NinerTalent

Positions

User Guide for Initiators and Approvers

EHRA Non-Faculty

Table of Contents

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

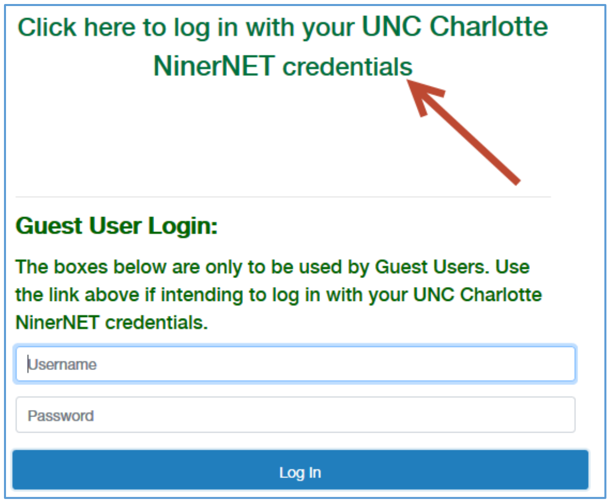
The process for creating a new EHRA position involves the Initiator beginning the action, then routing to Budget Approval for a position number to be assigned. After a position number has been assigned Budget will route it back to the Initiator. The Initiator will enter all the position information and 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 Positons

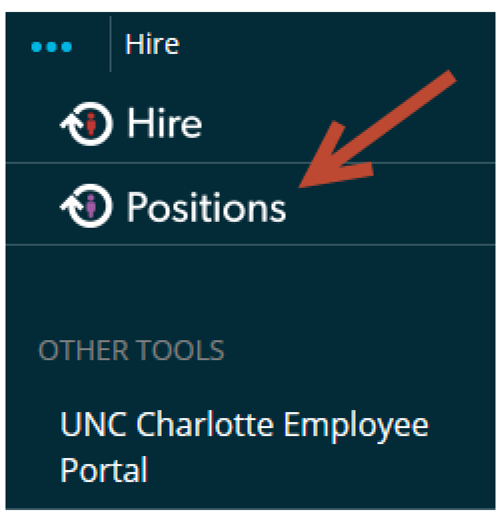
The process for modifying existing positions involves the Initiator beginning the action and then routing to the Approver(s). The final Approver is always the Divisional Approver. The action is routed then to the Budget Officer and after that it will route to Human Resources for final approval. Please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

Logging In

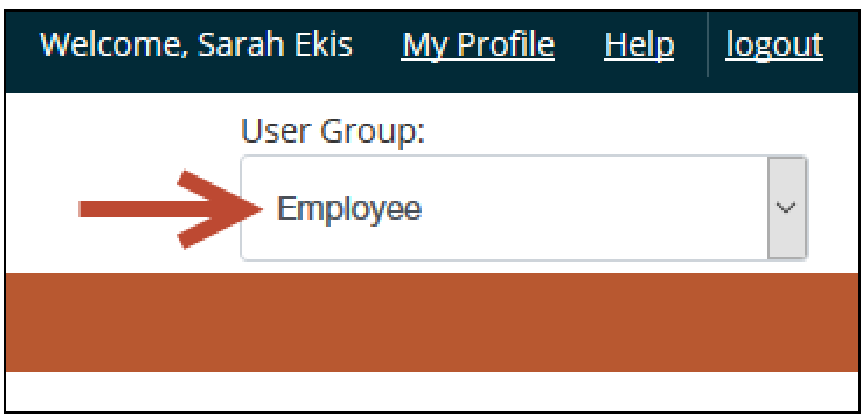
Go to: https://jobs.uncc.edu/hr



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:

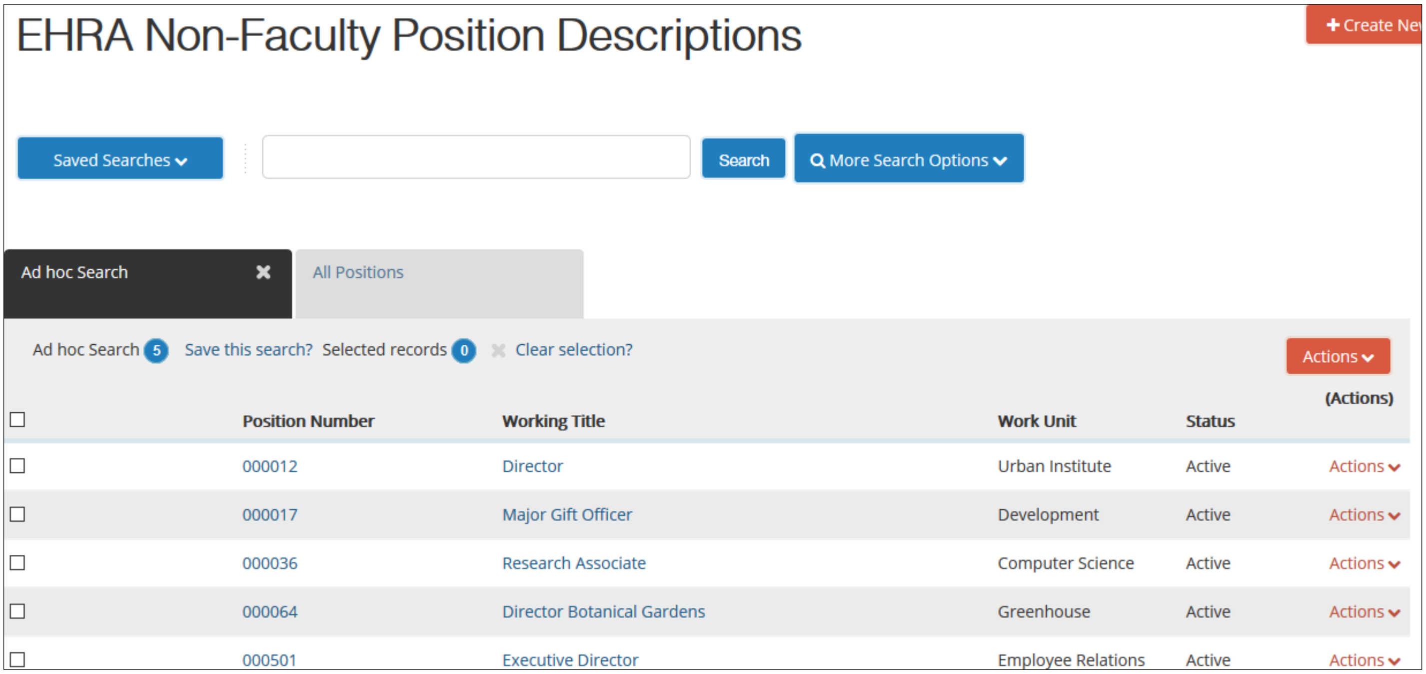
1. You are the supervisor.
2. You have been assigned as an Additional Initiator on the position description.
3. It is your own position. You can view your own position description in the library, but you cannot modify it.

