

NinerTalent

Positions

User Guide for Initiators and Approvers

EHRA Non-Faculty

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Overview

Introduction

The Position Management module, identified by its orange header, is used to view and manage the position descriptions within NinerTalent. The module may be used to:

- View the EHRA Non-Faculty position library
- Create new EHRA Non-Faculty positions
- Modify existing EHRA Non-Faculty positions

Process – Creating New Positions

The process for creating a new EHRA position involves the Initiator beginning the action, then routing to Budget Approval for a position number to be assigned. After a position number has been assigned Budget will route it back to the Initiator. The Initiator will enter all the position information and will route to the Approver(s) to review, verify and make necessary edits. After the Approver(s) has completed their review the position will be routed to Human Resources. Human Resources will review the position and set a salary range. Once the position has been reviewed and the salary range entered, Human Resources will route the position to Budget for final Approval. Please click [here](#) to view further information on this process.

Process – Modifying Existing Positions

The process for modifying existing positions involves the Initiator beginning the action and then routing to the Approver(s). The final Approver is always the Divisional Approver. The action is routed then to the Budget Officer and after that it will route to Human Resources for final approval. Please click [here](#) to view further information on this process.

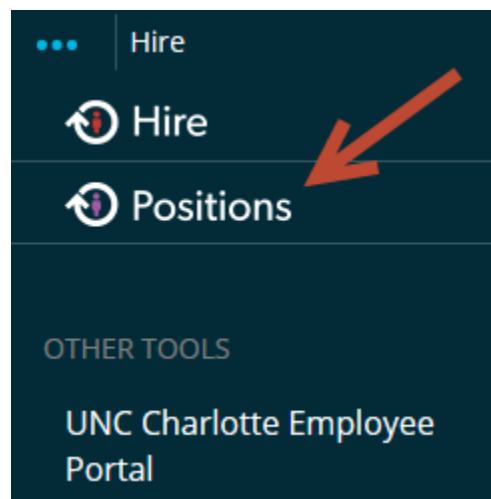
Logging In

Go to: <https://jobs.uncc.edu/hr>

Click here to log in with your UNC Charlotte NinerNET credentials

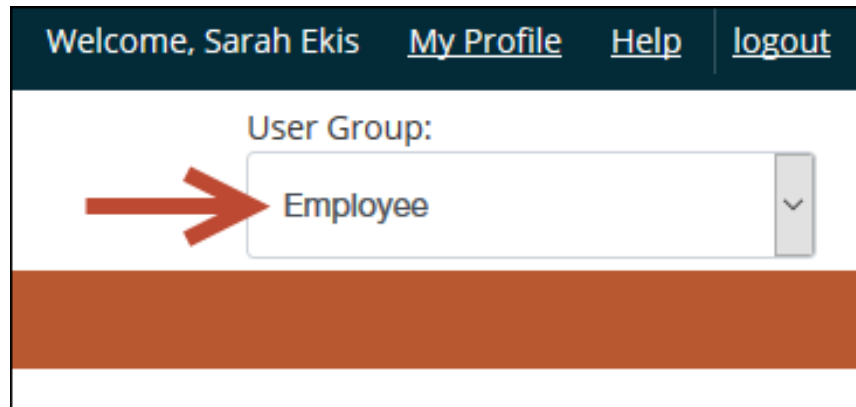
Guest User Login:
The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UNC Charlotte NinerNET credentials.

Locating the Positions Module (previously called Position Management)





Changing your User Group



Recent upgrades to NinerTalent have made changing your user group unnecessary if a pending action already exists. You will need to change your user group to Initiator to start a new action. The system will automatically change your user group when you click on an action. For example, if you are logged in as “Employee” and click on a hiring proposal from your Inbox, it will change your user group to “Initiator” or “Approver” automatically.

Viewing the Position Description Library

Introduction

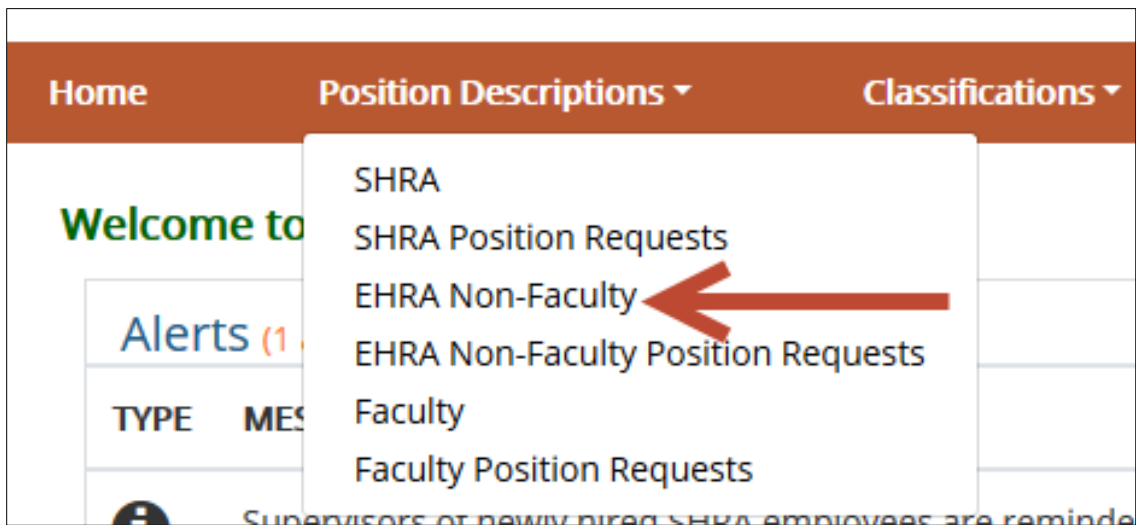
The position library is where you can view all position descriptions that you have access to in the system. You would have access to position descriptions for three reasons:

1. You are the supervisor.
2. You have been assigned as an Additional Initiator on the position description.
3. It is your own position. You can view your own position description in the library, but you cannot modify it.

Viewing the Library

You have to be in the Position Management Module to view the position library. Click here for instructions on [changing modules](#). The current group you are logged in as will determine which positions you can see.

Click on the “Position Descriptions” tab and select “EHRA Non-Faculty”



The search results will appear at the bottom of the screen:

EHRA Non-Faculty Position Descriptions

[+ Create New](#)

Saved Searches ▾ Search More Search Options ▾

Ad hoc Search All Positions

Ad hoc Search 5 Save this search? Selected records 0 Clear selection? Actions ▾

<input type="checkbox"/>	Position Number	Working Title	Work Unit	Status	(Actions)
<input type="checkbox"/>	000012	Director	Urban Institute	Active	Actions ▾
<input type="checkbox"/>	000017	Major Gift Officer	Development	Active	Actions ▾
<input type="checkbox"/>	000036	Research Associate	Computer Science	Active	Actions ▾
<input type="checkbox"/>	000064	Director Botanical Gardens	Greenhouse	Active	Actions ▾
<input type="checkbox"/>	000501	Executive Director	Employee Relations	Active	Actions ▾

Viewing a Position

To view a specific position, click on the Action menu item and select “View”.

Ad hoc Search All Positions

Ad hoc Search 5 Save this search? Selected records 0 Clear selection? Actions ▾

<input type="checkbox"/>	Position Number	Working Title	Work Unit	(Actions)
<input type="checkbox"/>	000012	Director	Urban Institute	Actions ▾ View
<input type="checkbox"/>	000017	Major Gift Officer	Development	Actions ▾
<input type="checkbox"/>	000036	Research Associate	Computer Science	Actions ▾
<input type="checkbox"/>	000064	Director Botanical Gardens	Greenhouse	Actions ▾
<input type="checkbox"/>	000501	Executive Director	Employee Relations	Actions ▾

You can also search for a specific position using the search bar. Just type your search criteria in the box and click search. Clicking “More Search Options” will give you additional filters you can search by.

Position Descriptions / EHRA Non-Faculty

EHRA Non-Faculty Position Descriptions

Then Click Here ↓

for more options click here ↓

Saved Searches ▾

Enter Search Criteria Here

Search

🔍 More Search Options ▾

Creating a New Position Description

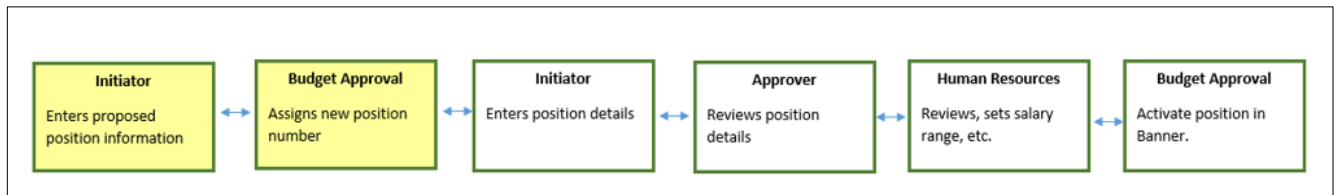
Introduction

There are two instances when you would create a new EHRA Non-Faculty position description:

1. You have received funding to create a brand new position.
2. You are converting an existing SHRA or Faculty position to EHRA Non-Faculty.

