NINERTALENT USER GUIDE SHRA/EHRA Position Management





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.

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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



*PBM- Personnel Budget Management (general funds) GCA - Grants and Contract Administration (other funds)

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	ge displays at the top of the screen.	

3			
	If	Then	
	The module does not default to	Change the Module	
	Position Management		
	The module defaults to Position	Proceed to Step 4	
	Management		
	Note: The Position Management	module is indicated by an orange hea	ader.

Position Management Welcome, Tiffani McCain <u>My Profile</u> logout					
NinerTalent					User Group:
Home Position D	escriptions -	Classific	cations -		Shortcuts -
Welcome to NinerTale	nt!				
Alerts (1 alert from the	e administrator)				59 Filled Postings Last 30 days
 Supervisors of nerviews to docum discussions, you Portal by clicking the following web 	wly hired SHRA emplo ent progress and/or may use the Off-Cycle My Employees' Review ssite: https://hr.charlo	oyees are rem performance i Review Progr vs. A video on tte.edu/mana	inded to conduct quarte improvement needs. To o ram which can be found i how to complete this pr ggers/performance-mana	rly probationary period Jocument these in the UNC Charlotte ocess can be found on igement	
Inbox Special Handling Lists	Postings 🖪	Users 709	Hiring Proposals 8	Position Requests 17	SHRA EHRA Non-Faculty
SEARCH				Filters	Applicants Per Day Last Week

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.
	New Position Description Cancel Start Position Request
	To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.
	Working Tide *
	Organizational Unit
	Division * Select a Division
	College/Department * Select a College/Department
	Work Unit * Select a Work Unit *
	Saved Searches V Search More Search Options V
	Clone an existing Position Description?
	EPA Staff Position Descript X
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.

	Editing Position Require	est Proposal Request	
	Position Request Sum	nary Check spelling Required information Othory Institute with Assesses	
		Other Initiator with Select Some Options	
		Departmental Information	
		Division Please select V	
		Department Ploase select	\checkmark
		Work Unit Police and Public Safety	
		Position Information	
		Working Title First Officer II	
		Primary Purpose of Position	
		This field is required.	
		Requested Salary This field is required.	
		Proposed Effective Date MM//DD/YYYY	
		This field is required.	
		Internal Comparisons	
0	Complete all fields on	the Proposal Request page.	
1	Click Save & Continu		
	Result: The Position S	Summary Page displays.	
_	Click the Take Action	on Position Request button	to view all available workflow
2	actions	i on i osition Request button	to view all available worknow
2			
2	actions.		
2 1£		There	And Thon
2 If		Then	And Then
2 If App	proval is required	Then Select Submit (Move to	And Then Select the appropriate
2 If App	proval is required	Then Select Submit (Move to Approver)	And Then Select the appropriate Approver from the
2 If App	proval is required	Then Select Submit (Move to Approver)	And ThenSelect the appropriateApprover from thedropdown menu, add
2 <u>If</u> App	proval is required	Then Select Submit (Move to Approver)	And ThenSelect the appropriateApprover from thedropdown menu, addcomments and select
2 If App	proval is required	Then Select Submit (Move to Approver)	And Then Select the appropriate Approver from the dropdown menu, add comments and select Submit
2 If App	proval is required	Then Select Submit (Move to Approver)	And ThenSelect the appropriateApprover from thedropdown menu, addcomments and selectSubmitAdd comments and click
2 If App Add	ditional approval is not	Then Select Submit (Move to Approver) Select Submit to Human Resources (Move to HP)	And ThenSelect the appropriateApprover from thedropdown menu, addcomments and selectSubmitAdd comments and clickSubmit
2 If App Add requ	ditional approval is not	Then Select Submit (Move to Approver) Select Submit to Human Resources (Move to HR Baviaw/Bronasci)	And ThenSelect the appropriateApprover from thedropdown menu, addcomments and selectSubmitAdd comments and clickSubmit.