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.

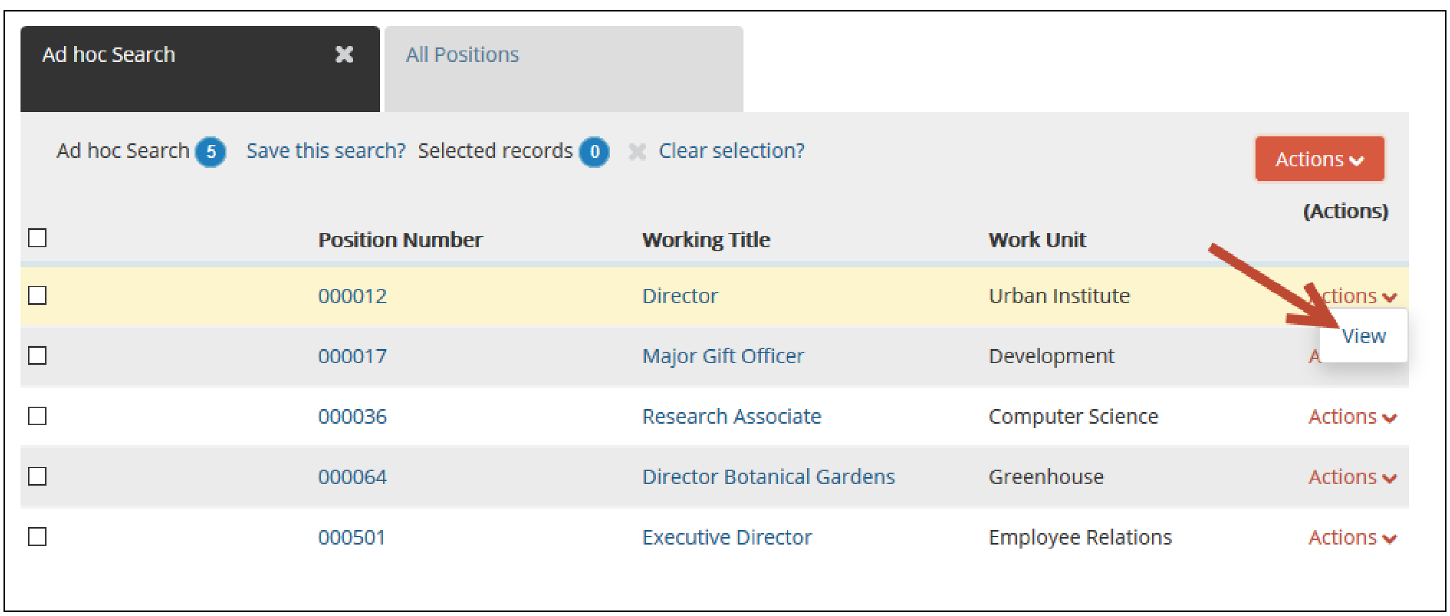
Click on the “Position Descriptions” tab and select “EHRA Non-Faculty”

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



Viewing a Position

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



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.