If the position already exists and you are making changes to it, click here to [Modify the Position Description](#).

EHRA Position Management New Position Flow Chart

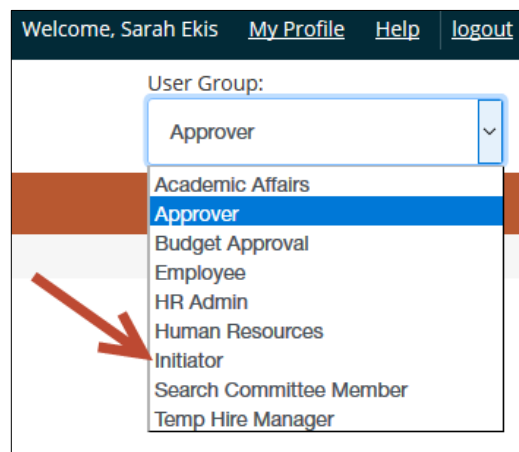


Steps to Create a New Position Description

You have to be in the Positions Module to create a new position description. Click here for instructions on [changing modules](#).

Before you begin, if you supervise an identical or very similar position to what you are creating, click here to [Clone an Existing Position Description](#).

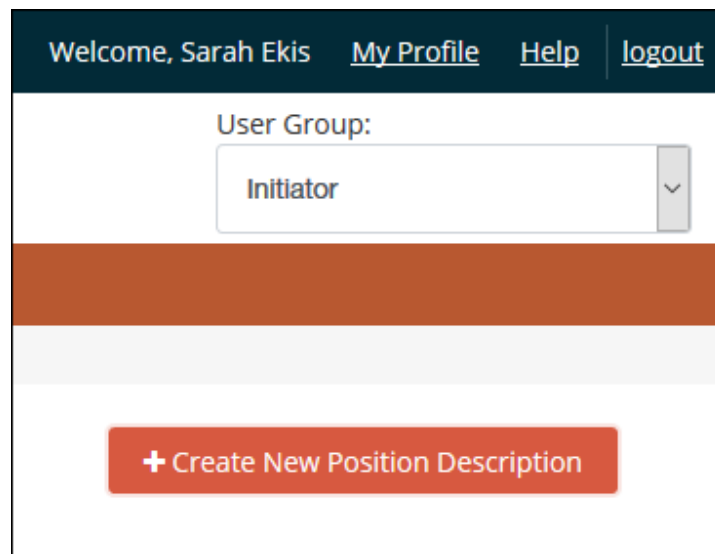
1. Change current group to “Initiator”




2. View your Position Description Library



3. Click the Orange Button “Create New Position Description”



4. Enter the Working Title and verify the Division, College/Department, and Work Unit are accurate. Then click “Start Position Request”

 New Position Description

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 Title *

Organizational Unit


Division *

College/Department *

Work Unit *

Welcome, Sarah Ekis [My Profile](#) [Help](#) [logout](#)

User Group:



5. After you click the “Start Position Request” button, you will see a screen called “Proposed Position Information”. This is where you will enter the proposed position title, fund number(s), and proposed salary. This information will allow the Budget Office to assign a position number.

Home Position Descriptions ▾ Classifications ▾

Position Requests / ... / New Position Description / Position Title / Edit

Editing Position Request

Proposed Position Info... ▶

Position Request Summary

Proposed Position Information

ABC [Check spelling](#)

*** Required Information**

Proposed Position Information

- * **Proposed Position Title**
- * **Fund Number(s)**
This field is required.
- * **Proposed Salary Range**
This field is required.
- Position Number**

Routing the proposed position action

6. You have the option to send to an additional Initiator or Route to Budget Approval – Requesting Position Number.

Take Action On Position Request ▾

Keep working on this Position Request

WORKFLOW ACTIONS

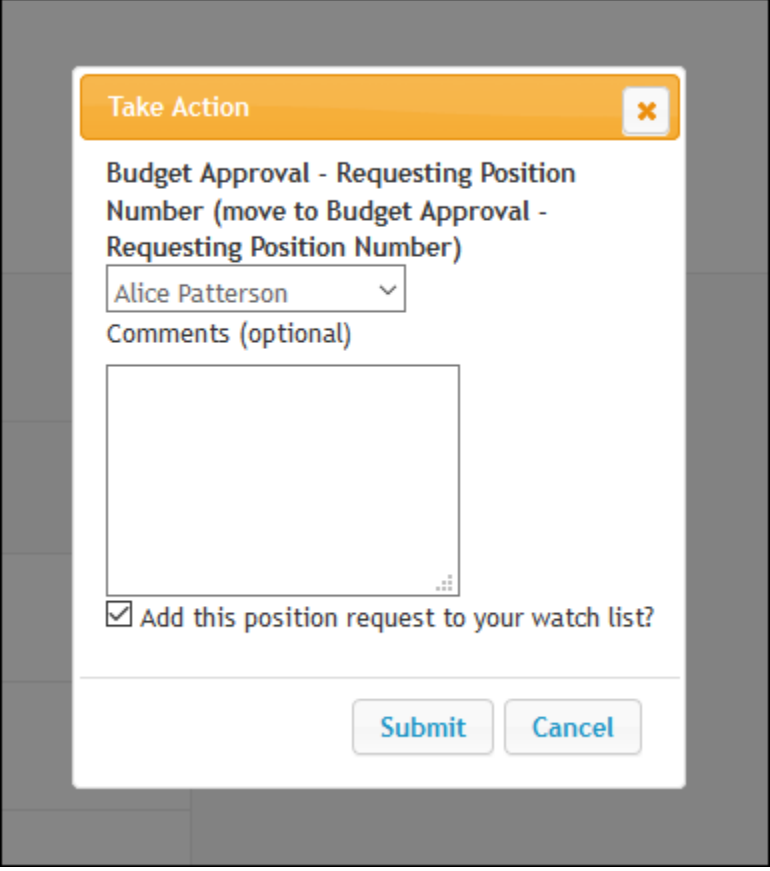
Canceled (move to Canceled)

Other Initiator (move to Initiator - Requesting Position Number)

Budget Approval - Requesting Position Number (move to Budget Approval - Requesting Position Number)

Canceled (move to Canceled)

You will be prompted to select a specific person.



The image shows a 'Take Action' dialog box with an orange header bar containing the text 'Take Action' and a close button (X). The main content area is white and contains the following elements: the title 'Budget Approval - Requesting Position Number (move to Budget Approval - Requesting Position Number)', a dropdown menu with 'Alice Patterson' selected, a text area labeled 'Comments (optional)', a checkbox labeled 'Add this position request to your watch list?' which is checked, and two buttons at the bottom: 'Submit' and 'Cancel'.

When routing the position action, you have the option to enter comments and add the position to your watch list. Please note that any comments entered become a permanent part of the position action history. They will show up in the e-mail notification that goes to the selected Initiator or Budget Approver.

7. Once the Budget Office has assigned a position number, they will send it back to the initiator for the details to be added.

Entering the Position Information – Information about each tab

The Initiator will now see all the position tabs and will enter all position information.

Editing Position Description	
<input checked="" type="checkbox"/>	Position Details
<input checked="" type="checkbox"/>	Duties and Responsibi...
<input checked="" type="checkbox"/>	Additional Position In...
<input checked="" type="checkbox"/>	Minimum and Preferred ...
<input checked="" type="checkbox"/>	Compensation and Fundi...
<input checked="" type="checkbox"/>	Classification
<input checked="" type="checkbox"/>	Funding Source
<input checked="" type="checkbox"/>	Supplemental Documenta...
<input checked="" type="checkbox"/>	ADA Compliance Form
<input checked="" type="checkbox"/>	Employee
<input checked="" type="checkbox"/>	Supervisor
<input checked="" type="checkbox"/>	FLSA
<input checked="" type="checkbox"/>	HR Use Only
	Summary

Please click [here](#) for further information on EHRA Non-Faculty Position Description Components.

The EHRA Non-Faculty Position Descriptions are separated into 14 tabs. This section will guide you through each tab.

