

NINERTALENT USER GUIDE

SHRA/EHRA Position Management



U NC 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.

Table of Contents

Section 1: Position Management..... 3

 Overview..... 3

 Introduction..... 3

 Purpose..... 3

 Process Overview 3

 1.1 Initiator: Create New Position – Proposal Phase..... 4

 How to Create a new SHRA or EHRA Position Description: Proposal Phase..... 4

 1.2 Initiator: Create New Position – Details Phase..... 8

 How to Create a New SHRA or EHRA Position Description – Details Phase..... 8

 1.3 Initiator: Modify Position – Proposal Phase..... 11

 How to Modify a SHRA or EHRA Position Description: Proposal Phase..... 11

 1.4 Initiator: Modify Position – Details Phase 13

 How to Modify a SHRA or EHRA Position Description: Details Phase 13

 1.5 Initiator: Update Position 16

 Overview..... 16

 1.6 Approver: Create New Position – Proposal Phase..... 18

 How to review and approve a Request for a New SHRA or EHRA Position: Proposal Phase 18

 1.7 Approver: Create New Position – Details Phase 20

 How to review and approve a New Position Description: Details Phase..... 20

 1.8 Approver: Modify Position – Proposal Phase..... 21

 How to review and approve a request for Modify a Position Description: Proposal Phase..... 21

 1.9 Approver: Modify Position Description: Details Phase 22

 How to review and approve a request for Modify a Position Description: Details Phase 22

 1.10 Approver: Update Position 24

 How to review and approve a request for Update a Position Descriptions 24

Appendix 27

 User Roles and How to request User Role access 27

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.

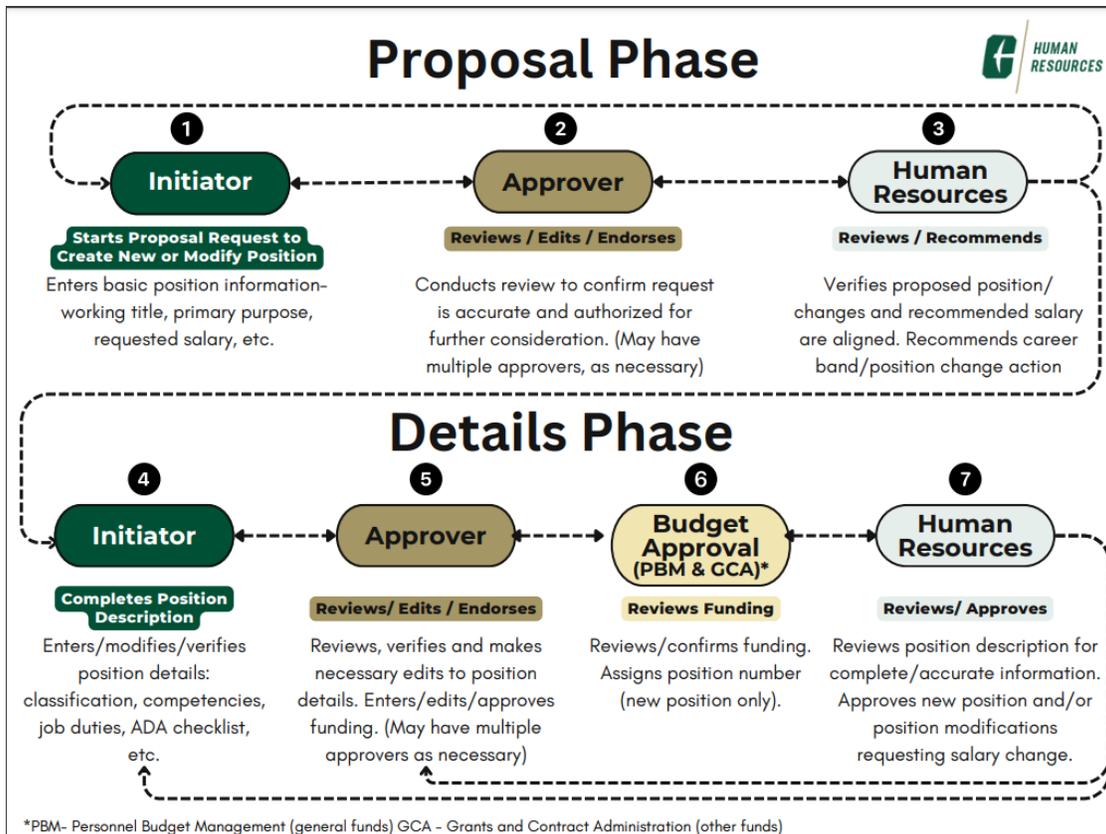
When updating an existing position description without a salary change, the **Proposal Phase** is not included.