Keep working on this Position Request
WORKFLOW ACTIONS
Cancel Action (move to Canceled)
Submit (move to HR Review – Proposal)
Submit (move to Approver - Proposal)
Other Initiator (move to Initiator – Proposal)

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.		
	If	Then	
	You are not logged in as an	Change your User Group to	
	Initiator	Initiator	
	You are logged in as an Initiator	Proceed to Step 2.	
2	Click the Refresh button.		
	Result: A confirmation message di	splays at the top of the screen.	
3			
	If	Then	
	The module does not default to	Change the Module	
	Position Management		
	The module defaults to Position	Proceed to Step 4	
	Management		
	Note: The Position Management	module is indicated by an orange head	er.

1.2 Initiator: Create New Position – Details Phase, Continued

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

Step			Action	L		
4	Click of	on the Position Requ	est tab in your Inl	DOX.		
Alerts (1 aler	rt from the adminis	strator)				
TYPE MESSA	GE					
 Superv docum comple 	isors of newly hired ent these discussio te this process can	I SHRA employees are reminded to conduct quins, you may use the Off-Cycle Review Program be found on the following website: https://hr.	uarterly probationary period reviews to c which can be found in the UNC Charlot charlotte.edu/managers/performance-m	locument progress and/or p te Portal by clicking My Emp nanagement	erformance improv loyees' Reviews. A vi	ement needs. To ideo on how to
Inbox			Postings	Hiring Proposals Posit	tion Requests S	pecial Handling Lists
SEARCH						
						Filters
Thore are no re	sults to be display	ad				
mere are no re	esuits to be display	eu.				
Result: A	A list of	pending positions dis	splays.			
5	Click	on the Title of the p	osition to which	you want to	add det	ails.
					_	
	Result	: A new page app	bears that says '	'New Positi	on Desci	ription"
6	Select	EDIT for the "New	Position Descripti	on" you are	working	on.
	Result	: The Editing Positic	on Request page di	isplays.		
	_		-			
		← Previous 1 2 3 4	5 6 7 8 9 46	47 Next \rightarrow		
	Position Number	Working Title	Work Unit	Work Unit	Statut	(Actions)
	000004	VC and General Counsel.	Legal Affairs	Legal Affairs	Active	Actions 🗸
	000009	Sr Associate General Counsel	Legal Affairs	Legal Affairs	Active	View Edit
	000010	Vice Chancellor	Business Affairs VC	Business Affairs VC	Active	Actions 🗸
7	Enter a	all necessary field inf	formation included	l in each tab.	To mov	e between the
	tabs, c	lick the orange 'Next	t' button, or you m	nay click any	tab. The	table below
	explain	ns 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

Step	Action					
1	1 Log into NinerTalent with your NinerNet credentials.					
	If Then					
	You are not logged in as an	Change your User Group to				
	Initiator	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	Change the module				
	Position Management					
	The module defaults to Position	Proceed to Step 4				
	Management					
	Note: The Position Management mo	dule is indicated by an orange header.				
4	Click on the Position Descriptions r	nenu tab and select SHRA or EHRA.				
	L					
	Result: All approved SHRA or EHRA position descriptions within your work units will display					
	win display.					