Position Details

The position details tab is pictured below. There are a number of fields on this tab, however pay special attention to the following fields:

- **Other Initiator with Access** – This field is used when you want another Initiator to complete the position information. By adding their name to the position, they will have access to make modifications to the position and the posting. All required fields must be completed before sending to an additional Initiator. If you want the Initiator to fill in the required fields when creating a new position, please contact Sarah Ekis at 704-687-1433.
- **Primary Purpose of Position** – This should be a concise and detailed explanation of what the position's purpose is. This field pulls into the posting, so it will be viewable to applicants.
- **Summary of Position Responsibilities** – This should be a brief summary of the position responsibilities. It should NOT be a copy and paste of the Duties and Responsibilities tab.

This field pulls into the posting, so it will be viewable to applicants.

Position Requests / ... / New Position Description / Position Title / Edit

Editing Position Description

- Position Details
- Duties and Responsibi...
- Additional Position In...
- Minimum and Preferred ...
- Compensation and Fundi...
- Classification
- Funding Source
- Supplemental Documenta...
- ADA Compliance Form
- Employee
- Supervisor
- FLSA
- HR Use Only
- Summary

Position Details

[Check spelling](#)
* Required Information

Employee Information

Employee First Name
Employee Last Name
Position Number 123456

Departmental Information

Other Initiator with Access

* Division
This field is required.

* Department
This field is required.

Work Unit Employee Relations

Department Director Name

* Supervisor of Position
This field is required.

* Supervisor Job Title
This field is required.

* Supervisor Position Number
This field is required.

* Briefly describe the primary purpose (mission) of your unit or department
This field is required.

* Primary Purpose of Position
This field is required.

* Summary of Position Responsibilities
This field is required.
This information pulls through to the posting

Continued on next page

Position Information

Proposed Effective Date

Working Title

Banner Title

* Work Schedule

This field is required.
Hours/Days per week

* Hours per Week

This field is required.

* Months per year

This field is required.

Work Location (Building)

Duties and Responsibilities

The Duties and Responsibilities tab allows you to enter multiple entries by clicking the blue “Add Duties and Responsibilities Entry” button. In general, four to six responsibilities should be listed, and no percentage should be smaller than 5%. This section should be specific. It should include what the position’s responsibility is, and then the duties that correspond with that responsibility. The percentage of time spent of these duties should be as precise as possible and add up to 100% for all duties and responsibilities. You can add as many entries as you need.

Additional Position Information

This tab is where you will add some additional information about the position. Some fields to take special note of are:

- **Describe the Independence/Administrative Authority** – This field should provide a detailed explanation of the independent decision making and discretion this position has. It should explain the type of decisions the position makes, and the impact these decisions have on the University.
- **Describe Level of Supervision** – This field should also be detailed and explain what type of supervision the position receives.
- **Number of Employees position supervises** – this should only include permanent employees the position supervises.

Home Position Descriptions ▾ Classifications ▾

Position Requests / ... / New Position Description / Position Title / Edit

Editing Position Description

- ✔ Position Details
- ✔ Duties and Responsibi...
- ✔ Additional Position In...
- ✔ Minimum and Preferred ...
- ✔ Compensation and Fundi...
- ✔ Classification
- ✔ Funding Source
- ✔ Supplemental Documenta...
- ✔ ADA Compliance Form
- ✔ Employee
- ✔ Supervisor
- ✔ FLSA
- ✔ HR Use Only
- Summary

Additional Position Information

[Check spelling](#)
* Required Information

Additional Position Information

* **Sensitive Duties**

- Direct responsibility for secure handling of sensitive and/or confidential information.
- Direct responsibility for the care, safety, and security of vulnerable populations (e.g., non-student minors or animals).
- Direct access to, or responsibility for, cash and cash equivalents, credit card information, University property disbursements or receipts University.
- Master key access to buildings, residence halls, or other secure facilities.
- Direct access to, or responsibility for, information or areas designated by the University as safety or security sensitive
- Direct responsibility for daily, or regular, operation of State or University owned vehicles.
- Not Applicable

This field is required.

* Describe fully the independence and/or administrative authority and discretion this position has

This field is required.

* Describe level of guidance or supervision this position receives and from what source(s)

This field is required.

Number of employees the position directly supervises

Number of student workers the position directly supervises

List position's responsibilities for hiring, terminating, training, disciplining etc. of subordinates.

Minimum and Preferred Qualifications

The information on this tab will carry through to the posting. Where you list specific education, skills, and experience is very important. Any qualification listed in the “Minimum Education/Experience” or the “Necessary Certifications/Licenses” box, the selected candidate **MUST** meet, and they will not be approved to be interviewed if they do not have these qualifications.

Editing Position Description

- ✔ Position Details
- ✔ Duties and Responsibi...
- ✔ Additional Position In...
- ✔ Minimum and Preferred ...
- ✔ Compensation and Fundi...
- ✔ Classification
- ✔ Funding Source
- ✔ Supplemental Documenta...
- ✔ ADA Compliance Form
- ✔ Employee
- ✔ Supervisor
- ✔ FLSA
- ✔ HR Use Only
- Summary

Minimum and Preferred Qualifications

 [Check spelling](#)

* **Required Information**

Minimum and Preferred Qualifications

* **Minimum Education/Experience**

This field is required.

Preferred Education, Knowledge, Skills and Experience

Necessary Certifications/Licenses

Preferred Certifications/Licenses

Compensation and Funding Information

This tab is where you will list if the position is permanent or time-limited. For time-limited positions, you must list the end date. You also will list what your anticipated salary range is. Please note that the final approved salary range will show up on the HR Use Only tab after the position is approved.

This is also the tab where Grants and Contacts Administration and Personnel Budget Management will enter their information.

Classification

This tab is where you will choose the specific EHRA Non-Faculty Class/Job Code or position level that fits the position. You should have consulted with Human Resources when creating the position proposal and would have likely determined the classification then.

Editing Position Description

- Position Details
- Duties and Responsibi...
- Additional Position In...
- Minimum and Preferred ...
- Compensation and Fundi...
- Classification**
- Funding Source
- Supplemental Documenta...
- ADA Compliance Form
- Employee
- Supervisor
- FLSA
- HR Use Only
- Summary

Classification

Save

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

Classification Details

Classification Information

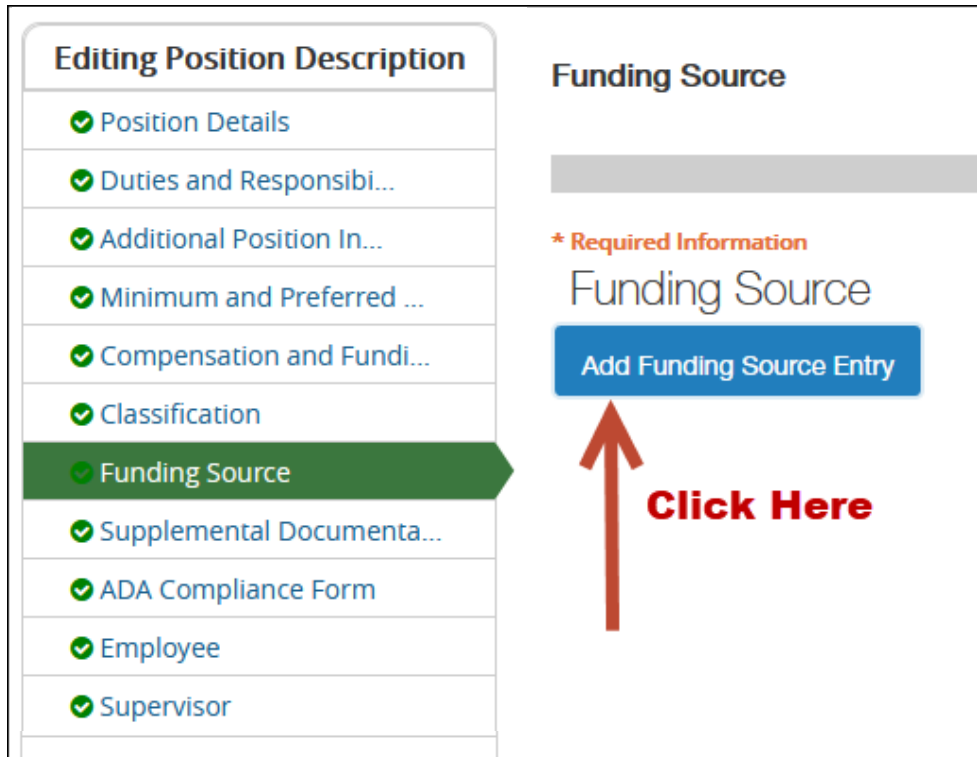
Position Designation	EHRA Non-Faculty
FLSA Status	Exempt
Class/Job Code	E0075
Classification Title	Associate Director
Description of Work	