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	<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 proposed action• Human Resources 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 reviews and gives final approval



1.1 Initiator: Create New Position – Proposal Phase

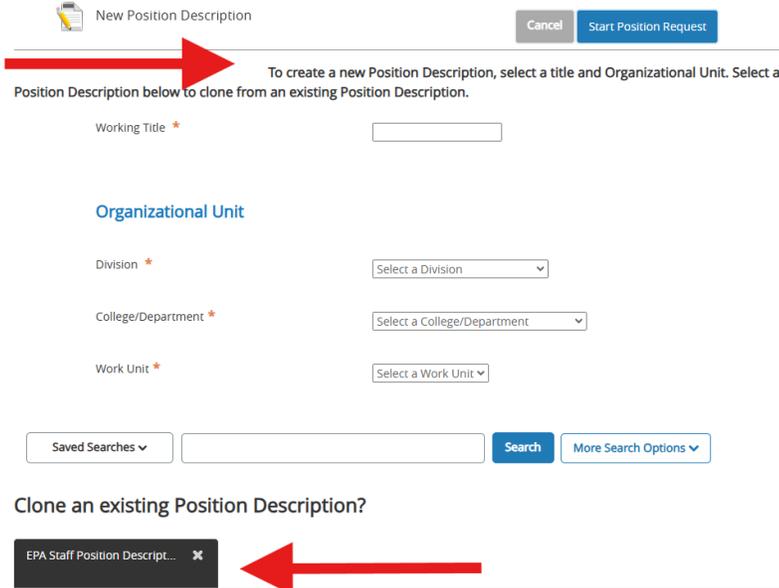
How to Create a new SHRA or EHRA Position Description: Proposal Phase

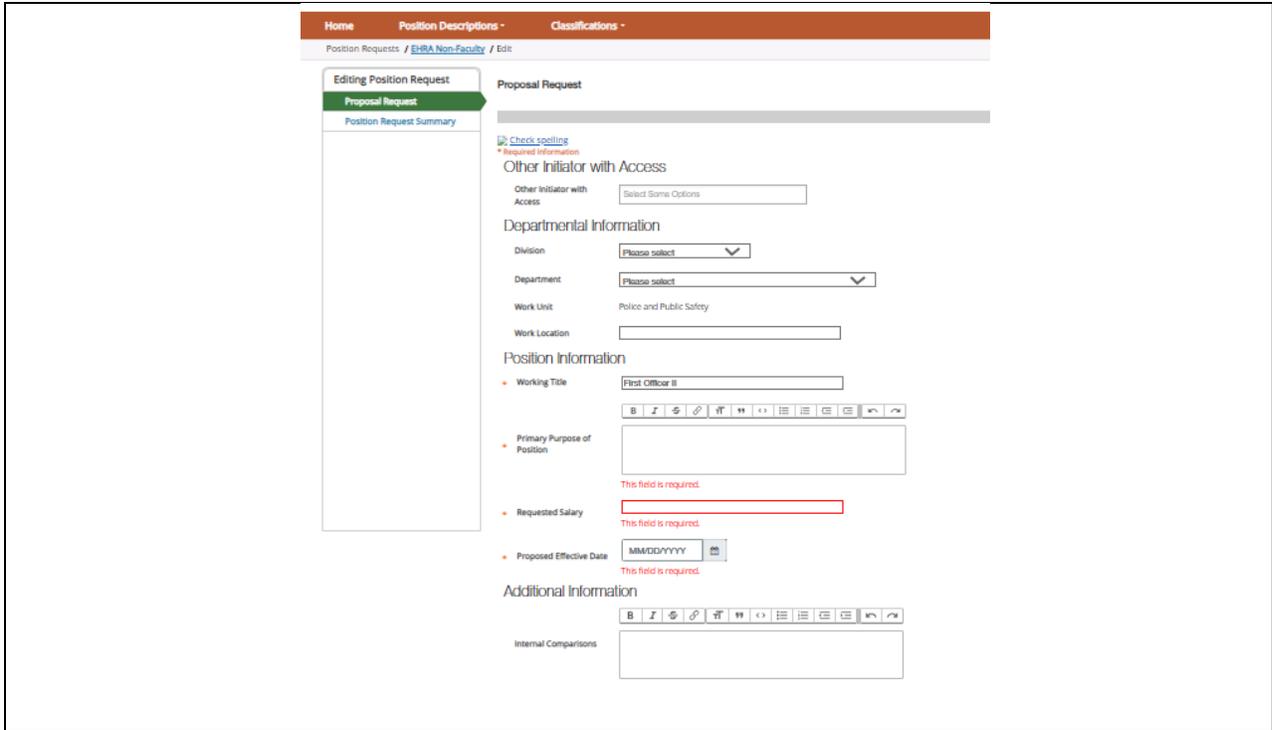
Step	Action						
1	Log into NinerTalent with your NinerNet credentials. <table border="1" style="margin-top: 10px; width: 100%;"> <thead> <tr> <th style="text-align: left;">If ...</th> <th style="text-align: left;">Then ...</th> </tr> </thead> <tbody> <tr> <td>You are not logged in as an Initiator</td> <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	Click the Refresh button. Result: A confirmation message displays at the top of the screen.						