You are now vi	iewing the system a	as a member of the Initiator group					×
Position N	Management			Welcome,	Tiffani McCain	My Profile logo	ut
Nir	nerTalent				User G	roup:	
					Initia	tor 🗸	
Home	Position D	Descriptions - Classifications -			Sł	nortcuts -	
/ Position [Descriptions / EHR	A Non-Faculty ☆					
EHF	RA Non	-Faculty Position De	scriptions	+ Crea	ate New Position	Description	
Save	ed Searches 🗸		Search	More Search Options 🗸	J		
Initiator [Default	×					
"Initiato	or Default" 🐽 🛛 Se	elected records 0 × Clear selection?				Actions 🗸	
0	Position Number	Working Title	Work Unit	Work Unit	Status	(Actions)	
	000018	Associate Vice Chancellor of Alumni Engagement	Alumni Engagement	Alumni Engagement	Active	Actions 🗸	
	001297	Associate Provost and Chief of Staff	Academic Affairs VC	Academic Affairs VC	Active	Actions 🗸	
	003915	Associate Provost for Academic Budget	Academic Affairs VC	Academic Affairs VC	Active	Actions 🗸	
	004405	Associate Director for the Center for ADVANCing Faculty Success	Advancing Fac Success	Advancing Fac Success	Active	Actions 🗸	
	003494	Assistant Director, 49er Next Advising	University Transfer Center	University Transfer Center	Active	Actions 🗸	
	003493	Assistant Director of Transfer Student Programs	Undergraduate Education	Undergraduate Education	Active	Actions 🗸	
	009556	IT Analyst/Programmer III	OnelT - Facilities Info Systems	OnelT - Facilities Info Systems	Active	Actions 🗸	
	007949	Personnel Data and Reporting Analyst	Academic Affairs VC	Academic Affairs VC	Active	Actions 🗸	
	009168	IT Analyst/Programmer II	OnelT - Infrastructure	OnelT - Infrastructure	Active	Actions 🗸	
	000469	Senior Classification/Compensation Consultant	Staff Position/Perf Mgmt	Staff Position/Perf Mgmt	Active	Actions 🗸	
	Res	ult: The Position Descrip	ption Detail	s appear.	1.4		
6	Sele Sta	rt button.	Description	link and cli	ck the		
Positio	n Management			Welc	ome, Tiffani Mo	Cain <u>logout</u>	
	NinerTalent	_			User Group:	~	
Home	Positic	n Descriptions - Classifications -			Shortcu		
/ Desirie	Descriptions (EHDA Non Faculty / Academic Advisor I			Shorteu		
/ POSICIO	n Descriptions 7	ERITA INDIT-FACULLY / ACADEMIC ADVISOF I					
			e l	Print Preview			
			+ * *	Print Preview (Employee View Supervisor Modify Position Descripti Update Position Descript	view) on ion		
Posit Current S	tion Descr Status: Active	iption: Academic Advisor I	(EHRA Non-	Faculty)			
Position Work Un Human S	Type: EHRA Non-F nit: College of Heal Svc	Faculty Created by: Alice Patterson th &					

••• Position Manage	ement	We	come, Tiffani McCain logout
NinerT	alent		User Group:
			Initiator ~
Home	Position Descriptions - Classification	ins *	Shortcuts -
/ Position Descrip	otions / EHRA Non-Faculty / Modify Position Descri	ption 🛱	
Start Modi	fy Position Description Positio	n Request on Academic Advis	or I?
Once it has been s	started, this position request will lock the position d	escription from other updates until the position re	quest has completed.
7	Enter all information as	requested in the Proposal	Request.
	Note: The Position Char	nge Summary should be	a concise, yet detailed explanation
	of the Requested Activ	on. Additionally, please	indicate your proposed salary,
	proposed effective date	, and any comparable po	osition(s)- Position# or Employee
	Name		
	- that may be impacted	by this request.	
8	Click Next to move to the	ne Position Request Summ	nary.
9	Click the Take Action actions.	on Position Request but	ton to view all available workflow
10			
10	If	Then	And Then
	Approval is required	Select Submit (move	Select the appropriate
	rippioval is required	to approver-Proposal)	Approver from the drop
		to approver rioposal)	down menu and select
			Submit
	Additional approval is	Select Submit (move	Add comments and
	not required	to HR Review-	click Submit
		Proposal)	
	Result: A confirmation	message displays at the	op of the page.
	Note: If you wish to add	l 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 NinerN	let credentials.			
	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 o	n your default settings.			

	3						
		If			Then		
		The module do	es not defaul	lt to	Change th	ne module	
		Position Manag	gement		Ũ		
		The module de	faults to Posi	ition	Proceed to	o Step 4	
		Management					
		Note: The Posit	ion Managen	nent mod	lule is indic	cated by an o	
	4	Click the Position	on Request t	ab in you	ır inbox.		
	Inbox	Postings 83	Users 636	Hiring P	roposals 24	Position Requests 32	
	Special H	andling Lists					
				-			
	SEARCH						
						Filters	
						DAYS IN CURRENT	
	TITLE			CURRENT	STATE	STATE	
Res	ult: A lis	t of pending posit	tions displays	s.			
	5	Click on the Titl	e of the posit	tion to w	hich you wa	ant to add details.	
		Result: A new	bage appears	that says	s "Modify P	osition Description".	
	6	Select the Edit 1	ink under "N	Iodify Po	osition Desc	cription."	
		Result: The Ed	iting Position	n Reques	t page displ	ays.	
		Note: Tabs are	shown on the	e left side	e of the page	e. The following table provi	ides a
		description of ea	ich field.				

