...	Then ...	The module does not default to Position Management	Change the module	The module defaults to Position Management	Proceed to Step 4
	If ...	Then ...					
	The module does not default to Position Management	Change the module					
The module defaults to Position Management	Proceed to Step 4						
	<p>Note: The Position Management module is indicated by an orange header.</p>						
4	<p>Click on the Position Descriptions menu tab and select SHRA.</p> <p>Result: All approved SHRA position descriptions within your work units will display.</p>						



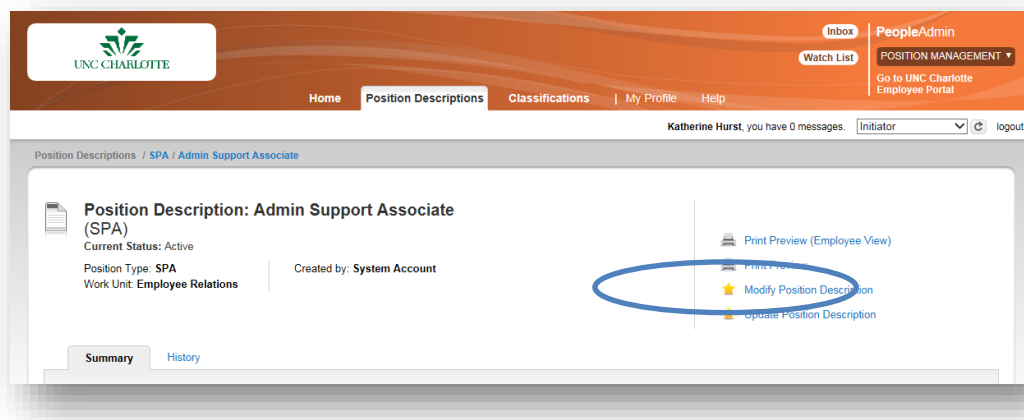
Continued on next page

Map Title

1.3 Initiator: Modify Position – Proposal Phase, Continued

How to Modify a Position Description: Proposal Phase continued

Step	Action
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.



Step	Action
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.

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1.3 Initiator: Modify Position – Proposal Phase, Continued

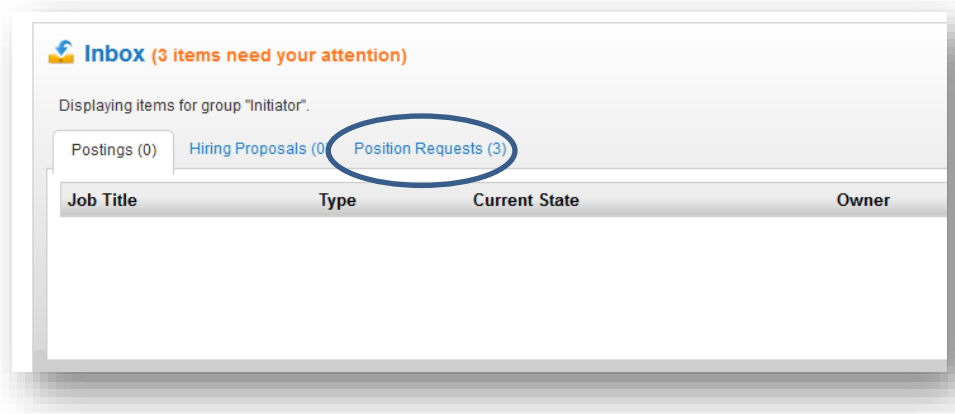
How to Modify a Position Description: Proposal Phase continued

Step	Action		
10	If...	Then...	And Then...
	Approval is required	Select Submit (move to approver-Proposal)	Select the appropriate Approver from the drop down men and select Submit
	Additional approval is not required	Select Submit (move to HR Review-Proposal)	Add comments and click Submit
<p>Result: A confirmation message displays at the top of the page.</p> <p>Note: If you wish to add this item to your Watch List, check the Watch List box.</p>			

1.4 Initiator: Modify Position – Details Phase

How to Modify SHRA Position Descriptions: Details Phase

Step	Action						
1	Log into NinerTalent with your NinerNet credentials.						
	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table>	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.
	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	<p>Click the Refresh button.</p> <p>Result: A green confirmation message will appear at the top of the screen.</p> <p>Note: The menu may change based on your default settings.</p>						
3	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table>	If ...	Then ...	The module does not default to Position Management	Change the module	The module defaults to Position Management	Proceed to Step 4
	If ...	Then ...					
	The module does not default to Position Management	Change the module					
The module defaults to Position Management	Proceed to Step 4						
	<p>Note: The Position Management module is indicated by an orange header.</p>						
4	Click the Position Request tab in your inbox.						