3	If ...	Then ...
	The module does not default to Position Management	Change the Module
	The module defaults to Position Management	Proceed to Step 4

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	<p>Click the Position Descriptions tab and choose SHRA or EHRA from the drop-down menu.</p> <p>Note: All approved SHRA or EHRA position descriptions within your department or work unit will display.</p>

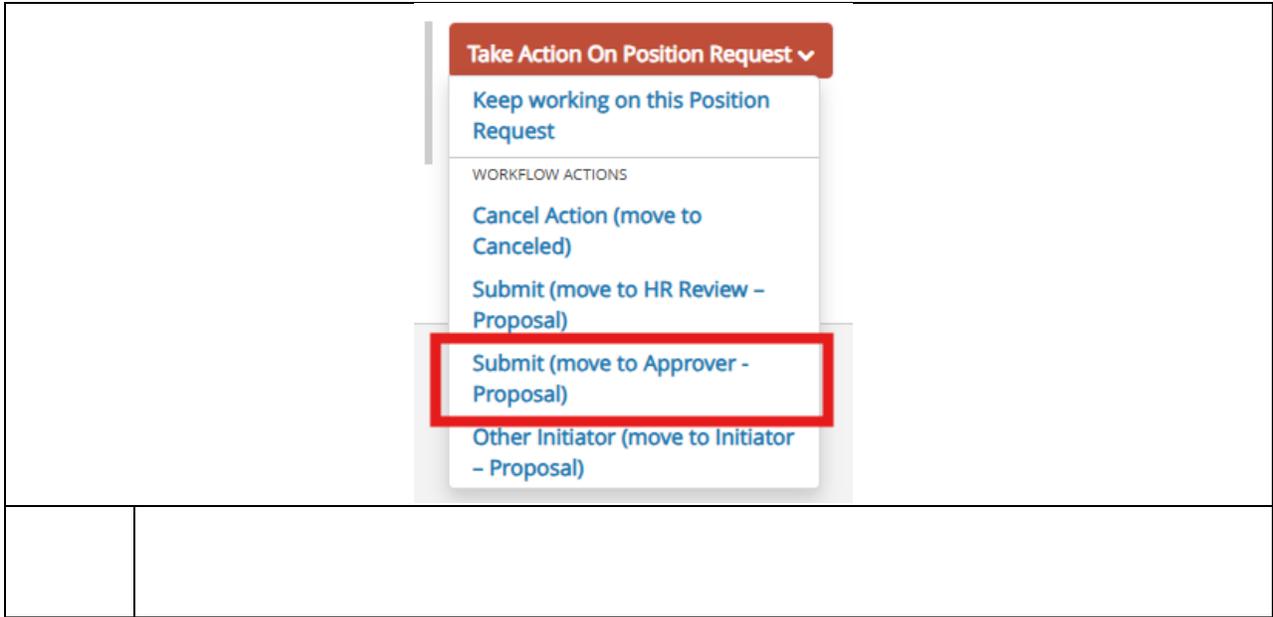
<p>5</p>	<p>Click Create New Position Description.</p> <p>Result: A new screen with options to create a new position or clone from existing Position Description. You must enter Working Title and Organization Unit information.</p>  <p>The screenshot shows a form titled "New Position Description" with a "Cancel" button and a "Start Position Request" button. Below the title, there is a red arrow pointing to the text "Position Description below to clone from an existing Position Description." The form contains several required fields: "Working Title" (text input), "Organizational Unit" (section header), "Division" (dropdown menu), "College/Department" (dropdown menu), and "Work Unit" (dropdown menu). At the bottom, there is a "Cloned an existing Position Description?" section with a dropdown menu showing "EPA Staff Position Descript..." and a red arrow pointing to it. There are also "Saved Searches" and "Search" buttons.</p>
<p>6</p>	<p>To clone from an existing position description, select position description from EPA Staff Position Descriptions.</p> <p>Result: A new page will open.</p>
<p>7</p>	<p>Enter the Proposed Working Title.</p>
<p>8</p>	<p>If you support multiple departments, select the appropriate department from the drop-down box.</p>
<p>9</p>	<p>Click Start Position Request</p> <p>Result: A new page will open.</p>



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.