Creating a New Position Description

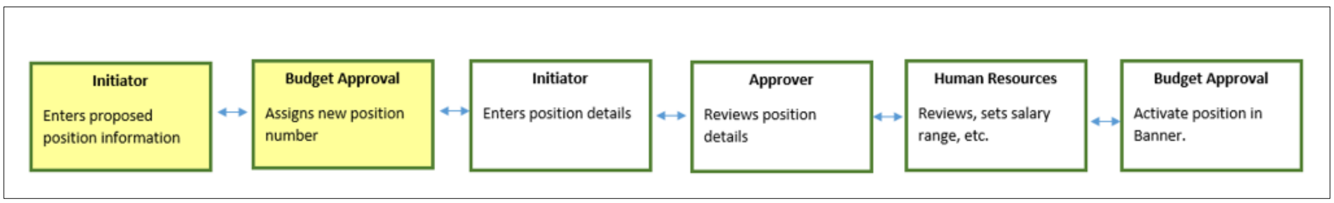
Introduction

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

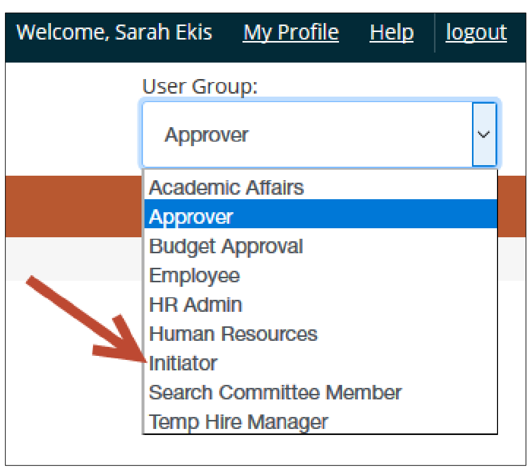


Steps to Create a New Position Description

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

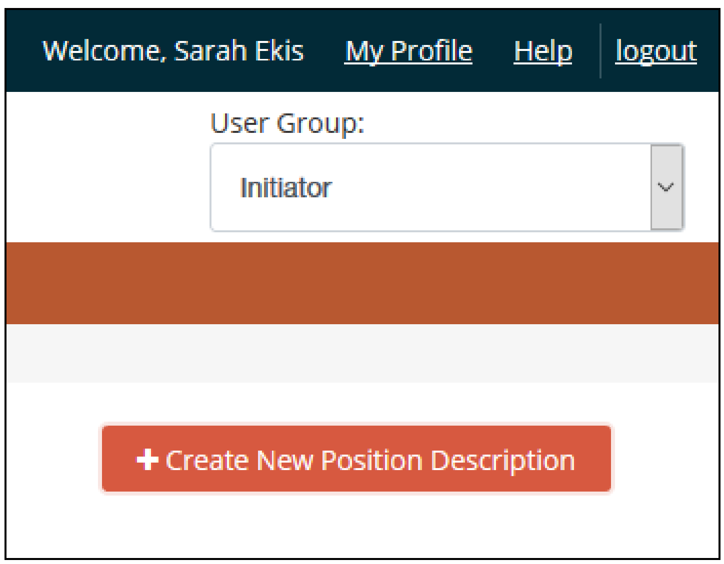
Before you begin, if you supervise an identical or very similar position to what you are creating, click here to Clone an Existing Position Description.

1. Change current group to "Initiator"

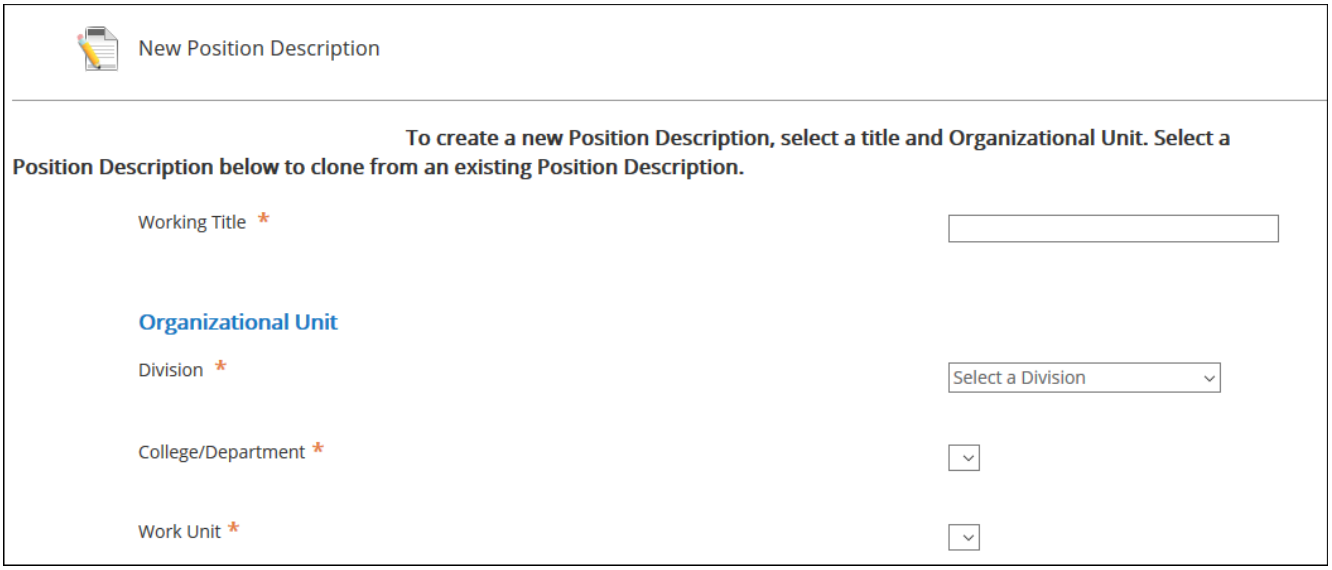


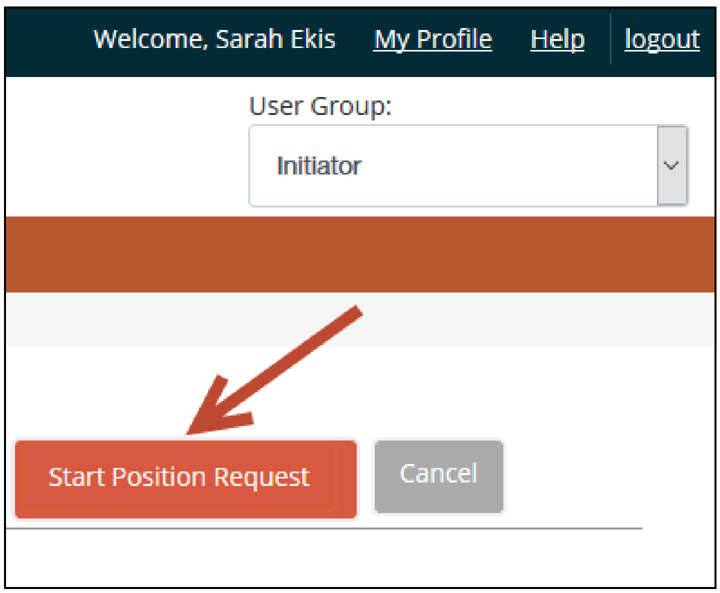
2. View your Position Description Library