Home Position Descr	ptions -	Classifications -	Shortcuts -
Position Requests / EHRA Non-Fac	<u>ulty</u> / Edit		
Editing Position Request	Classi	fication	
Classification		noation	Save Save & Continue
Reason For Action			
C Employee	Before	creating a new EPA position, you r	must have completed a proposal at this point.
Supervisor	Selecte	d Classification	
Position Details		Classification Datails	
Funding Source		Classification Details	
Outies and Responsibi		Classification Information	
S FLSA			
ADA Compliance Form		Position Designation	EHRA Non-Faculty
Supplemental Documenta		Class/Job Code	E0085
Job Posting Information		Classification Title	Coordinator
Analyst Notes		Minimum Salary	
C HR Use Only		Market Range Minimum	
Position Request Summary		Market Pange Maximum	
		Market Range Maximum	
		Maximum Salary	

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

Tab	Action Needed
Reason for	Explain what is changing about the position.
Action	
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	Edit, add, or remove the source(s) of funding for this position request.
Source	Note: The percentage(s) associate with each funding source should equate to 100
	when totaled.
Competencies	Review and edit the position-specific competencies and relevant job duties. To
(SHRA only)	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	Review and edit the position-specific duties and responsibilities. There should be
Responsibilities	at least 2 entries. The entries should total 100 and
(EHRA only)	
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	Select the physical activities, physical requirements, visual acuity requirements,	
Compliance	and working conditions associated with the job.	
Form	Note: Each section has a link you can click for full definitions.	
Supplemental	Include all necessary documents that should be submitted with the position	
Documentation	(Organizational Chart, FLSA checklist, etc.)	
Job Posting	Include information you wish to be included on the Job Posting.	
Information	Note: This information will copy to the Applicant Tracking module when you are	
	ready to post the position.	
Position	Review all information entered for both accuracy and completeness	
Request		
Summary		

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 .
	Kesuit: 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	Act	ion	
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 appea	ar 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 i	is indicated by an orange header.	
4	Click on the Position Descriptions tab and	d select SHRA or EHRA.	
	Result: All approved SHRA or EHRA posi will display.	tion descriptions within your work unit	

•••	Position I	Manager	nent	Welcome, Tiffani McCain	<u>My Profile</u> H	leip logout
	Ni	nerTa	lent		User Group: Human Resou	rces 🗸
	Home		Position Descriptions - Classificatio	ns •	Shortcuts	· •
	Welcome to		SHRA SHRA Position Requests EHRA Non-Faculty EHRA Non-Faculty Position Requests	0 F	illed Posting	IS
	TYPE	MESS	Faculty Faculty Position Requests	L	ast 30 days	
	Supervisors of newly hired SHRA employees are reminded to conduct probationary period reviews to document progress and/or performanceds. To document these discussions, you may use the Off-Cycle R can be found in the UNC Charlotte Portal by clicking My Employees' how to complete this process can be found on the following website https://hr.charlotte.edu/managers/performance-management		visors of newly hired SHRA employees are reminde tionary period reviews to document progress and/c . To document these discussions, you may use the e found in the UNC Charlotte Portal by clicking My E o complete this process can be found on the follow //hr.charlotte.edu/managers/performance-manage	d to conduct quarterly or performance improvement Off-Cycle Review Program which Employees' Reviews. A video on ing website: ement	0	

Step	Action			
5	Click the title on the position description you wish to edit.			
6	Select Update Position Description			
NinerTal	alent User C	iroup: itor V		
Home Po	Position Descriptions - Classifications - S	hortcuts -		
/ Position Descriptio	tions / EHRA Non-Faculty / Director of Football Academics			
Print Preview Weit Supervisor Workdy Position Description Position Description: Director of Football Academics (EHRA Non-Faculty) Current Status: Active Position Type: EHRA Non-Faculty Vorkd Unit: Athletic Academic Center Nummary History Misson				
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.			