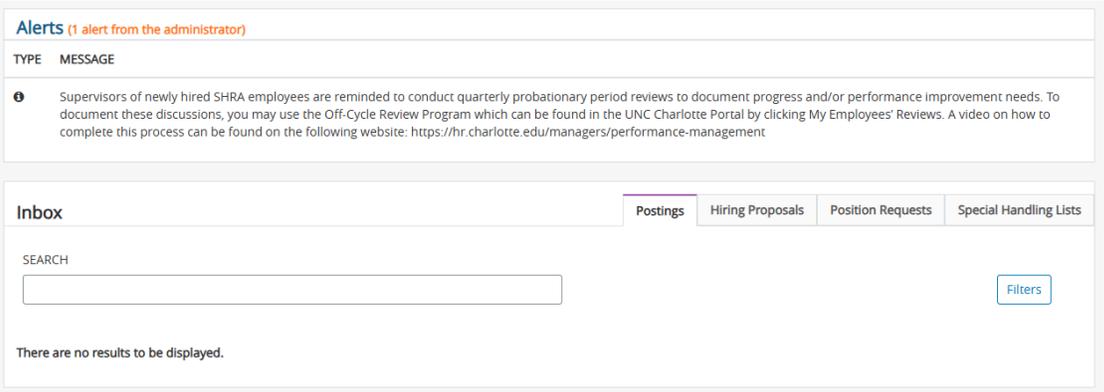
1.2 Initiator: Create New Position – Details Phase

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

Step	Action						
1	Log into NinerTalent with your NinerNet credentials. <table border="1" data-bbox="342 1094 1263 1245" style="margin-left: 20px;"> <thead> <tr> <th data-bbox="342 1094 805 1131">If ...</th> <th data-bbox="805 1094 1263 1131">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 1131 805 1205">You are not logged in as an Initiator</td> <td data-bbox="805 1131 1263 1205">Change your User Group to Initiator</td> </tr> <tr> <td data-bbox="342 1205 805 1245">You are logged in as an Initiator</td> <td data-bbox="805 1205 1263 1245">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.						
2	Click the Refresh button. Result: A confirmation message displays at the top of the screen.						
3	<table border="1" data-bbox="342 1503 1263 1690" style="margin-left: 20px;"> <thead> <tr> <th data-bbox="342 1503 805 1541">If ...</th> <th data-bbox="805 1503 1263 1541">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 1541 805 1617">The module does not default to Position Management</td> <td data-bbox="805 1541 1263 1617">Change the Module</td> </tr> <tr> <td data-bbox="342 1617 805 1690">The module defaults to Position Management</td> <td data-bbox="805 1617 1263 1690">Proceed to Step 4</td> </tr> </tbody> </table> <p data-bbox="342 1745 1325 1780">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						

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.
	
<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>
6	<p>Select EDIT for the “New Position Description” you are working on.</p> <p>Result: The Editing Position Request page displays.</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>

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

Step	Action						
1	Log into NinerTalent with your NinerNet credentials. <table border="1" data-bbox="397 961 1364 1119"> <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	Click the Refresh button. Result: A confirmation message displays at the top of the screen.						
3	<table border="1" data-bbox="397 1268 1364 1451"> <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 Descriptions menu tab and select SHRA or EHRA . Result: All approved SHRA or EHRA position descriptions within your work units will display.						

You are now viewing the system as a member of the Initiator group

Position Management Welcome, Tiffani McCain My Profile logout

NinerTalent User Group: Initiator

Home Position Descriptions Classifications Shortcuts

/ Position Descriptions / EHRA Non-Faculty

EHRA Non-Faculty Position Descriptions

+ Create New Position Description

Saved Searches Search More Search Options

Initiator Default

"Initiator Default" 10 Selected records 0 Clear selection? Actions

	Position Number	Working Title	Work Unit	Work Unit	Status	(Actions)
<input type="checkbox"/>	000018	Associate Vice Chancellor of Alumni Engagement	Alumni Engagement	Alumni Engagement	Active	Actions
<input type="checkbox"/>	001297	Associate Provost and Chief of Staff	Academic Affairs VC	Academic Affairs VC	Active	Actions
<input type="checkbox"/>	003915	Associate Provost for Academic Budget	Academic Affairs VC	Academic Affairs VC	Active	Actions
<input type="checkbox"/>	004405	Associate Director for the Center for ADVANCING Faculty Success	Advancing Fac Success	Advancing Fac Success	Active	Actions
<input type="checkbox"/>	003494	Assistant Director, 49er Next Advising	University Transfer Center	University Transfer Center	Active	Actions
<input type="checkbox"/>	003493	Assistant Director of Transfer Student Programs	Undergraduate Education	Undergraduate Education	Active	Actions
<input type="checkbox"/>	009556	IT Analyst/Programmer III	OneIT - Facilities Info Systems	OneIT - Facilities Info Systems	Active	Actions
<input type="checkbox"/>	007949	Personnel Data and Reporting Analyst	Academic Affairs VC	Academic Affairs VC	Active	Actions
<input type="checkbox"/>	009168	IT Analyst/Programmer II	OneIT - Infrastructure	OneIT - Infrastructure	Active	Actions
<input type="checkbox"/>	000469	Senior Classification/Compensation Consultant	Staff Position/Perf Mgmt	Staff Position/Perf Mgmt	Active	Actions

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.