Classifications - [Filter these results](#)

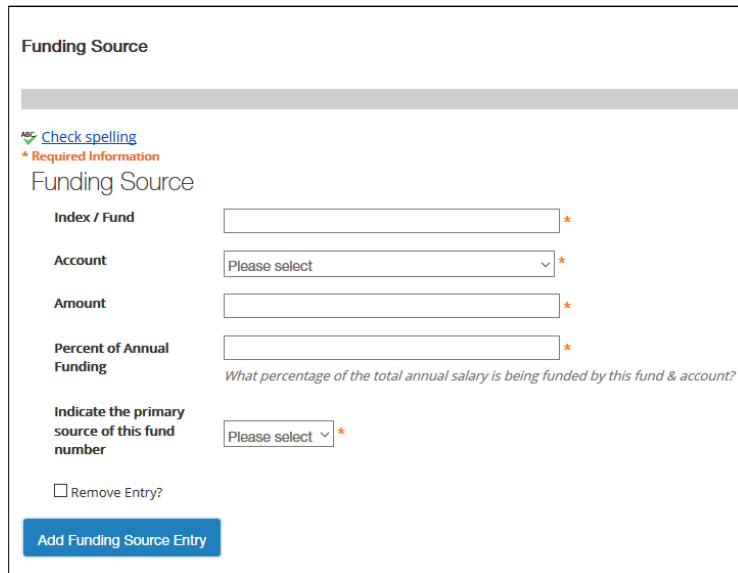
EPA Classifications x "EPA Classifications" 82 x Delete this search? SUPPORT NEW

Funding Source

This tab is where you will add the funding information for the position. You will click the blue button to add as many funding sources as you need.



The image shows a sidebar on the left titled "Editing Position Description" with a list of menu items, each preceded by a green checkmark. The "Funding Source" item is highlighted with a dark green arrow pointing to the right. To the right of the sidebar is a main content area titled "Funding Source". Below the title is a grey horizontal bar. Underneath is the text "* Required Information" in orange, followed by the heading "Funding Source" in a large font. A blue button labeled "Add Funding Source Entry" is positioned below the heading. A red arrow points upwards from the text "Click Here" in red to the button.



The image shows a form titled "Funding Source" with a grey header bar. Below the header is a "Check spelling" link with a green checkmark icon. Underneath is the text "* Required Information" in orange, followed by the heading "Funding Source". The form contains several input fields, each with an asterisk indicating it is required:

- Index / Fund**: A text input field.
- Account**: A dropdown menu with "Please select" and a downward arrow.
- Amount**: A text input field.
- Percent of Annual Funding**: A text input field. Below this field is the text "What percentage of the total annual salary is being funded by this fund & account?".
- Indicate the primary source of this fund number**: A dropdown menu with "Please select" and a downward arrow.

At the bottom of the form is a checkbox labeled "Remove Entry?" and a blue button labeled "Add Funding Source Entry".

Supplementation Documentation

This tab (pictured below) enables you to attach a variety of relevant documents/information to the position description and the position request. Click the drop down arrow beside the **Action** button to select one of the following options for attaching documents. All EHRA Non-Faculty position requests **MUST** include an organizational chart (that has position numbers, position type, and position titles on it). If the position is FLSA Exempt, then a FLSA Exemption Recommendation form **MUST** be attached.

Document Type	Name	Status	(Actions)
Organizational Chart (SHRA/EHRA Staff and Faculty with administrative duties only)			Actions ▾
Memo (if additional information is needed)			Actions ▾
BD607 - Budget Flex Form (SHRA/EHRA Staff Only)			Actions ▾
FLSA Exemption Recommendation Form (SHRA/EHRA Staff Only)			Actions ▾
Other			Actions ▾
PD7			Actions ▾
Copy of Advertisement (Faculty)			Actions ▾
EHRA Non-Faculty Analysis Tool (HR Use Only)			Actions ▾
HRAB Approval			Actions ▾

You will have the option to either Upload, Create, or Choose Existing documents. The majority of the time you will be uploading a new document.

ADA Compliance Form

The Americans with Disabilities Act (ADA) tab contains four fields that allow you to select the physical requirements, type of work, and working conditions required for the position.

Each field includes a link to the definitions of the criteria. Click to check the boxes next to all of the criteria that apply.

It is the policy of the University that educational and employment decisions that affect a student, faculty member, or staff member are based on relevant and appropriate factors and cannot be based on that individual's protected status, whether the status is protected by law or by University policy. The University of North Carolina at Charlotte affirms that it's

educational and employment decisions must be based on the abilities and qualifications of individuals and may not be based on irrelevant factors, including personal characteristics that have no connection with academic abilities or job performance.

Therefore, the University prohibits discrimination and harassment in its educational and employment decisions and provides equal opportunities for all members of the University community and for all those seeking to join the University community.

For more information, visit <http://legal.uncc.edu/policies/up-501>

Employee

This tab allows you to seat the employee into the position. You can find the employee by 800# or name by using the filter.

The screenshot displays the 'Employee' tab interface. On the left, there is a 'Vacate Position' button and a 'Details' section with a table of user information. A red arrow points from the 'UNC Charlotte ID #' field in the table to the 'Search Users' modal. The modal is titled 'Search Users' and contains a search input field, a 'Search' button, and several filter options: 'Add Column' (set to 'Add Column'), 'Department' (set to 'Department'), 'UNC Charlotte ID#' (with a red arrow pointing to the input field), 'Status' (set to 'Approved'), 'User Group' (set to 'User Group'), 'Organizational Unit' (set to 'User Group Organizational Unit'), 'Employment Anniversary Date' (set to 'dd/mm/yy'), and 'and' (set to 'dd/mm/yy'). Below the modal, there is a 'Users - Filter these results' section with a 'Search' button and a 'Cancel' button. A 'Full Name' column is visible in the table below the modal.

First Name	Last Name	Work Email	UNC Charlotte ID #
			8005

Supervisor

This tab is where you will select the supervisor of the position. You should have a list of supervisors to select from. If not, click the “Filter these results” link and search by name or position number. Please note what defaults as the search option when you click the “Filter these results”. You may need to change the position type.

The screenshot shows the 'Supervisor' tab interface. On the left, there is a list of 'Position Descriptions' with columns for 'Position Number' and 'Working Title'. The list includes entries for 'Director', 'Major Gift Of', and 'Research Associate'. A search dialog box titled 'Search Position Descriptions' is overlaid on the right side of the screen. The dialog box contains a search input field, a 'Search' button, and several dropdown menus and input fields for filtering results. A red arrow points to the 'Filter these results' link in the main interface, and another red arrow points to the 'Position Type' dropdown menu in the search dialog, which is currently set to 'EHRA Non-Faculty'.

Supervisor

Position Descriptions - Filter these results

"All Positions" 5 Delete this search?

	Position Number	Working Title
<input type="radio"/>	000012	Director
<input type="radio"/>	000017	Major Gift Of
<input type="radio"/>	000036	Research Associate

Search Position Descriptions

Search

Position Type: EHRA Non-Faculty

Add Column: Add Column

Position Description Status:

Position Number (enter all six digits):

Search Cancel

FLSA

The FLSA (or Fair Labor Standards Act) tab is used to identify if a position should be an exempt or non-exempt position. This tab will be used to determine if the position passed the duties test and if so which duty classification it should fall into. It is important that this is filled out accurately. Consult HR if you have any questions about the exemptions listed.

The screenshot shows a web application interface for the FLSA Exemption Survey. On the left is a navigation menu titled "Editing Position Description" with various tabs, including "FLSA" which is currently selected. The main content area is titled "FLSA" and contains a "Check spelling" link, the survey title "FLSA Exemption Survey", and an introductory paragraph explaining the purpose of the survey. Below this is a section titled "1. Administrative Exemption" with a sub-heading "The primary duties consist of the following:". Two bullet points (a and b) describe the criteria for administrative exemption. At the bottom, there is a dropdown menu labeled "Administrative Exemption" with a downward arrow, and a text input field below it.

HR Use Only

This tab will be completed by a member of the HR User Group. However, once the position is approved this tab will contain important information for your reference such as:

- If position was approved
- Approved HR Salary Range
- If the position is FLSA exempt or non-exempt
- Relevant comments/feedback from HR.

Position Request Summary

This tab contains four sub tabs. The Position Summary is where you will review the information you just inputted. If you see anything that needs to be corrected, you can edit that specific tab. If you see a section that has an orange exclamation point next to it, that means you are missing a required field. A green check box indicates all required fields have been completed.