3. Click the Orange Button "Create New Position Description"

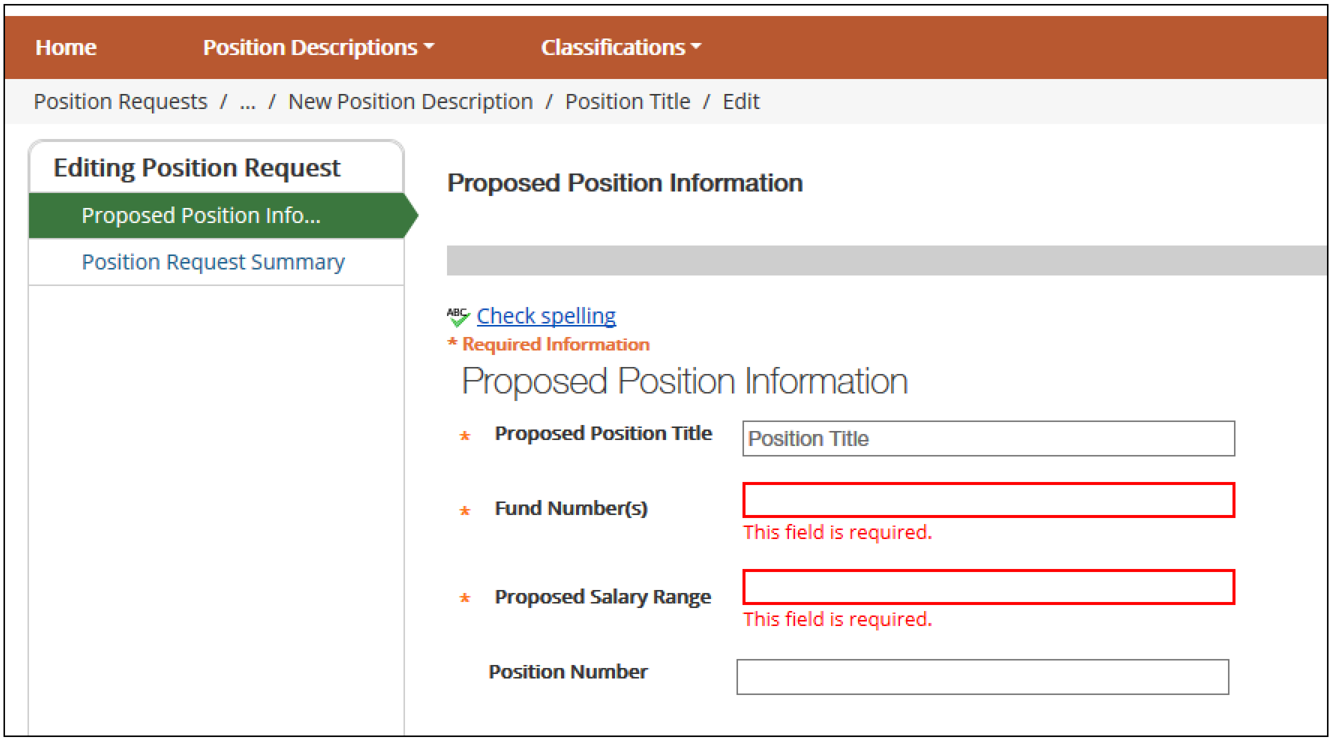


4. Enter the Working Title and verify the Division, College/Department, and Work Unit are accurate. Then click "Start Position Request"



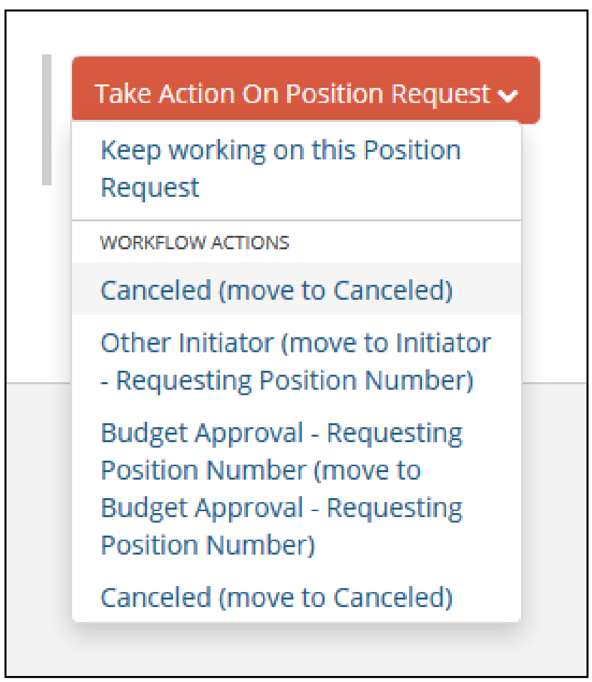


5. After you click the "Start Position Request" button, you will see a screen called "Proposed Position Information". This is where you will enter the proposed position title, fund number(s), and proposed salary. This information will allow the Budget Office to assign a position number.