Position Management Welcome, Tiffani McCain logout

NinerTalent User Group: Initiator

Home Position Descriptions Classifications Shortcuts

/ Position Descriptions / EHRA Non-Faculty / Academic Advisor I

Print Preview
 Print Preview (Employee View)
 View Supervisor
Modify Position Description
 Update Position Description

Position Description: Academic Advisor I (EHRA Non-Faculty)

Current Status: Active

Position Type: EHRA Non-Faculty Created by: Alice Patterson

Work Unit: College of Health & Human Svc

Position Management Welcome, Tiffani McCain [logout](#)

NinerTalent User Group: Initiator

Home Position Descriptions - Classifications - Shortcuts -

/ Position Descriptions / [EHRA Non-Faculty](#) / Modify Position Description ☆

Start Modify Position Description Position Request on Academic Advisor I?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

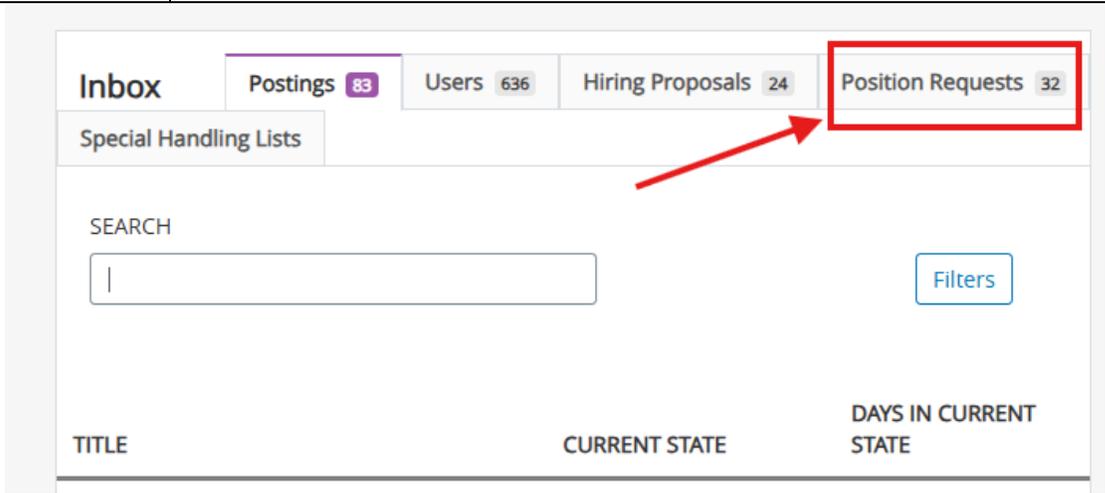
Start ←

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 border="1" style="width: 100%;"> <thead> <tr> <th style="width: 33%;">If...</th> <th style="width: 33%;">Then...</th> <th style="width: 33%;">And Then...</th> </tr> </thead> <tbody> <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> </tbody> </table> <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>	If...	Then...	And Then...	Approval is required	Select Submit (move to approver-Proposal)	Select the appropriate Approver from the drop down menu and select Submit	Additional approval is not required	Select Submit (move to HR Review-Proposal)	Add comments and click Submit
If...	Then...	And Then...								
Approval is required	Select Submit (move to approver-Proposal)	Select the appropriate Approver from the drop down menu and select Submit								
Additional approval is not required	Select Submit (move to HR Review-Proposal)	Add comments and click Submit								

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 border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">If...</th> <th style="width: 50%;">Then...</th> </tr> </thead> <tbody> <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> </tbody> </table>	If...	Then...	You are not logged in as an Initiator	Change your User Group to Initiatory	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 Initiatory						
You are logged in as an Initiator	Proceed to Step 3						
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.						

3	<table border="1"> <tr> <td data-bbox="396 226 878 268">If...</td> <td data-bbox="878 226 1365 268">Then...</td> </tr> <tr> <td data-bbox="396 268 878 338">The module does not default to Position Management</td> <td data-bbox="878 268 1365 338">Change the module</td> </tr> <tr> <td data-bbox="396 338 878 407">The module defaults to Position Management</td> <td data-bbox="878 338 1365 407">Proceed to Step 4</td> </tr> </table> <p data-bbox="396 407 1365 447">Note: The Position Management module is indicated by an o</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 the Position Request tab in your inbox.						
 <p data-bbox="212 1024 781 1056">Result: A list of pending positions displays.</p>							
5	Click on the Title of the position to which you want to add details. Result: A new page appears that says "Modify Position Description".						
6	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.						