The screenshot displays a web interface with two main sections. The top section is titled 'Reason For Action' and includes an orange exclamation point icon, a text input field, and an 'Edit' link. Below this are three stacked input fields labeled 'Reason(s) for Action', 'Summary of Change', and 'Requested Effective Date'. The bottom section is titled 'Position Details' and includes a green checkmark icon, a text input field, and an 'Edit' link. Below this are three stacked input fields labeled 'Employee First Name', 'Employee Last Name', and 'Position Number'. Two red arrows point to the orange exclamation point and the green checkmark respectively.

Please note, if you go back to edit any details in the position description, you will need to return to the “Position Request Summary” tab again to route the action.

The History tab will show you everything that has happened with the action. This includes everyone who has approved it, and any comments they have added about the position request.

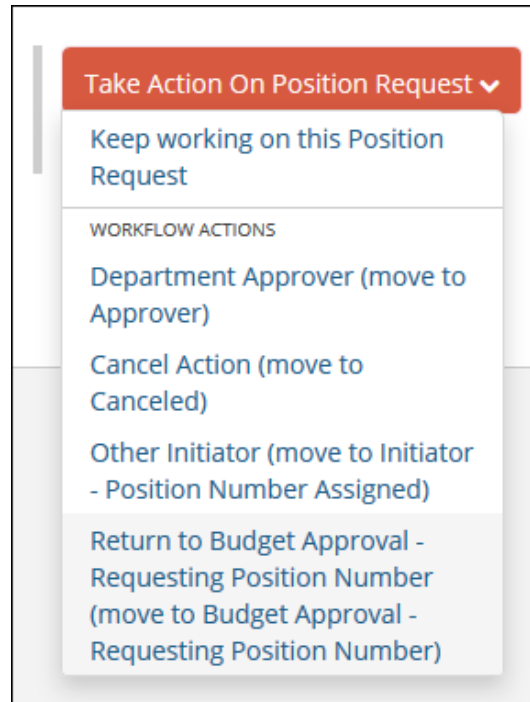
The Settings tab displays the Division, Department, and Work Unit.

The Reports tab gives you access to available reports. If the tab is blank, there are no available reports.

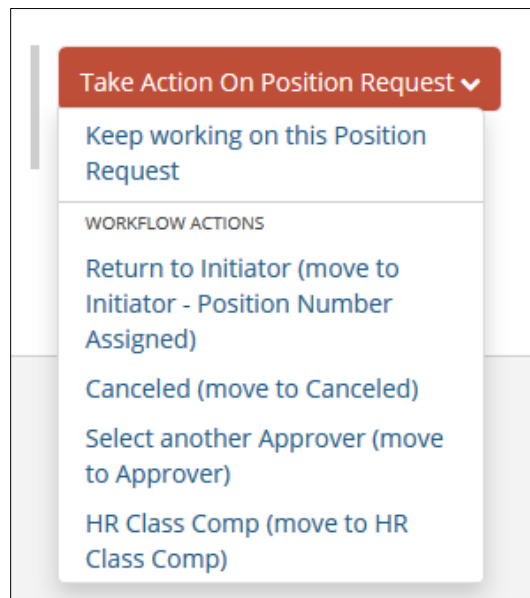
Routing the position action – after details have been added

Once the position description has been entered and you are satisfied with the information you are ready to route the position description for review and approval.

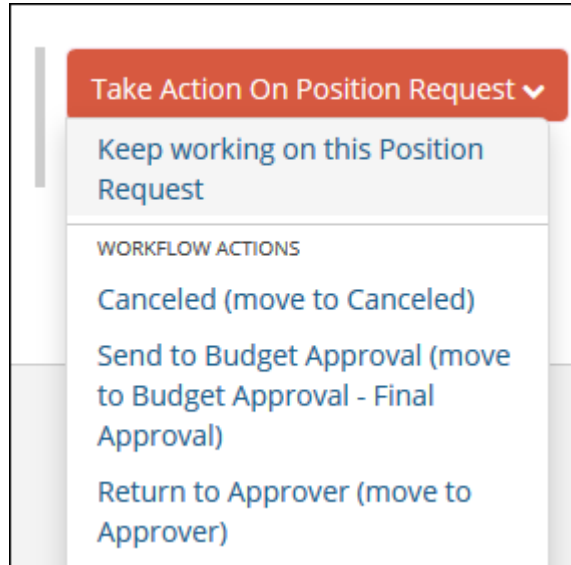
1. Once the information is entered, the **Initiator** will route to an additional Initiator, or the Approver for review.



2. The **Approver** will review, verify and make necessary edits to position and approves funding information. Once complete the position will be routed either back to the Initiator for edits or to Human Resources for review.



3. **Human Resources** reviews the position and sets a salary range. If additional Information is needed Human Resources will route back to the Initiator or Approver. Once the position is approved, Human Resources routes the position to Budget.



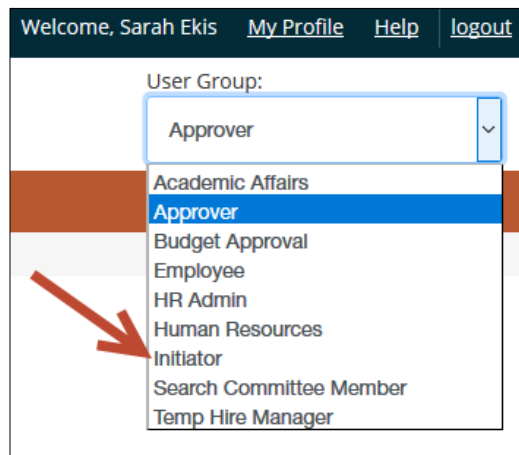
4. **Budget** activates the position in Banner and is the final approver in NinerTalent.

Cloning an existing position

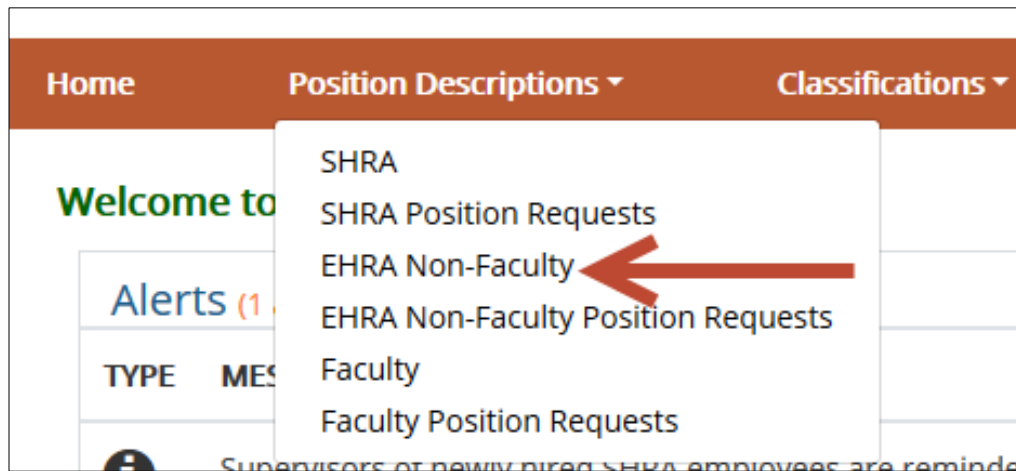
Cloning a position should be used when you are creating a new position that is identical or very similar to an existing position that reports to you. When you clone a position description, all information will be copied over from the existing position to the new position. You will be able to edit the fields to customize for the new position.

Please note that the position number will also copy over. It is very important to delete that positions number so a new one can be assigned.

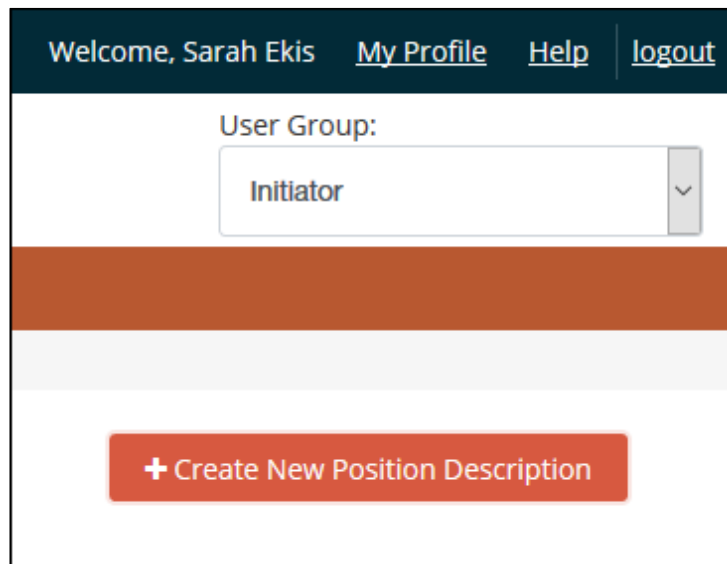
1. Change current group to "Initiator"



2. View your Position Description Library



3. Click the Orange Button “Create New Position Description”



4. Enter the Working Title and verify the Division, College/Department, and Work Unit are accurate. At the bottom of the screen will be your position library. Select the radio button next to the position you want to clone.