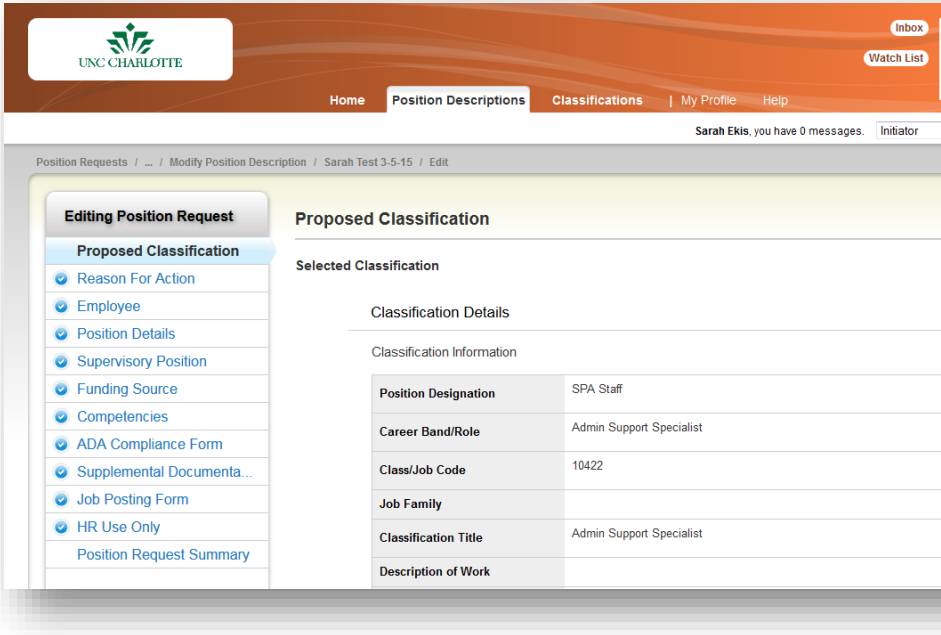
Result: A list of pending positions displays.

Continued on next page

1.4 Initiator: Modify Position – Details Phase, Continued

How to Modify SHRA Position Descriptions: Details Phase continued

Step	Action
5	<p>Click on the Title of the position to which you want to add details.</p> <p>Result: A new page appears that says “Modify Position Description”.</p>
6	<p>Select the Edit link under “Modify Position Description.”</p> <p>Result: The Editing Position Request page displays.</p> <p>Note: Tabs are shown on the left side of the page. The following table provides a description of each field.</p>



The screenshot shows the 'Editing Position Request' page in the HR system. The left sidebar contains a menu with the following items: Reason For Action, Employee, Position Details, Supervisory Position, Funding Source, Competencies, ADA Compliance Form, Supplemental Documenta..., Job Posting Form, HR Use Only, and Position Request Summary. The 'Proposed Classification' section is active, showing a table of classification details.

Proposed Classification	
Selected Classification	
Classification Details	
Classification Information	
Position Designation	SPA Staff
Career Band/Role	Admin Support Specialist
Class/Job Code	10422
Job Family	
Classification Title	Admin Support Specialist
Description of Work	

Continued on next page

1.4 Initiator: Modify Position – Details Phase, Continued

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 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	<p>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’.</p> <p>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.</p>
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, BD607, etc.).
Job Posting Information	<p>Include information you wish to be included on the Job Posting.</p> <p>Note: This information will copy to the Applicant Tracking module when you are ready to post the position.</p>
Position Request Summary	Review all information entered for both accuracy and completeness

Continued on next page

1.4 Initiator: Modify Position – Details Phase, Continued

**How to Modify
SHRA Position
Descriptions:
Details Phase
continued**

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.