Home
Position Descriptions ▾
Classifications ▾
Shortcuts ▾

Position Requests / [EHRA Non-Faculty](#) / Edit

Editing Position Request

- Classification
- Reason For Action
- Employee
- Supervisor
- Position Details
- Funding Source
- Duties and Responsibi...
- FLSA
- ADA Compliance Form
- Supplemental Documenta...
- Job Posting Information
- Analyst Notes
- HR Use Only
- Position Request Summary

Classification

Save
Save & Continue

Before creating a new EPA position, you must have completed a proposal at this point.

Selected Classification

Classification Details

Classification Information

Position Designation	EHRA Non-Faculty
Class/Job Code	E0085
Classification Title	Coordinator
Minimum Salary	
Market Range Minimum	
Market Range Maximum	
Maximum Salary	

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	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.
Result: A confirmation message will appear at the top of the screen.		
3	If...	Then...
	The module does not default to Position Management	Change the module
	The module defaults to Position Management	Proceed to Step 4
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.	

Position Management Welcome, Tiffani McCain [My Profile](#) [Help](#) [Logout](#)

NinerTalent User Group: Human Resources

Home Position Descriptions - Classifications - Shortcuts -

Welcome to

Alerts (1 a)

TYPE	MESS
	SHRA
	SHRA Position Requests
	EHRA Non-Faculty
	EHRA Non-Faculty Position Requests
	Faculty
	Faculty Position Requests

Supervisors of newly hired SHRA employees are reminded to conduct quarterly probationary period reviews to document progress and/or performance improvement needs. To document these discussions, you may use the Off-Cycle Review Program which can be found in the UNC Charlotte Portal by clicking My Employees' Reviews. A video on how to complete this process can be found on the following website: <https://hr.charlotte.edu/managers/performance-management>

0 Filled Postings Last 30 days

0

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

NinerTalent User Group: Initiator

Home Position Descriptions - Classifications - Shortcuts -

/ Position Descriptions / [EHRA Non-Faculty](#) / Director of Football Academics

Print Preview
 Print Preview (Employee View)
 View Supervisor
 Modify Position Description
Update Position Description

Position Description: Director of Football Academics (EHRA Non-Faculty)

Current Status: Active

Position Type: EHRA Non-Faculty Created by: Tiffani McCain
 Work Unit: Athletic Academic Center

Summary History Associated Classification

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.

Position Requests / [EHRA Non-Faculty](#) / Edit

Editing Position Request

- [Classification](#)
- Reason For Action**
- [Employee](#)
- [Supervisor](#)
- [Position Details](#)
- [Funding Source](#)
- [Duties and Responsibi...](#)
- [FLSA](#)
- [ADA Compliance Form](#)
- [Supplemental Documenta...](#)
- [Job Posting Information](#)
- [Position Request Summary](#)

Reason For Action Save << Prev Save & Continue

[Check spelling](#)

*** Required Information**

Reason For Action

- Update position description (no salary change)
- Supervisor change
- Change and/or extend funding source(s)
- FTE change (hours and/or months worked)
- FLSA Exemption request/review
- Abolish position

*** Requested Update**

Position Change Summary

*** Requested Effective Date**

This field is required.