Clone an existing Position Description?

All Positions

"All Positions" 4 Delete this search?

Select Position you want to clone

	Position Number	Working Title	Work Unit
<input type="radio"/>	000019	Major Gift Officer	Development
<input type="radio"/>	000057	Assistant Director	Graduate Programs
<input type="radio"/>	000064	Director Botanical Gardens	Greenhouse

5. Then click “Start Position Request”

User Group:

Shortcuts ▾

Click Here

6. To follow remaining steps in creating a new position [click here](#).

Modifying an Existing Position

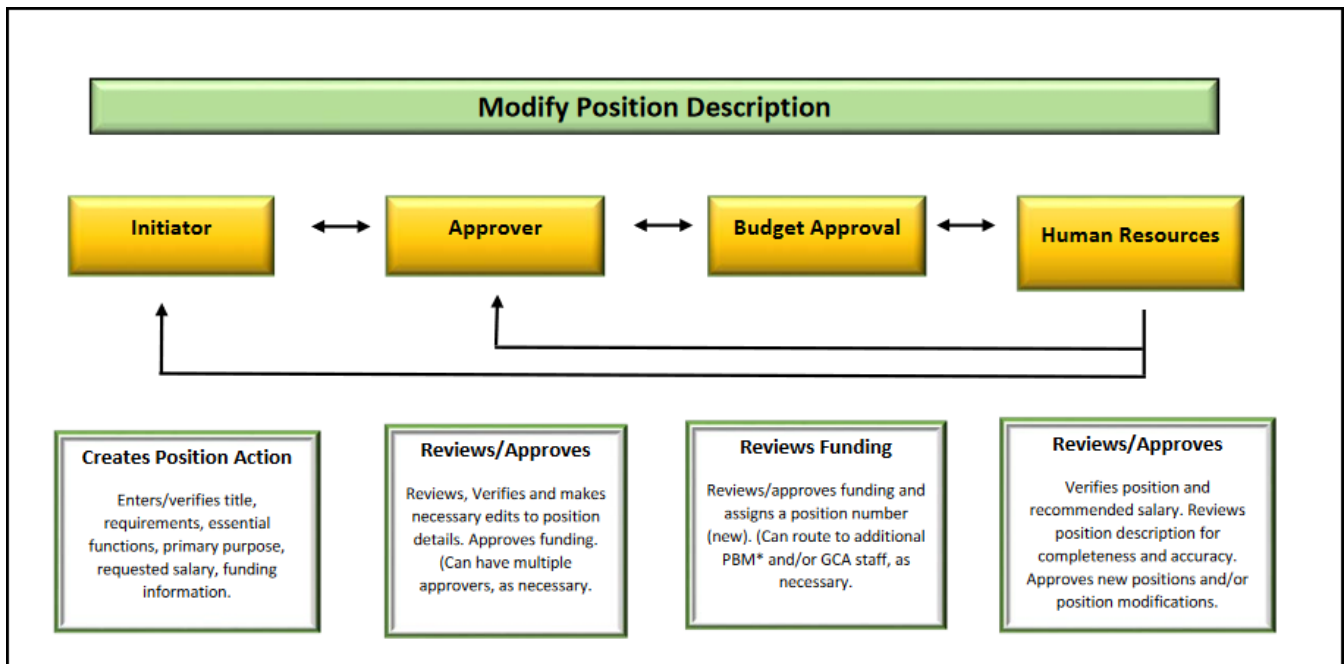
Introduction

There are multiple instances when you would modify an existing EHRA Non-Faculty position description. For further information and tips please click [here](#).

Here are some examples:

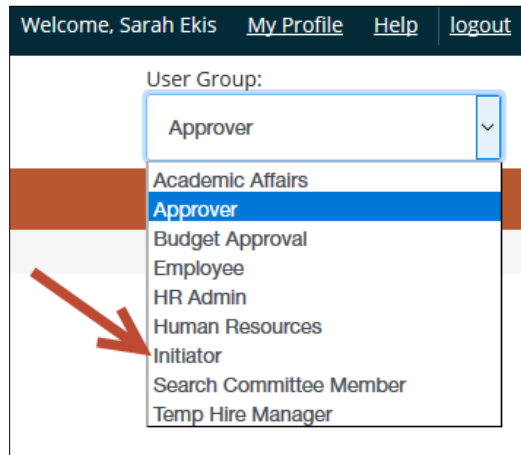
1. You need to update the job duties (with or without a salary adjustment)
2. You need to change the position's supervisor
3. You need to change the position's funding
4. You need to abolish a position

EHRA Position Management Modify Position Flow Chart



Steps to Modify a Position

1. Change current group to "Initiator"



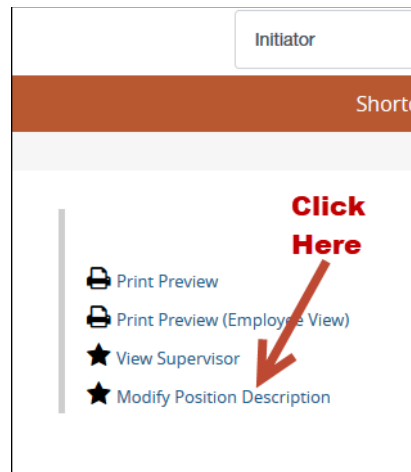
2. View your Position Library



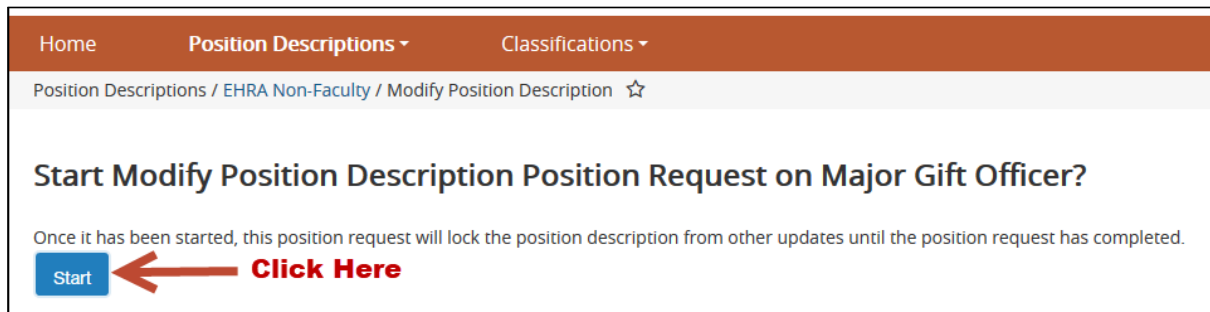
3. Select the position you want to modify by either clicking on the Working Title link, or selecting the Actions drop down and clicking “View”

Ad hoc Search		All Positions							
Ad hoc Search 4		Save this search?		Selected records 0		Clear selection?		Actions ▾	
<input type="checkbox"/>	Position Number	Working Title	Department	Status	(Actions)				
<input type="checkbox"/>	000019	Major Gift Officer	Development	Active	Actions ▾				
<input type="checkbox"/>	000057	Assistant Director	Graduate Programs	Active	A View				
<input type="checkbox"/>	000064	Director Botanical Gardens	Greenhouse	Active	Actions ▾				
<input type="checkbox"/>	000066	Academic Advisor	School of Architecture	Active	Actions ▾				

4. The position Summary will be displayed. Click the “Modify Position Description” link on the right hand side.



5. Click the blue “Start” button if you are sure you want to begin modifying the position description.



6. A menu of tabs will display on the left side of your screen. The first tab on this menu is “Reason for Action”. You will select all the appropriate checkbox for the reason for action and then write a short summary of the change. The summary of the change is helps each step of approvers to know exactly what is being done. This should be a couple sentences. Examples would be “Updating job duties to reflect current responsibilities” or “Updating position information to post vacancy”.

Position Requests / ... / Modify Position Description / Major Gift Officer / Edit

Editing Position Request

Reason For Action

- Duties and Responsibi...
- Additional Position In...
- Minimum and Preferred ...
- Compensation and Fundi...
- Classification
- Funding Source
- Supplemental Documenta...
- ADA Compliance Form
- Employee
- Supervisor
- FLSA
- HR Use Only
- Summary

Reason For Action

[ABC Check spelling](#)

*** Required Information**

Reason For Action

Check all applicable boxes →

*** Reason(s) for Action**

Building Position Description
 Change in Job Duties (with salary adjustment)
 Change in Job Duties (without salary adjustment)
 Temporary Salary Increase for added Job Duties
 Supervisor Change
 Change in Funding
 Abolish Position
 Other (Please explain below)

This field is required.