	Request	Reason For Action	Savo Co Pro	y Savo & Continuo
Classification			Save << Ple	V Save & Continue
Reason For Action	on			
Employee		Check spelling		
Supervisor		* Required Information	ac.	
Position Details	;	neason for Actio		
Funding Source			Update position description (no salary change) Supervisor change	
Duties and Res	ponsibi		Change and/or extend funding source(s)	
S FLSA		* Requested Update	FTE change (hours and/or months worked)	
ADA Compliance	e Form		FLSA Exemption request/review	
Supplemental [Documenta		Abolish position	
Job Posting Info	ormation		B I & & T !! <> != !=	
Position Reques	t Summary	Position Change		
		Summary		
		Requested Effective	MM/DD/YYYY	
		Date	This field is required.	
			Save << Prev	Save & Continue
			$1 + T = 1 + A = 4^{1} + 4^{1} + 5^{1$	D
10	From the	e Summary tab, so	elect Take Action on Positi	on Request.
10 11	From the	e Summary tab, so	elect lake Action on Positic	on Request.
<u>10</u> 11	From the	e Summary tab, so	Then	And Then
<u>10</u> 11	From the	al is required	Then	And Then Proceed to step 10
<u>10</u> 11	From the If Approv	e Summary tab, so val is required	Then Select Submit (move to Approver – Details)	And Then Proceed to step 10
<u>10</u> 11	From the If Approv	val is required	Then Select Submit (move to Approver – Details)	And Then Proceed to step 10
<u>10</u> 11	From the If Approv	val is required	Then Select Submit (move to Approver – Details) Select Submit (Move to UD Devicer – Details)	And Then Proceed to step 10 Add comments and
<u>10</u> 11	From the If Approv Additic not requ	val is required nal approval is	Then Select Submit (move to Approver – Details) Select Submit (Move to HR Review – Details)	And Then Proceed to step 10 Add comments and click Submit
<u>10</u> 11	From the If Approv Additic not requ	val is required nal approval is uired	Then Select Submit (move to Approver – Details) Select Submit (Move to HR Review – Details)	And Then Proceed to step 10 Add comments and click Submit
<u>10</u> 11	From the If Approv Addition not required Result:	e Summary tab, so val is required onal approval is uired A confirmation m	Then Select Submit (move to Approver – Details) Select Submit (Move to HR Review – Details) HR Review – Details)	And Then Proceed to step 10 Add comments and click Submit
<u>10</u> 11	From the If Approv Additic not requ Result: J Note: If	e Summary tab, so val is required onal approval is uired A confirmation m you wish to add t	Then Select Submit (move to Approver – Details) Select Submit (Move to HR Review – Details) HR Review – Details)	And Then Proceed to step 10 Add comments and click Submit Ethe page. heck the WatchList box
10 11 12	From the If Approv Additic not requ Result: Note: If Choose t	e Summary tab, so val is required onal approval is uired A confirmation m you wish to add t the person who sh	Then Select Submit (move to Approver – Details) Select Submit (Move to HR Review – Details) nessage displays at the top of this item to your Watchlist, c nould approve the position d	And Then Proceed to step 10 Add comments and click Submit The page. heck the WatchList box escription from the drop

1.6 Approver: Create New Position – Proposal Phase

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

Sten	Action					
1	Log in to NinerTalent with your NinerNet credentials.					
2						
	If Then					
	You are logged in as an Approver	u are logged in as an Approver Change your User Group to Approver				
	You are logged in as an Approver	e 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 m	odule.				

	Note: The Positions Management module is indicated by an orange header.				
Step	Action				
5	Click on the Position Requests tab in your inbox.				
Inhox	Postings 83 U	sers 636	Hiring Pro	posals 24	Position Requests 32
IIIDOX			0		
Special H	andling Lists				
SEARCH					
					Filters
					DAVE IN
				CURRENT	CURRENT
TITLE		TYPE		STATUS	STATUS
8	If No edits are neede Edits are needed	d		Then Click Take Request an Make the e OR Click Take Request an	e Action on Position ad proceed to Step 9 edits yourself e Action on Position ad proceed to Step 11
9					
	If	T	hen		And Then
	Additional approv	al is So	elect Subn	nit (Move	Proceed to Step 10
	required	to	Approve	r-	1
	1	P	roposal)		
	Additional approv	al is Se	elect Subn	nit (Move	Proceed to Step 12
	not required	to		,	1
10	Select the appropria	te Appro	ver from t	he drop-dov	vn box and proceed to
	step 12.	<u>-</u>		r	
11	Select Return (Mo	ve to Ini	tistor - Pr	onosal)	
12	Add comme	nts if ne	eded and c	lick Submit	
1.					, ,
	Result: a confirmati	on messe	age display	is at the ton	of the page
	icouit. a committe	on messe	ige uispiay	s at the top	or me page