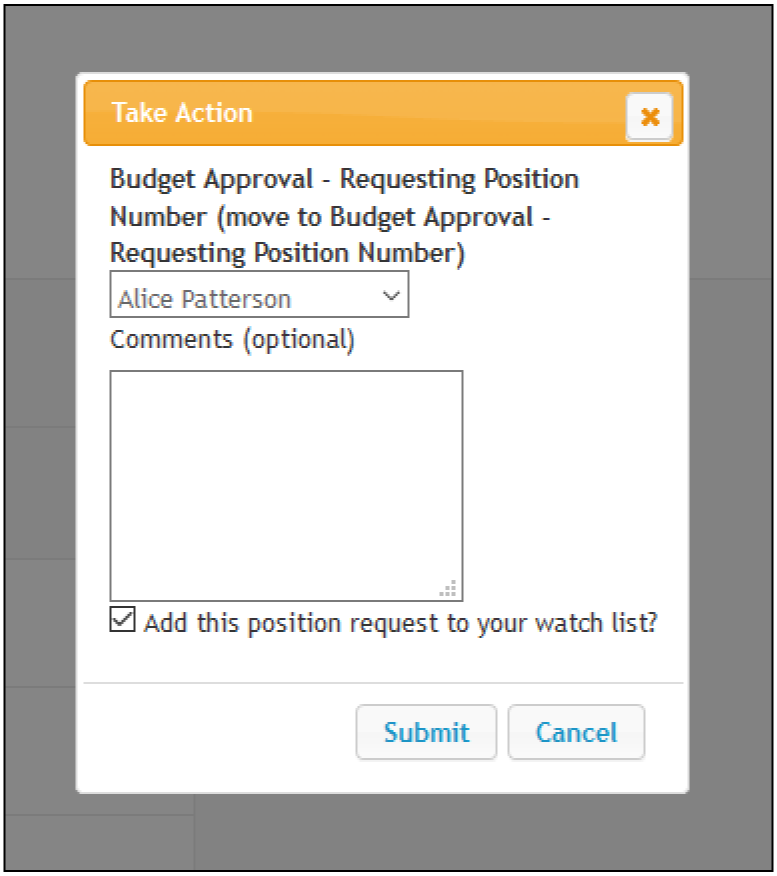


Routing the proposed position action

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



You will be prompted to select a specific person.

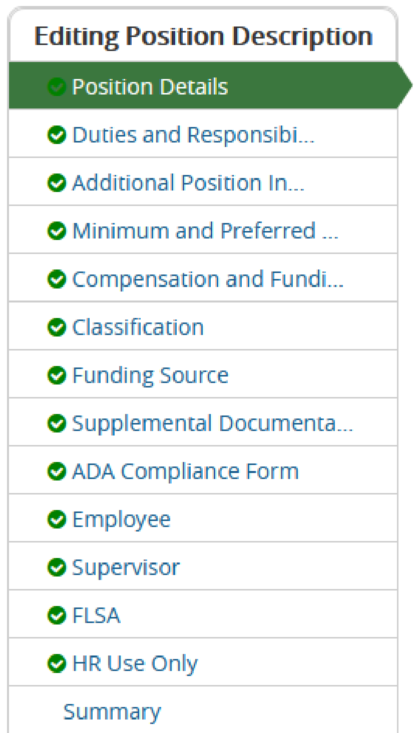


When routing the position action, you have the option to enter comments and add the position to your watch list. Please note that any comments entered become a permanent part of the position action history. They will show up in the e-mail notification that goes to the selected Initiator or Budget Approver.

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.



Please click here for further information on EHRA Non-Faculty Position Description Components.