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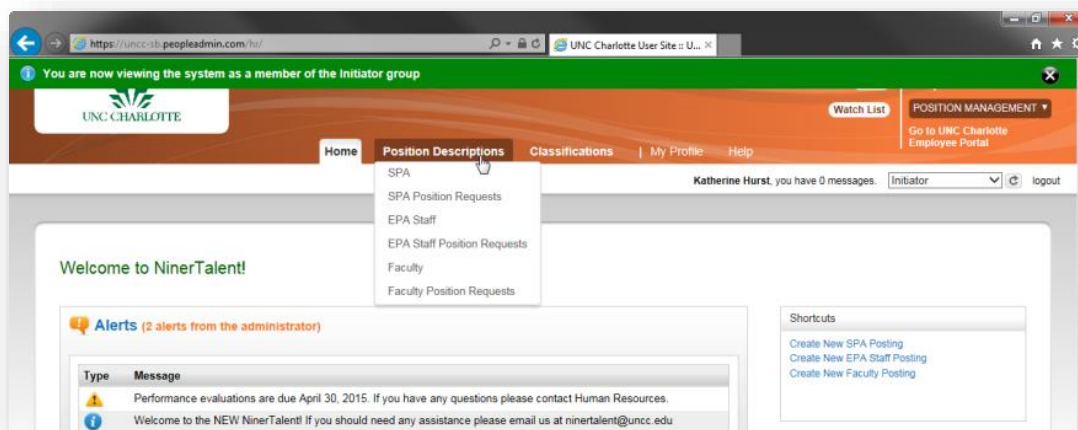
1.5 Initiator: Update Position

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.

How to Update a SHRA Position Description

Step	Action						
1	Log into NinerTalent with your NinerNet credentials.						
2	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Result: A confirmation message will appear at the top of the screen.</p>	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.
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.						
3	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Note: The Position Management module is indicated by an orange header.</p>	If ...	Then ...	The module does not default to Position Management	Change the module	The module defaults to Position Management	Proceed to Step 4
If ...	Then ...						
The module does not default to Position Management	Change the module						
The module defaults to Position Management	Proceed to Step 4						
4	<p>Click on the Position Descriptions tab and select SHRA.</p> <p>Result: All approved SHRA position descriptions within your work unit will display.</p>						

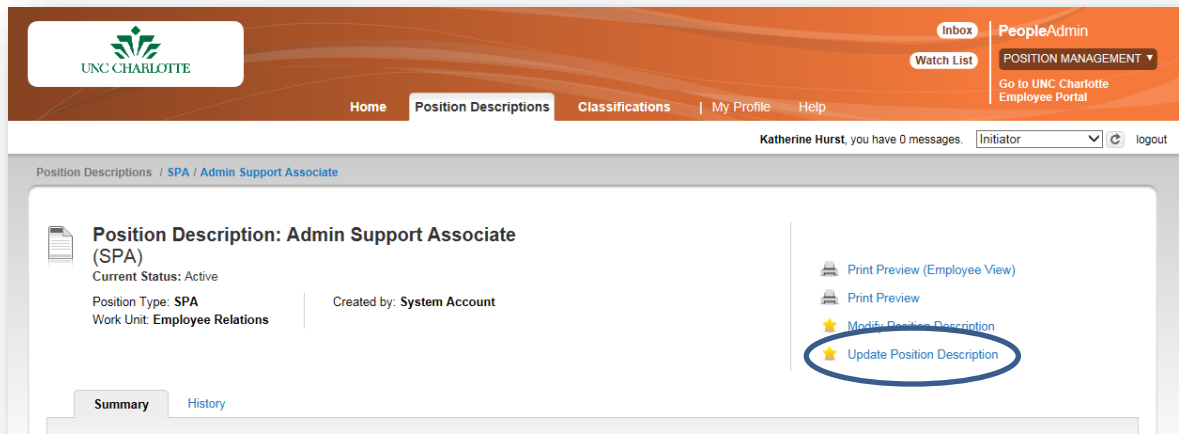


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1.5 Initiator: Update Position, Continued

How to Update a SHRA Position Description cont.

Step	Action
5	Click the title on the position description you wish to edit.
6	Select Update Position Description .