1.7 Approver: Create New Position – Details Phase

Step	Action			
1	Log into NinerTalent with your NinerNet credentials.			
2				
	If		Then	
	You are not logged in as	an	Change you	r UserGroup to
	Approver		Approver	1
	You are logged in as an	Approver	Proceed to Step 3.	
		11		
	Result: A green confirmation message will appear at the top of the screen.			
3			-	
	If		Then	
	The module does not det	fault to	Change the	module
	Position Management			
	The module defaults to I	Position	Proceed to	Step 4
	Management			
	Note: The Position Mana	gement mod	ule is indicate	ed by an orange header.
4	Click on the Position Red	quests tab in	your inbox.	
5	Click the title of the posit	ion you want	to review/ap	pprove.
0			TT1	
			Then	A D
	No edits are needed		Click Take	Action on Position
			Request an	ad proceed to step /
	Edits are needed		Make the e	dits yourself
			Click Take	Action on Position
			Doquest or	Action on Fosition
			Request an	la proceed to step 8
7				
	If	Then		And Then
	Additional approval is	Select Sub	mit (Move	Proceed to Step 8
	required	to Approve	er-Details)	1
	Additional approval is	Select Sub	mit (Move	Proceed to Step 10
	not required	Budget Ap	proval-	1
		Details)	_	
Q	Select the oppropriate Am	nrover from	the dron day	in how and proceed to
0	Sciect the appropriate Ap		ine urop-uow	in oux and protect to
9	Select Return (Move to)	Initiator <u>–</u> D	etails)	
10	Add comments if needed	and click S	ihmit	
10	Aud comments, it needed and click Sublin			

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

1.8 Approver: Modify Position – Proposal Phase

Step	Action				
1	Log into NinerTalent with your NinerNet credentials.			5.	
2					
	If		Then		
	You are not logged in as a	n Approver	Change your	r User Group to Approver	
	You are logged in as an A	pprover	Proceed to S	ttep 3.	
	Result: A confirmation message displays at the top of the page.				
3	Select the Position Management module from the drop-down box.				
	Note: The Position Man	agement mod	tule is indica	ted by an orange header	
4	Click on the Position Request tab in your Inbox.				
	Desult: A list of pending p	ositions displa	110		
	Kesult. A list of pending p	ositions displa	lys.		
5	Click on the Title of the po	sition to whic	h vou want to	review/approve.	
6	<u> </u>				
	If		Then		
	No edits are needed		Click Take	lick Take Action on Position	
			Request and	l proceed to Step 7	
	Edits are needed		Make the ed	its yourself	
	OR				
	Click Take		Action on Position		
			Request and	l proceed to Step 9	
7					
1	If	Then		And Then	
	Additional approval is	Select Subn	nit (Move to	Proceed to Step 8	
	required	Approver-	Proposal)		
	Additional approval is	Select Subn	nit (Move to	Add comments if	
	not required	HR Review	-Proposal)	needed and click	
				Submit	
		2 1			
8	Select the appropriate Appr	rover from the	e drop-down b	ox, add	
0	comments if needed and cl	ick Submit.	on agal)		
9	Select Keturn (Iviove to I	muator - Pr	oposat)		
	Docult: A Take Action w	indow diapla	W C		
	Result: A rake Action W	muow displa	ys.		