Describe what is changing →

*** Summary of Change**

Supervisor needs to be updated to Norm Niner and the funding is changing from 654321 to 123456.

*** Requested Effective Date** 07/01/2018

This field is required.

7. Review each tab and edit/update as necessary by clicking the next button to move through the tabs. You can also click directly on a tab to move to that section of the position description.

Editing Position Request

Reason For Action

- Position Details
- Supervisor of Position
- Duties and Responsibi...
- Additional Position In...
- Minimum and Preferred ...
- Compensation and Fundi...
- Funding Source
- Supplemental Documenta...
- ADA Compliance Form
- Employee
- Supervisor

8. The final tab is the “Position Request Summary” tab which is where you will review that the position information is accurate. When reviewing the position action, you will be able to see what you changed, and what the information is currently.

Departmental Information	
Other Initiator with Access	Sarah Ekis
Division	University Advancement
Department	Development (Adm)
Work Unit	Development
Department Director Name	Norm Niner
Supervisor of Position	River Peebles Currently: Norm Niner
Supervisor Job Title	Senior Director of Major Gifts

Supervisor is changing from Norm Niner to River Peebles

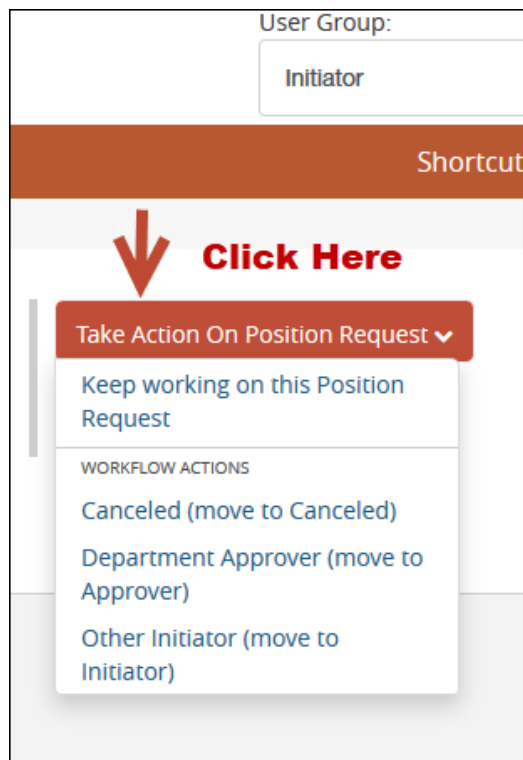
If you see anything that needs to be corrected, you can edit that specific tab. If you see a section that has an orange exclamation point next to it, that means you are missing a required field. A green check box indicates all required fields have been completed.

The screenshot shows a web form with two main sections. The top section is titled "Reason For Action" and includes an orange warning icon, the text "Reason For Action", and an "Edit" link. Below this are three input fields: "Reason(s) for Action", "Summary of Change", and "Requested Effective Date". The bottom section is titled "Position Details" and includes a green checkmark icon, the text "Position Details", and an "Edit" link. Below this are three input fields: "Employee First Name", "Employee Last Name", and "Position Number". Two red arrows point to the warning icon and the checkmark icon, respectively.

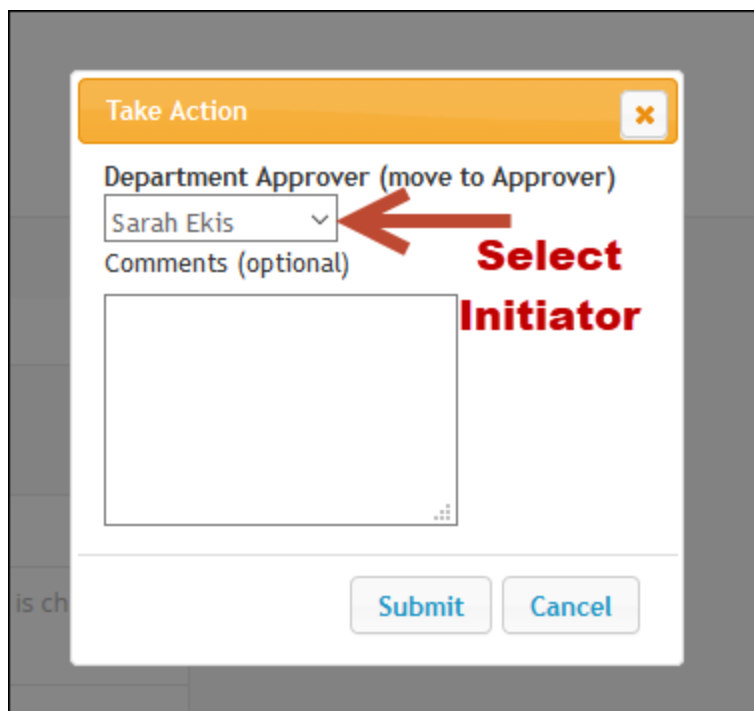
Once all the information is accurate, you are ready to route the position action.

Routing the position action

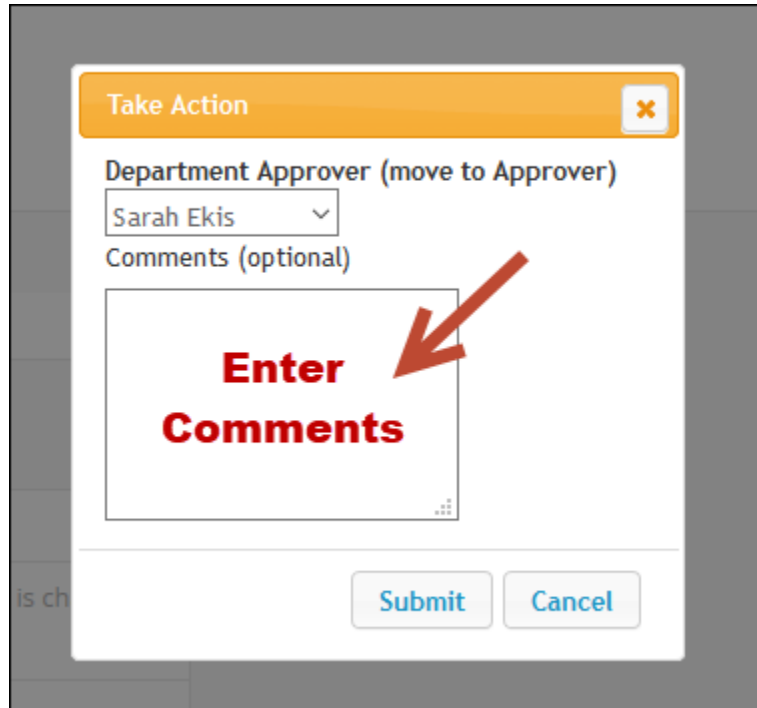
Once the position description has been modified, and you are satisfied with the information you are ready to route the position to an additional Initiator or the Approver. In order to do this, you will click the orange button labeled "Take Action on Position Request". You will have the option to send to another Initiator or an Approver. You can also Cancel the action.



When you are ready to send to an additional Initiator or Approver, you will be prompted to select a specific person.



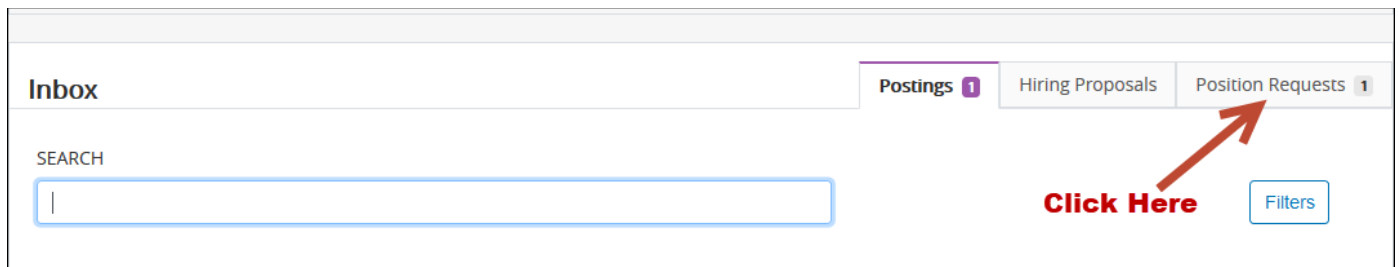
When routing the position action, you have the option to enter comments and add the position to your watch list. Please note that any comments entered become a permanent part of the position action history. They will also show up in the e-mail notification that goes to the selected Approver/Initiator.