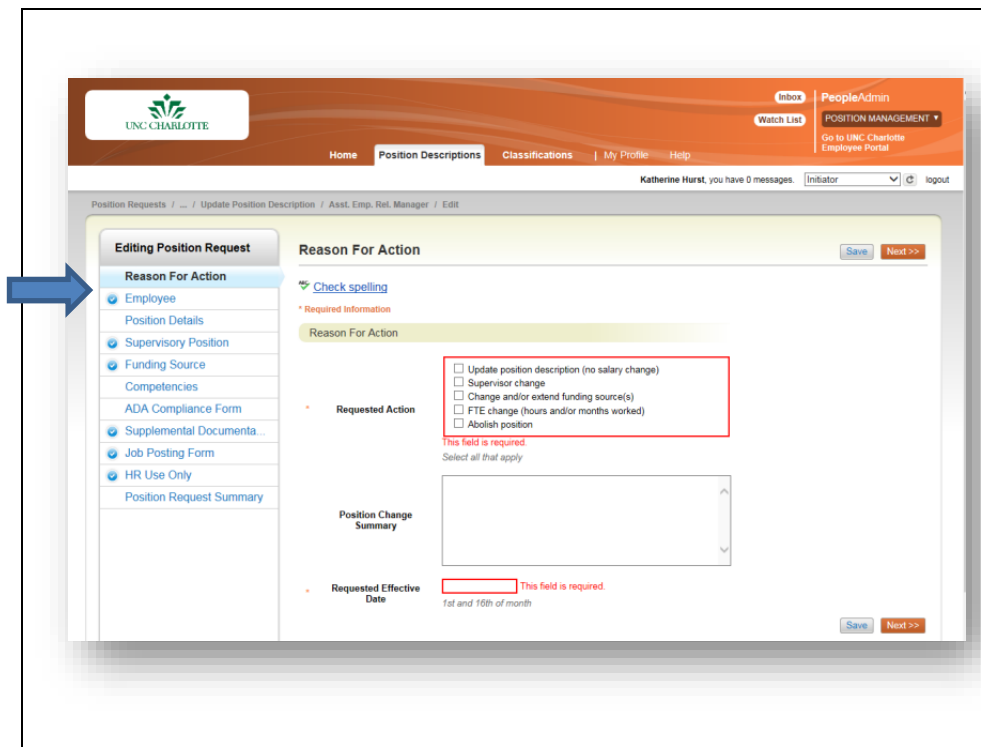


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1.5 Initiator: Update Position, Continued

How to Update a SHRA Position Description continued

Step	Action
7	Click Start . Result: The Editing Position Request page will display.
8	Review fields and edit as needed on each tab.
6	Click Next to move between the tabs. Note: The Summary tab is the final tab.



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1.5 Initiator: Update Position, Continued

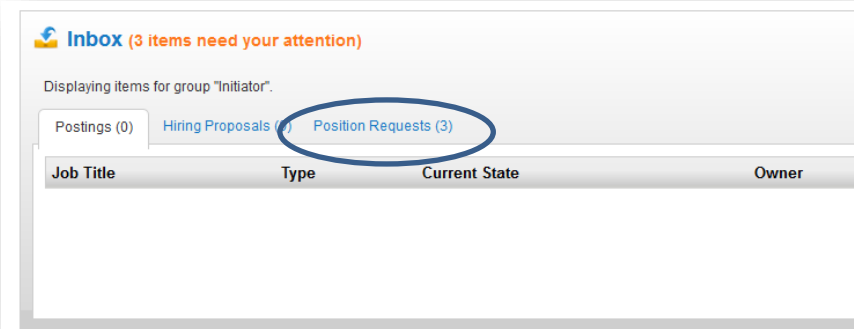
**How to Update
a SHRA
Position
Description**
continued

Step	Action		
7	From the Summary tab, select Take Action on Position Request .		
8	If ...	Then ...	And Then ...
	Approval is required	Select Submit (move to Approver – Details))	Proceed to step 10
	Additional approval is not required	Select Submit (Move to HR Review-Details)	Add comments and click Submit
<p>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.</p>			
9	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.		