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

1.9 Approver: Modify Position Description: Details Phase

Step			A	ction	
1	Log into NinerTalent with your NinerNet credentials.				
2					
	If			Then	
	You are not l	ogged in as an		Change your U	Jser Group to
	Approver	66		Approver	· · F
	You are logg	ed in as an Approx	/er	Proceed to Ste	n 3.
	10000000088		•1	1100000000000000	P 0.
	Result. A gre	en confirmation m	essage	will appear at t	he top of the screen
3	itesuit: 11 gio		ossuge	will appear at t	ne top of the serven.
5	If			Then	
	The module	doos not default to		Change the m	odula
	Position Mar	uses not default to		Change the mo	Juule
	The module	defeulte to Desition		Dropped to Sta	n 1
	Management	defaults to Position	1	Proceed to Ste	p 4
	Management				
	Note: The Dee	itian Managamant	m o du	la is indicated b	wan ananga haadan
1	Note: The Pos	ition Management	moau	lie is indicated b	by an orange neader.
4	Click on the P	osition Requests	tab in	your indox	
				_	
Inbox	Postir	ngs 78 Users 716	Hirir	ng Proposals 14	Position Requests 10
Special Handli	nglists				
Special Harian	16 1303				
SEARCH					
					Filters
					DAYS IN CURRENT
TITLE		TYPE	CU	RRENT STATUS	STATUS
		En este March Ca			
Visiting Lecture	r of Music - Low	Faculty Modify	Aca	ademic Affairs Review	v 10
Music		Faculty	CX P	pprove	
IT Project Mana	iger II	New Position	HR	Review - Proposal	1
OneIT - Planning & Projects		Description			
		EHRA Non-Faculty			
5	Click the Title	of the position do	soriet	ion you wish to	review/approve
5		e or me position de	script	1011 you wisii to	icview/appi0ve.
6	Daviaw all fi-	14.			
0	Review all fie	ius.			

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

Step	Action				
7					
	If	Then			
	No edits needed	Click Ta	Click Take Action on Position		
			Request and proceed to Step 8		
	Edits are needed		edits yourself		
		OR			
		Click Ta	ke Action on Position		
		Request	and proceed to Step 10		
0					
8	10	The			
	II	I hen	And I hen		
	Additional approval is	Select Submit (Move	Proceed to Step 9		
	required	to Approver-Details			
	Additional approval is	Select Submit (Move	Proceed to Step 11		
	not required	to Budget Approval-			
		Details)			
9	Select the appropriate Ap	prover from the drop-do	own box and proceed to step		
	11.				
10	Select Return (Move to	Initiator- Details)			
11	Add comments if needed	and click Submit.			
	Result: A confirmation n	nessage displays at the t	op of the screen.		

1.10 Approver: Update Position

Jpdate a Position Descriptions
J

Step	Action			
1	Log into NinerTalent with your NinerNet credentials			
2				
	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.		
		· · · · · · · · · · · · · · · · · · ·		
	Result: A confirmation message display	vs at the top of the screen.		
3				
	If	Then		
	The module does not default to	Change the module		
	Position Management			
	The module defaults to Position	Proceed to Step 4		
	Management			
	Note: The Position Management module	e is indicated by an orange header.		
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.			
Home Posit	ion Descriptions - Classifications -	Shortcuts 🝷		
Position Requests / SH	RA / Building Environmental Tech	Search Results: Previous Next		
_				
		Take Action On Position Request 🗸		
		Print Preview		
		Add to Watch List		
Update Positi	on Description: Building Environmenta	i iech (SHRA) 🕜		
Current Status: HR Revie	w - Details			
Work Unit: Housing and Residence Life	Owner: Human Resources			
Summary H	istory Settings			

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

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

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	d proceed to step 8	
	Edits are needed	Make the ed	lits yourself	
		OR		
		Click Take	Click Take Action on Position	
		Request and	d proceed to step 10	
8				
	If	Then	And Then	
	Additional approval is	Select Submit (Move to	Proceed to Step 9	
	required	Approver-Details)	-	
	Additional approval is	Select Submit (Move to	Proceed to Step 11	
	not required	HR Review-Details)	-	

9	Select the appropriate Approver from the drop-down box and proceed to Step	11
10	Add comments if needed and click Submit . Result: A confirmation message displays at the top of the screen.	
	Position Request was successfully transitioned •••• Position Management Welcome, Tiffani McCain My Profile Help logour	×
	NinerTalent User Group: Human Resources ~	
	Home Position Descriptions * Classifications * Shortcuts * Position Requests / EHRA Non-Faculty / Research Associate	
	Take Action On Position Request > Print Preview Add to Watch List	
	Update Position Description: Research Associate I (EHRA Non-Faculty) Current Status: HR Review - Details Position Type: EHRA Non-Faculty Created by: Tiffani McCain Work Unit: Urban Institute Owner: Human Resources	
	Summary History Settings	

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 <u>this Google Form</u>.