Approving a Modify Position Description Request

Once the Initiator has modified the position description, it is the Approver's job to review and approve this position. In most cases multiple approvers will be necessary, with the divisional approver being the final approver on all position actions.

1. View the position requests requiring your attention click on the "Position Request" tab in your inbox.



2. Select the Position Request you wish you review by clicking on the Position Title link. *You no longer have to change your user group.* The system will automatically change it for you.

The screenshot shows an 'Inbox' interface with three tabs: 'Postings', 'Hiring Proposals', and 'Position Requests'. Below the tabs is a search bar and a 'Filters' button. A table lists position requests with columns for 'TITLE', 'TYPE', 'CURRENT STATUS', and 'DAYS IN CURRENT STATUS'. The first row is highlighted, and a red arrow points to the 'TITLE' cell with the text 'Click Here'.

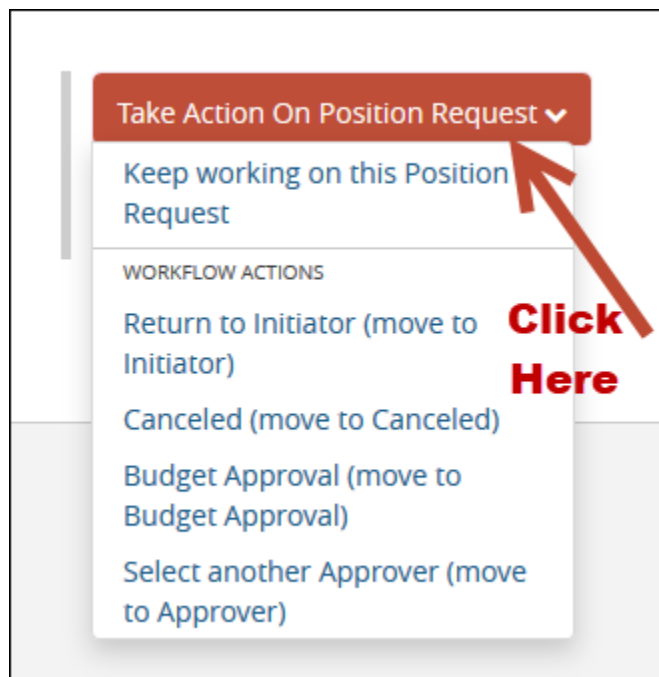
TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS
Major Gift Officer Development	Modify Position Description EHRA Non-Faculty	Approver	3

3. You will land on the Position Summary Screen. Read through the position information to ensure it is accurate. If any changes need to be made you can click the “Edit” link next to that section or you can click the “Edit” link at the top of the screen to take you to all the tabs.

The screenshot shows the 'Modify Position Description: Major Gift Officer (EHRA Non-Faculty)' summary screen. At the top right, there is an 'Edit' link. Below the title, it shows 'Current Status: Approver', 'Position Type: EHRA Non-Faculty', 'Work Unit: Development', 'Created by: Sarah Ekis', and 'Owner: Approver : Sarah Ekis'. There are tabs for 'Summary', 'History', and 'Settings'. Below the tabs, there is a section for 'Reason For Action' with an 'Edit' link. A red arrow points to this 'Edit' link with the text 'Click Here'. Below this is a table with three rows: 'Reason(s) for Action', 'Summary of Change', and 'Requested Effective Date'.

Reason(s) for Action	Supervisor Change, Change in Funding
Summary of Change	Supervisor needs to be updated to Norm Niner and the funding is changing from 654321 to 123456.
Requested Effective Date	07/01/2018 Currently: blank

4. Once the position description has been reviewed, and you are satisfied with the information you are ready to route the position to an additional Approver, or to the Budget Office. In order to do this, you will click the orange button labeled “Take Action on Position Request”. You will have the option to send to return to the Initiator, send to another Approver, or send to the Budget Approver. You can also Cancel the action. Please note that the Divisional Approver should always be the final approver on a new Position Description request. The Divisional Approver will route directly to the Budget office. The Budget office will review the request, assign a position number, and route to Human Resources for final approval.



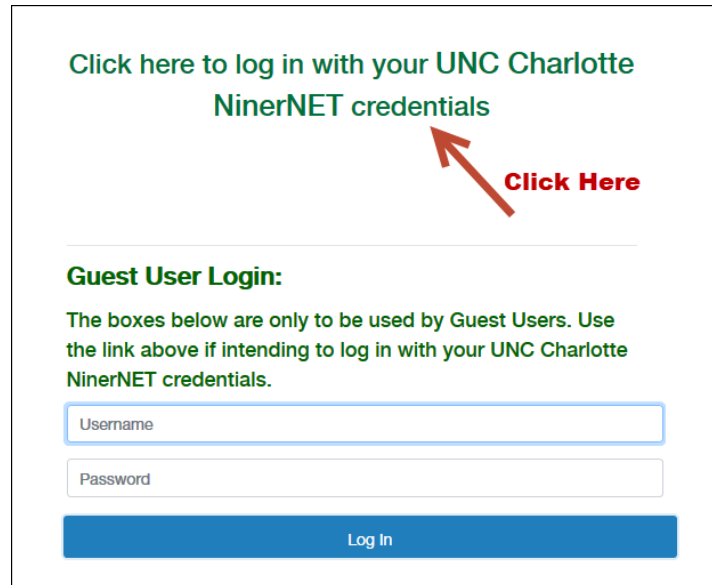
When routing the position action, you have the option to enter comments and add the position to your watch list. Please note that any comments entered become a permanent part of the position action history. They will also show up in the e-mail notification that goes to the selected Approver.

Appendix A: What to do if you have trouble logging into NinerTalent

Go to <http://jobs.uncc.edu/hr>.

The Username and Password box on this page are for Guest User Accounts.

You need to click on the green link (shown below) to access NinerTalent with your NinerNET credentials.



Click here to log in with your **UNC Charlotte NinerNET credentials**

Click Here

Guest User Login:

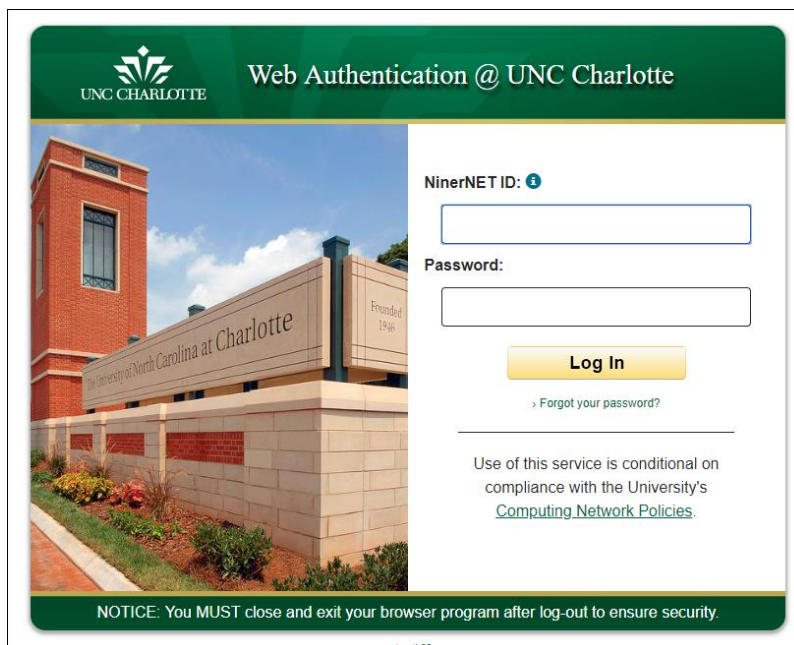
The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UNC Charlotte NinerNET credentials.

Username

Password

Log In

Result: The UNC Charlotte Web Authentication page opens.



UNC CHARLOTTE Web Authentication @ UNC Charlotte

NinerNET ID:

Password:

Log In

[Forgot your password?](#)

Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

webauth03

Enter your NinerNET credentials.

If it does not log you in, clear your Internet browser's history and cache. Then close all of your open browser windows and try again.

If you are using Google Chrome for your Google Mail and Calendar, we recommend using Internet Explorer, FireFox, or Safari for NinerTalent. That way, if you have to clear your browser history and cache, you will not have to close your email and calendar.

One other note, if you have cleared your browser history and cache and closed all of your browser windows and still cannot get in, try doing those steps again and putting @uncc.edu after your NinerNET ID.