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1.6 Approver: Create New Position – Proposal Phase

**How to Review/
Approve a
Request for a
New SHRA
Position:
Proposal Phase**

Step	Action						
1	Log in to NinerTalent with your NinerNet credentials.						
2	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table>	If ...	Then ...	You are not logged in as an Approver	Change your User Group to Approver	You are logged in as an Approver	Proceed to Step 3.
If ...	Then ...						
You are not logged in as an Approver	Change your User Group to Approver						
You are logged in as an Approver	Proceed to Step 3.						
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 Position Management module is indicated by an orange header.						
5	Click on the Position Requests tab in your inbox.						
 <p>The screenshot shows an 'Inbox (3 items need your attention)' interface. Below the header, it says 'Displaying items for group "Initiator"'. There are three tabs: 'Postings (0)', 'Hiring Proposals (1)', and 'Position Requests (3)'. The 'Position Requests (3)' tab is circled in blue. Below the tabs is a table with columns: 'Job Title', 'Type', 'Current State', and 'Owner'.</p>							

Continued on next page

1.6 Approver: Create New Position – Proposal Phase, Continued

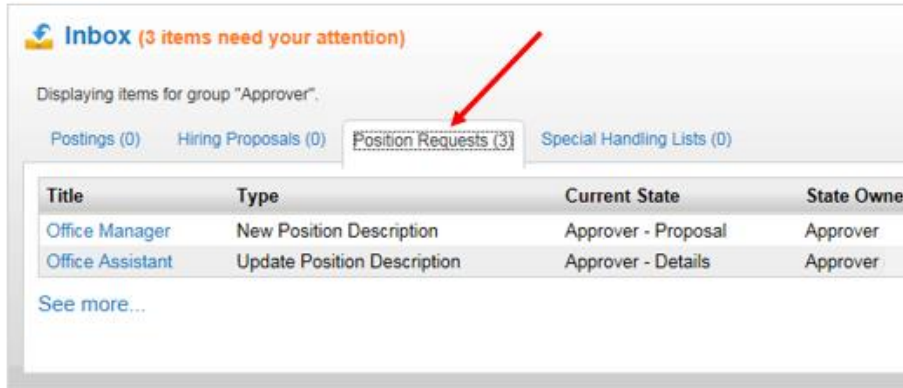
**How to Review/
Approve a
Request for a
New SHRA
Positon:
Proposal Phase
cont.**

Step	Action											
6	Click the Title of the position description you wish to review/approve.											
7	Review all fields.											
8	<table border="1"> <thead> <tr> <th>If ...</th> <th colspan="2">Then ...</th> </tr> </thead> <tbody> <tr> <td>No edits are needed</td> <td colspan="2">Click Take Action on Position Request and proceed to step 9</td> </tr> <tr> <td>Edits are needed</td> <td colspan="2">Make the edits yourself OR Click Take Action on Position Request and proceed to step 11</td> </tr> </tbody> </table>			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	
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	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> <th>And Then ...</th> </tr> </thead> <tbody> <tr> <td>Additional approval is required</td> <td>Select Submit (Move to Approver-Proposal)</td> <td>Proceed to step 10</td> </tr> <tr> <td>Additional approval is not required</td> <td>Select Submit (Move to HR Review – Proposal)</td> <td>Proceed to step 12</td> </tr> </tbody> </table>			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 HR Review – Proposal)	Proceed to step 12
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 HR Review – Proposal)	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											

Continued on next page

1.6 Approver: Create New Position –Details Phase

**How to Review
a New Position
Description:
Details Phase**

Step	Action						
1	Log into NinerTalent with your NinerNet credentials.						
2	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Result: A green confirmation message will appear at the top of the screen.</p>	If ...	Then ...	You are not logged in as an Approver	Change your User Group to Approver	You are logged in as an Approver	Proceed to Step 3.
If ...	Then ...						
You are not logged in as an Approver	Change your User Group to Approver						
You are logged in as an Approver	Proceed to Step 3.						
3	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Note: The Position Management module is indicated by an orange header.</p>	If ...	Then ...	The module does not default to Position Management	Change the module	The module defaults to Position Management	Proceed to Step 4
If ...	Then ...						
The module does not default to Position Management	Change the module						
The module defaults to Position Management	Proceed to Step 4						
4	Click on the Position Requests tab in your inbox.						
							