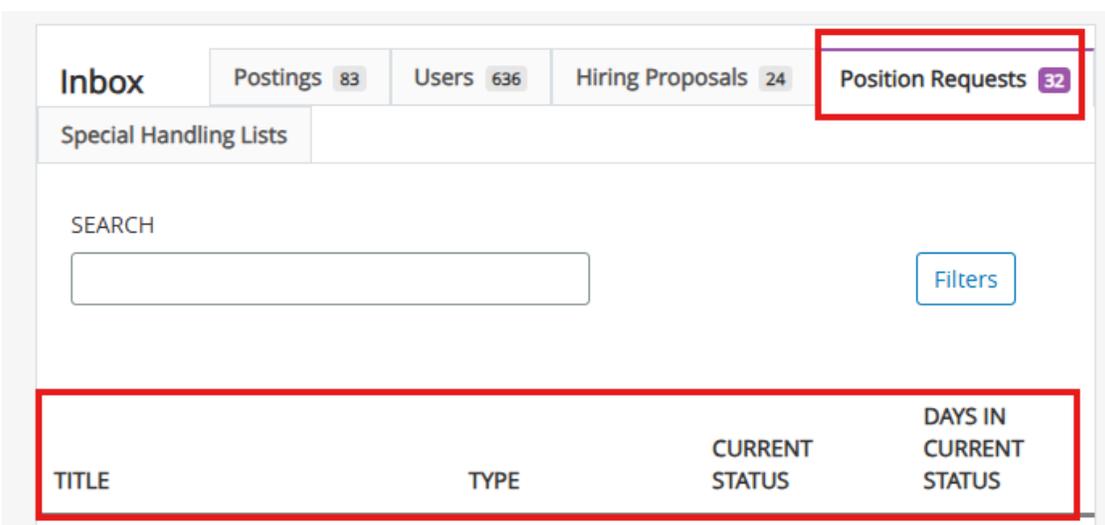
Save << Prev Save & Continue

10	From the Summary tab, select Take Action on Position Request .									
11	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">If...</th> <th style="width: 33%;">Then...</th> <th style="width: 33%;">And Then...</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>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.</p>	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
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								
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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">If...</th> <th style="width: 50%;">Then...</th> </tr> </thead> <tbody> <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> </tbody> </table>	If...	Then...	You are 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 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 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	<table border="1"> <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 9</td> </tr> <tr> <td>Edits are needed</td> <td>Make the edits yourself OR Click Take Action on Position Request and proceed to Step 11</td> </tr> </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"> <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 10</td> </tr> <tr> <td>Additional approval is not required</td> <td>Select Submit (Move to</td> <td>Proceed to Step 12</td> </tr> </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	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	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

Step	Action		
1	Log into NinerTalent with your NinerNet credentials.		
2	If...		Then...
	You are not logged in as an Approver		Change your UserGroup to Approver
	You are logged in as an Approver		Proceed to Step 3.
Result: A green confirmation message will appear at the top of the screen.			
3	If...		Then...
	The module does not default to Position Management		Change the module
	The module defaults to Position Management		Proceed to Step 4
Note: The Position Management module is indicated by an orange header.			
4	Click on the Position Requests tab in your inbox.		
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
	Edits are needed		Make the edits yourself OR Click Take Action on Position Request and proceed to step 8
7	If...		Then... And Then...
	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		

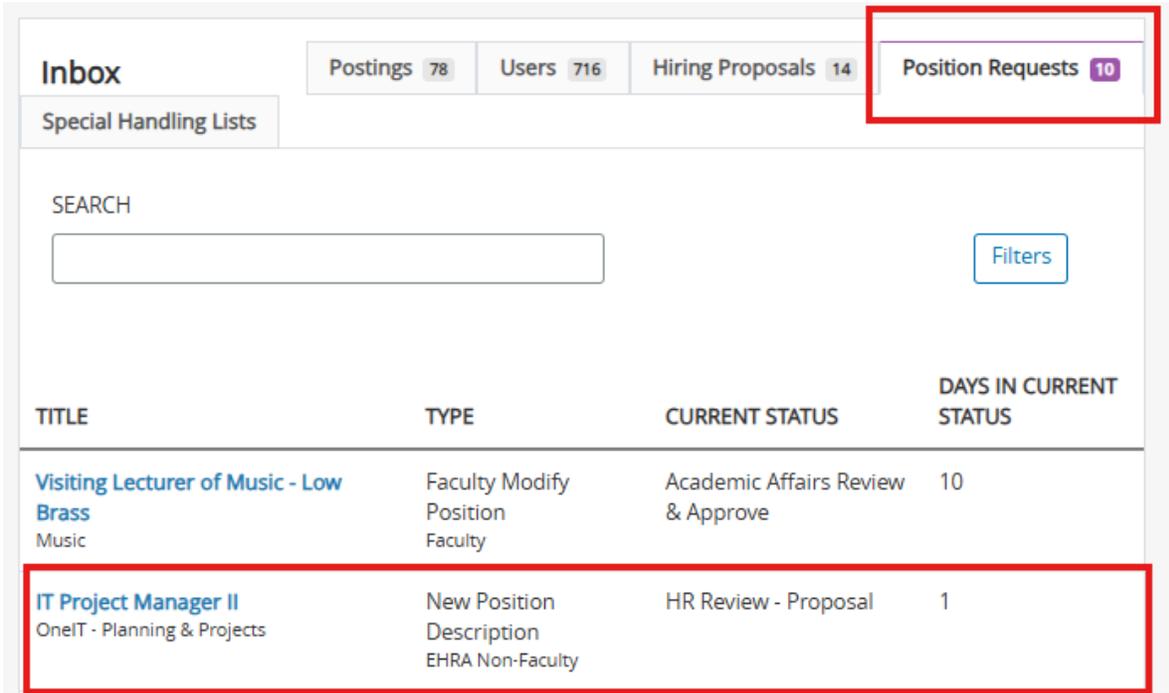
1.8 Approver: Modify Position – Proposal Phase

How to review and approve a request for 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 colspan="2">Then...</th> </tr> </thead> <tbody> <tr> <td>You are not logged in as an Approver</td> <td colspan="2">Change your User Group to Approver</td> </tr> <tr> <td>You are logged in as an Approver</td> <td colspan="2">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	Select the Position Management module from the drop-down box. Note: The Position Management module is indicated by an orange header											
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 review/approve.											
6	<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 7</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 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											
7	<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 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> </tbody> </table>			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
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.											