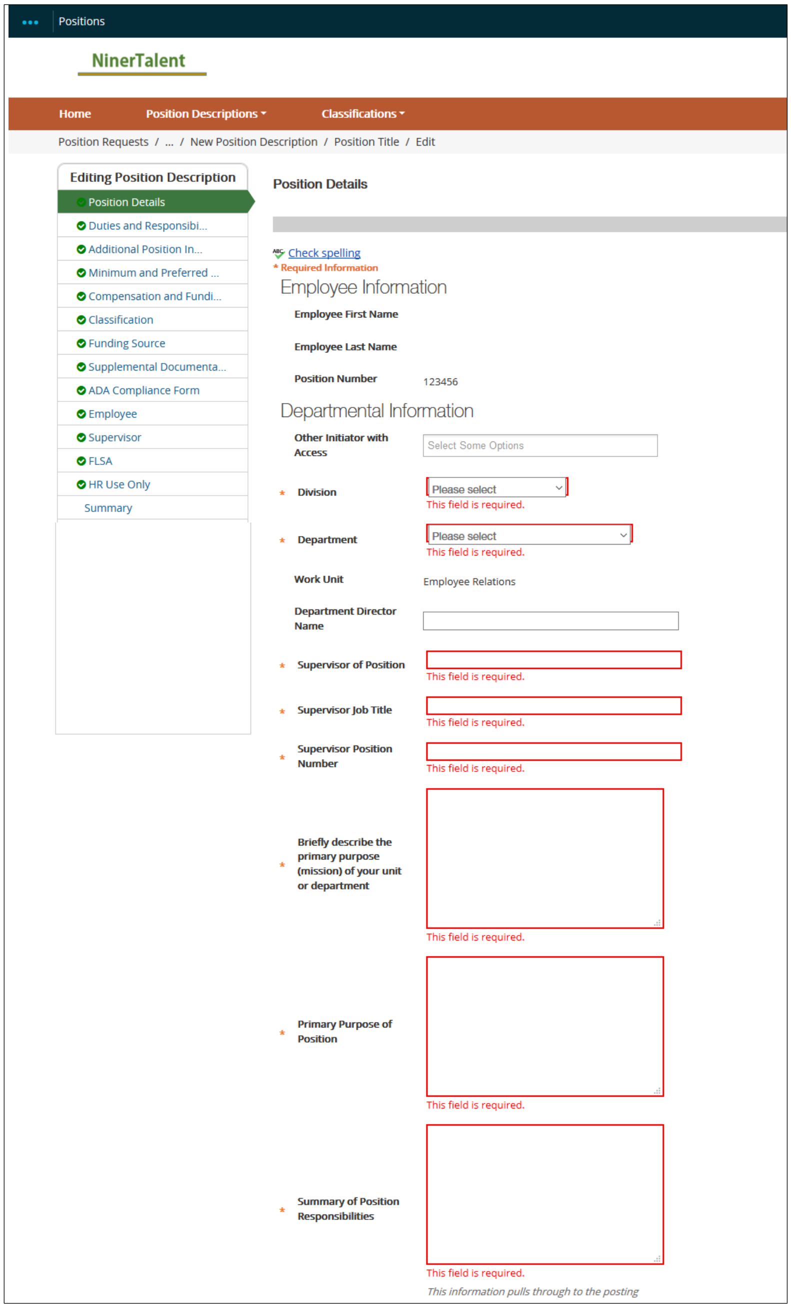
The EHRA Non-Faculty Position Descriptions are separated into 14 tabs. This section will guide you through each tab.

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.