Continued on next page



1.6 Approver: Create New Position – Details Phase, Continued

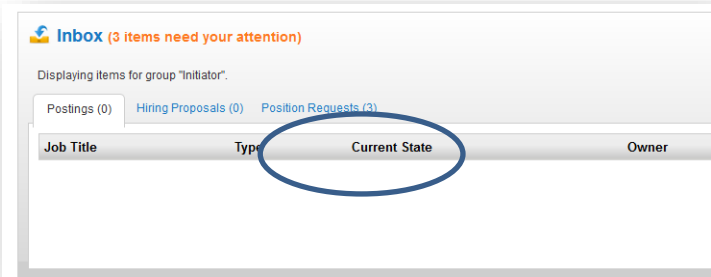
**How to Review
a New Position
Description:
Details Phase
continued**

Step	Action		
5	Click the title of the position you want to review/approve.		
6	If ...	Then ...	
	No edits are needed	Click Take Action on Position Request and proceed to step 7	
7	Edits are needed	Make the edits yourself OR Click Take Action on Position Request and proceed to step 8	
	If ...	Then ...	And Then ...
8	Additional approval is required	Select Submit (Move to Approver-Details)	Proceed to step 8
	Additional approval is not required	Select Submit (Move Budget Approval – Details)	Proceed to step 10
8	Select the appropriate Approver from the drop down box and proceed to step 10.		
9	Select Return (Move to Initiator – Details)		
10	Add comments, if needed and click Submit		

Continued on next page

1.7 Approver: Modify Position – Proposal Phase

How to Modify a Position
Description:
Proposal Phase

Step	Action						
1	Log into NinerTalent with your NinerNet credentials.						
2	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Result: A confirmation message displays at the top of the page.</p>	If ...	Then ...	You are not logged in as an Approver	Change your User Group to Approver	You are logged in as an Approver	Proceed to Step 3.
If ...	Then ...						
You are not logged in as an Approver	Change your User Group to Approver						
You are logged in as an Approver	Proceed to Step 3.						
3	<p>Select the Position Management module from the drop down box.</p> <p>Note: The Position Management module is indicated by an orange header</p>						
4	<p>Click on the Position Request tab in your Inbox.</p> <p>Result: A list of pending positions displays.</p>						
							
5	Click on the Title of the position to which you want to review/approve.						
6	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table>	If ...	Then ...	No edits are needed	Click Take Action on Position Request and proceed to step 7	Edits are needed	Make the edits yourself OR Click Take Action on Position Request and proceed to step 9
If ...	Then ...						
No edits are needed	Click Take Action on Position Request and proceed to step 7						
Edits are needed	Make the edits yourself OR Click Take Action on Position Request and proceed to step 9						

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1.7 Approver: Modify Position – Proposal Phase

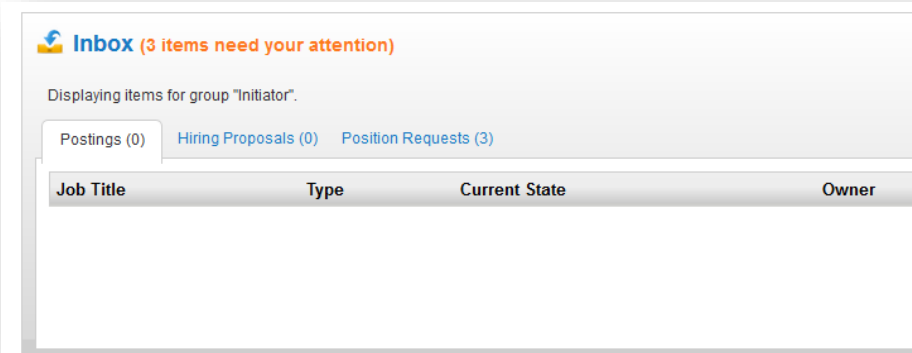
How to Modify a Position Description: Proposal Phase
continued

Step	Action		
7	If ...	Then ...	And Then ...
	Additional approval is required	Select Submit (Move to Approver-Proposal)	Proceed to step 8
	Additional approval is not required	Select Submit (Move to HR Review – Proposal)	Add comments if needed and click Submit.
8	Select the appropriate Approver from the drop down box, add comments if needed, and click Submit.		
9	Select Return (Move to Initiator – Proposal) Result: A Take Action window displays.		