1.9 Approver: Modify Position Description: Details Phase

How to review and approve a request for 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 the 'Inbox' interface with tabs for Postings (78), Users (716), Hiring Proposals (14), and Position Requests (10). The 'Position Requests' tab is highlighted with a red box. Below the tabs is a search bar and a 'Filters' button. A table lists the following items:</p> <table border="1"> <thead> <tr> <th>TITLE</th> <th>TYPE</th> <th>CURRENT STATUS</th> <th>DAYS IN CURRENT STATUS</th> </tr> </thead> <tbody> <tr> <td>Visiting Lecturer of Music - Low Brass Music</td> <td>Faculty Modify Position Faculty</td> <td>Academic Affairs Review & Approve</td> <td>10</td> </tr> <tr> <td>IT Project Manager II OneIT - Planning & Projects</td> <td>New Position Description EHRA Non-Faculty</td> <td>HR Review - Proposal</td> <td>1</td> </tr> </tbody> </table> <p>The 'IT Project Manager II' row is highlighted with a red border.</p>	TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS	Visiting Lecturer of Music - Low Brass Music	Faculty Modify Position Faculty	Academic Affairs Review & Approve	10	IT Project Manager II OneIT - Planning & Projects	New Position Description EHRA Non-Faculty	HR Review - Proposal	1
TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS										
Visiting Lecturer of Music - Low Brass Music	Faculty Modify Position Faculty	Academic Affairs Review & Approve	10										
IT Project Manager II OneIT - Planning & Projects	New Position Description EHRA Non-Faculty	HR Review - Proposal	1										
5	Click the Title of the position description you wish to review/approve.												
6	Review all fields.												

Step	Action			
7	If...		Then...	
	No edits 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.			

1.10 Approver: Update Position

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

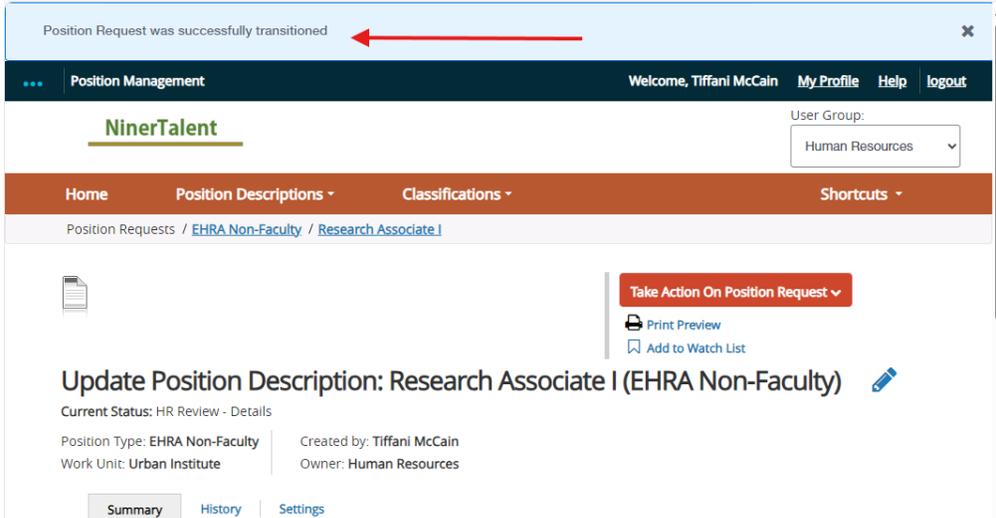
Step	Action						
1	Log into NinerTalent with your NinerNet credentials						
2	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>You are not logged in as an Approver</td> <td>Change your User Group to Approver and Click Refresh</td> </tr> <tr> <td>You are 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 the Position Request tab in your inbox.						
5	Click the Title of the position description you wish to review/approve.						
6	Review all fields.						

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	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 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	<p>Add comments if needed and click Submit. Result: A confirmation message displays at the top of the screen.</p> 

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	<ul style="list-style-type: none">– 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	<ul style="list-style-type: none">– 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	<ul style="list-style-type: none">– 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	<ul style="list-style-type: none">– 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](#).