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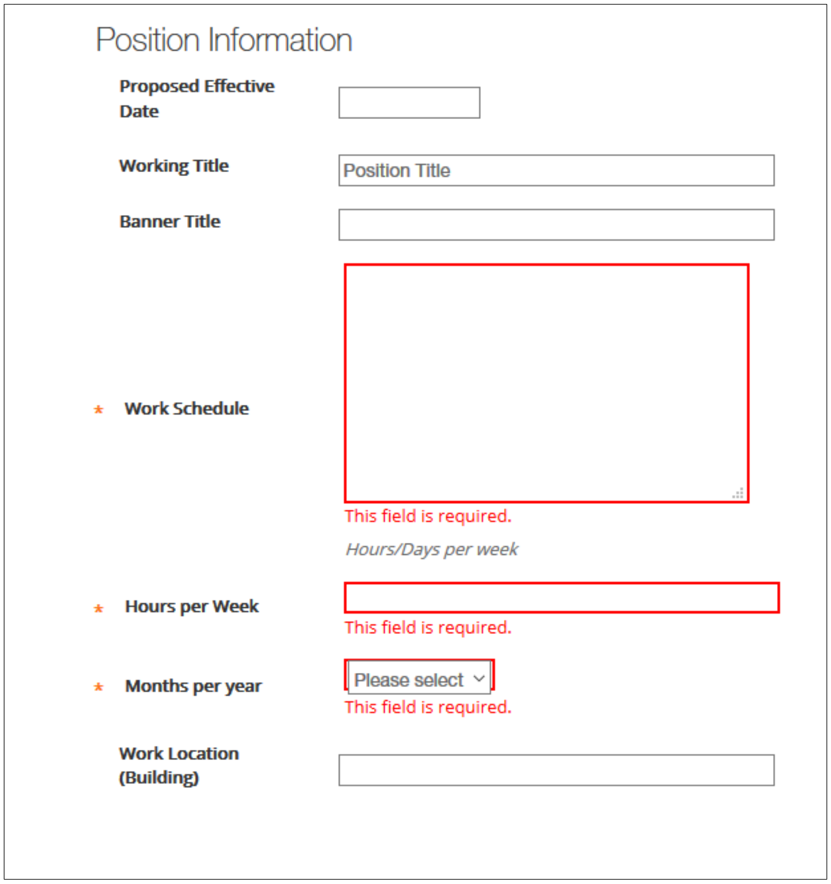
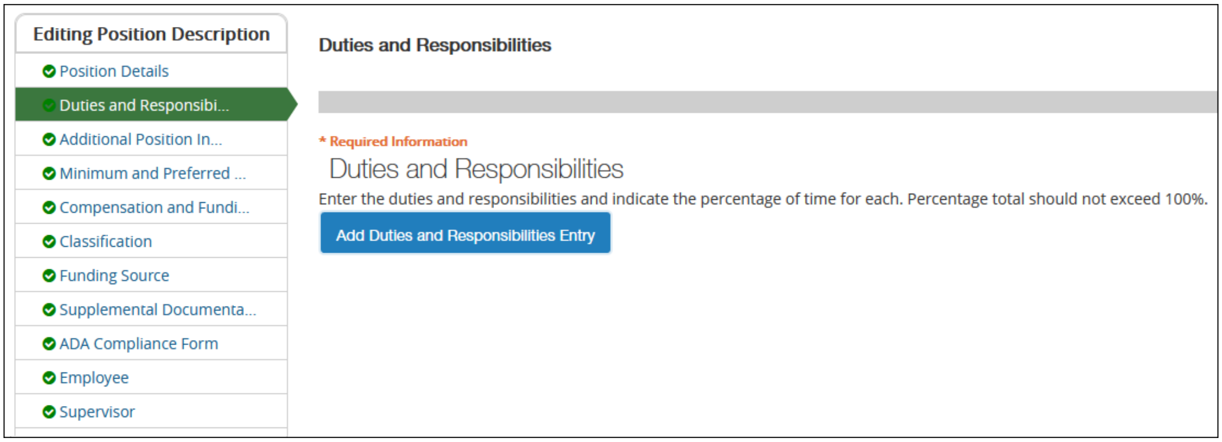
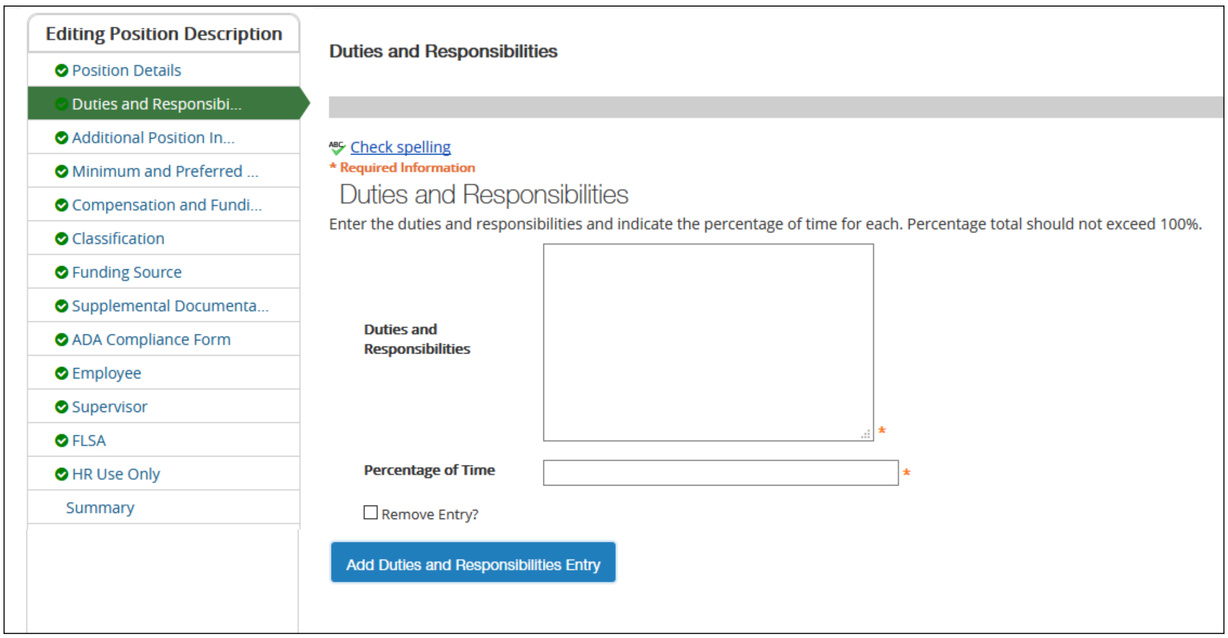