Continued on next page

1.7 Approver: Modify Position – Proposal Phase, Continued

**How to Modify
a Position
Description:
Details Phase**

Step	Action						
1	Log into NinerTalent with your NinerNet credentials.						
2	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Result: A green confirmation message will appear at the top of the screen.</p>	If ...	Then ...	You are not logged in as an Approver	Change your User Group to Approver	You are logged in as an Approver	Proceed to Step 3.
If ...	Then ...						
You are not logged in as an Approver	Change your User Group to Approver						
You are logged in as an Approver	Proceed to Step 3.						
3	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Note: The Position Management module is indicated by an orange header.</p>	If ...	Then ...	The module does not default to Position Management	Change the module	The module defaults to Position Management	Proceed to Step 4
If ...	Then ...						
The module does not default to Position Management	Change the module						
The module defaults to Position Management	Proceed to Step 4						
4	Click on the Position Requests tab in your inbox.						
 <p>The screenshot shows an inbox interface with a header 'Inbox (3 items need your attention)'. Below the header, it says 'Displaying items for group "Initiator"'. There are three tabs: 'Postings (0)', 'Hiring Proposals (0)', and 'Position Requests (3)'. The 'Position Requests (3)' tab is selected. Below the tabs is a table with columns: 'Job Title', 'Type', 'Current State', and 'Owner'. The table is currently empty.</p>							
5	Click the Title of the position description you wish to review/approve.						
6	Review all fields.						



1.7 Approver: Modify Position – Proposal Phase, Continued

How to Modify a Position Description: Details Phase
continued

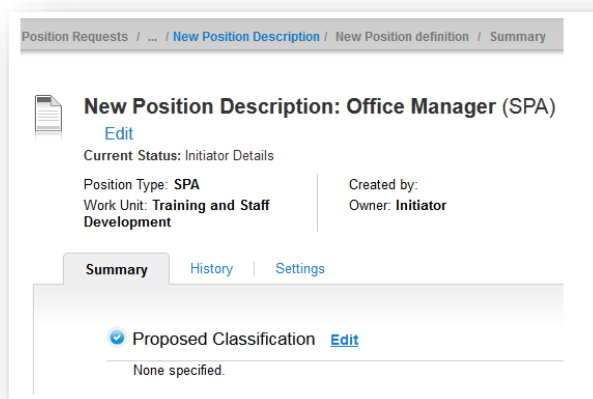
Step	Action			
7	If ...		Then ...	
	No edits are needed		Click Take Action on Position Request and proceed to step 8	
	Edits are needed		Make the edits yourself OR Click Take Action on Position Request and proceed to step 10	
8	If ...		Then ...	And Then ...
	Additional approval is required		Select Submit (Move to Approver-Details)	Proceed to step 9
	Additional approval is not required		Select Submit (Move to Budget Approval-Details)	Proceed to step 11.
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.			

Continued on next page

Approver: Update Position

How to Update a Position Description: Details Phase

Step	Action						
1	Log into NinerTalent with your NinerNet credentials.						
2	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Result: A confirmation message displays at the top of the screen.</p>	If ...	Then ...	You are not logged in as an Approver	Change your User Group to Approver and click Refresh	You are logged in as an Approver	Proceed to Step 3.
If ...	Then ...						
You are not logged in as an Approver	Change your User Group to Approver and click Refresh						
You are logged in as an Approver	Proceed to Step 3.						
3	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Note: The Position Management module is indicated by an orange header.</p>	If ...	Then ...	The module does not default to Position Management	Change the module	The module defaults to Position Management	Proceed to Step 4
If ...	Then ...						
The module does not default to Position Management	Change the module						
The module defaults to Position Management	Proceed to Step 4						
4	Click on the Position Request tab in your inbox.						
5	Click the Title of the position description you wish to review/approve.						
6	Review all fields.						



Continued on next page

Approver: Update Position, Continued

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 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, BD607, 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

Continued on next page

Approver: Update Position, Continued

How to Update a Position Description: Details Phase
continued

Step	Action			
7	If ...		Then ...	
	No edits are needed	Click Take Action on Position Request and proceed to step 8		
8	If ...		Then ...	And Then ...
	Additional approval is required	Select Submit (Move to Approver-Details)	Proceed to step 9	
Additional approval is not required	Select Submit (Move to HR Review – Details)	Proceed to step 11		
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.			