Duties and Responsibilities

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.

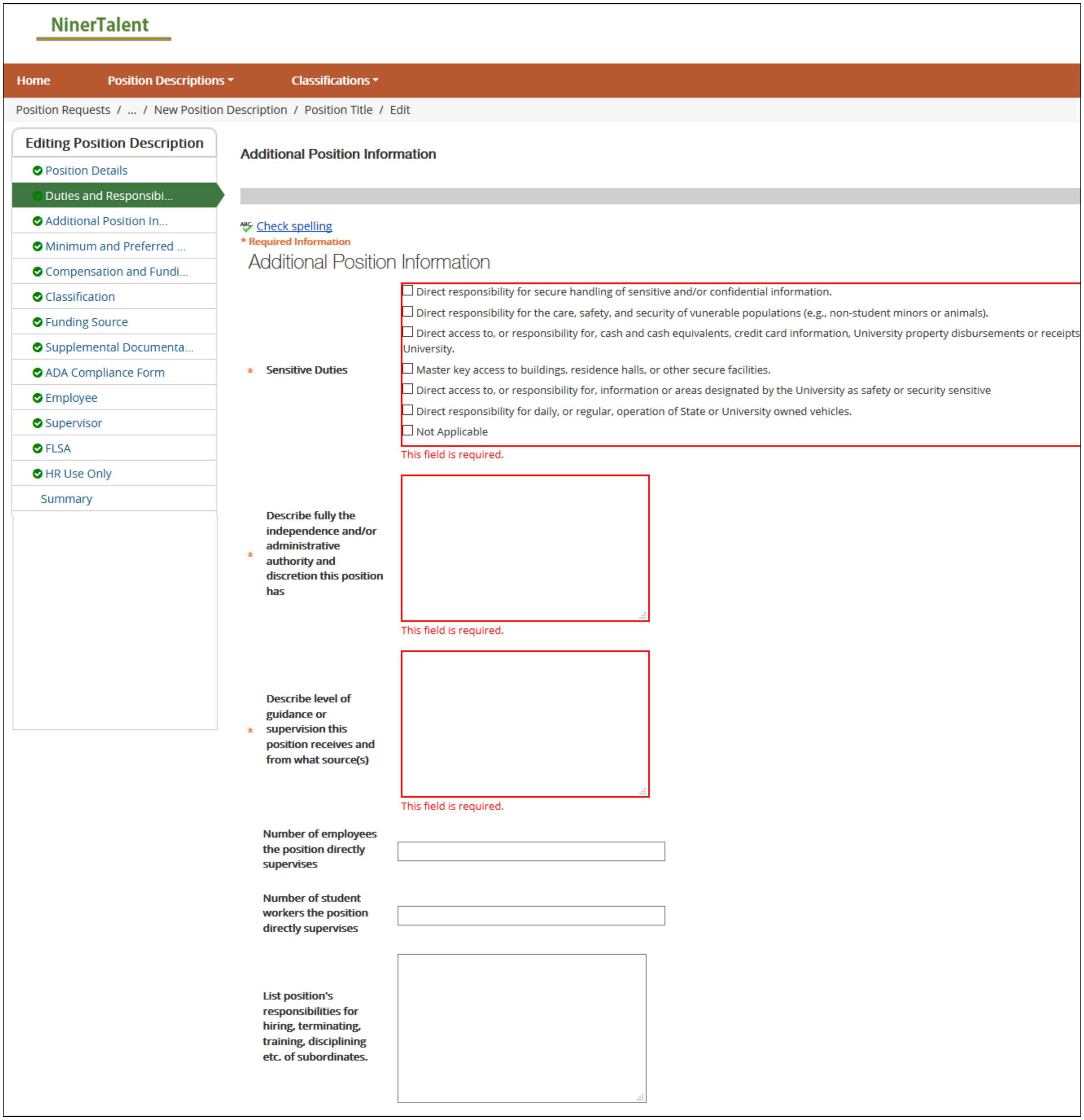




Additional Position Information

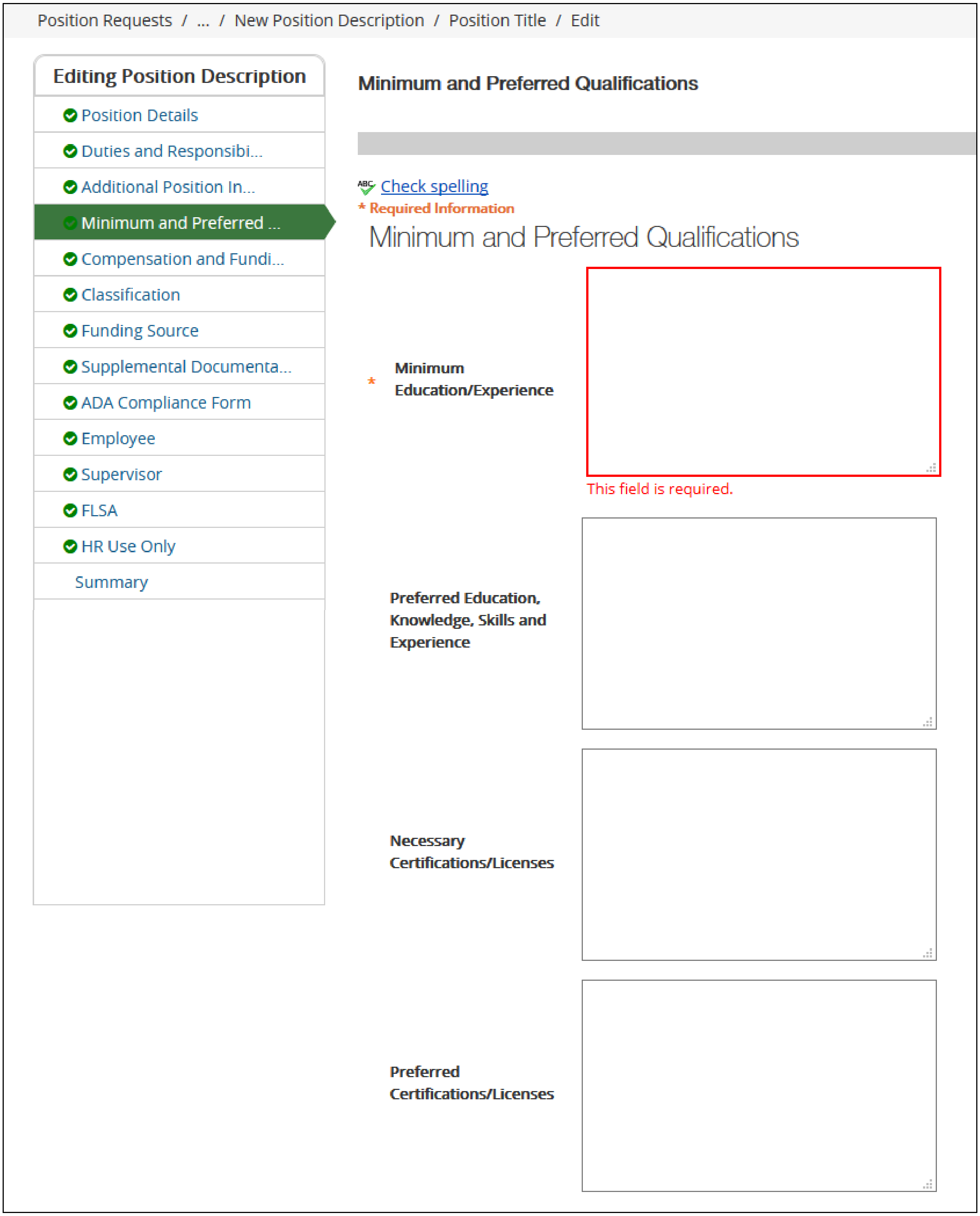
This tab is where you will add some additional information about the position. Some fields to take special note of are:

- **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.



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.


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
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

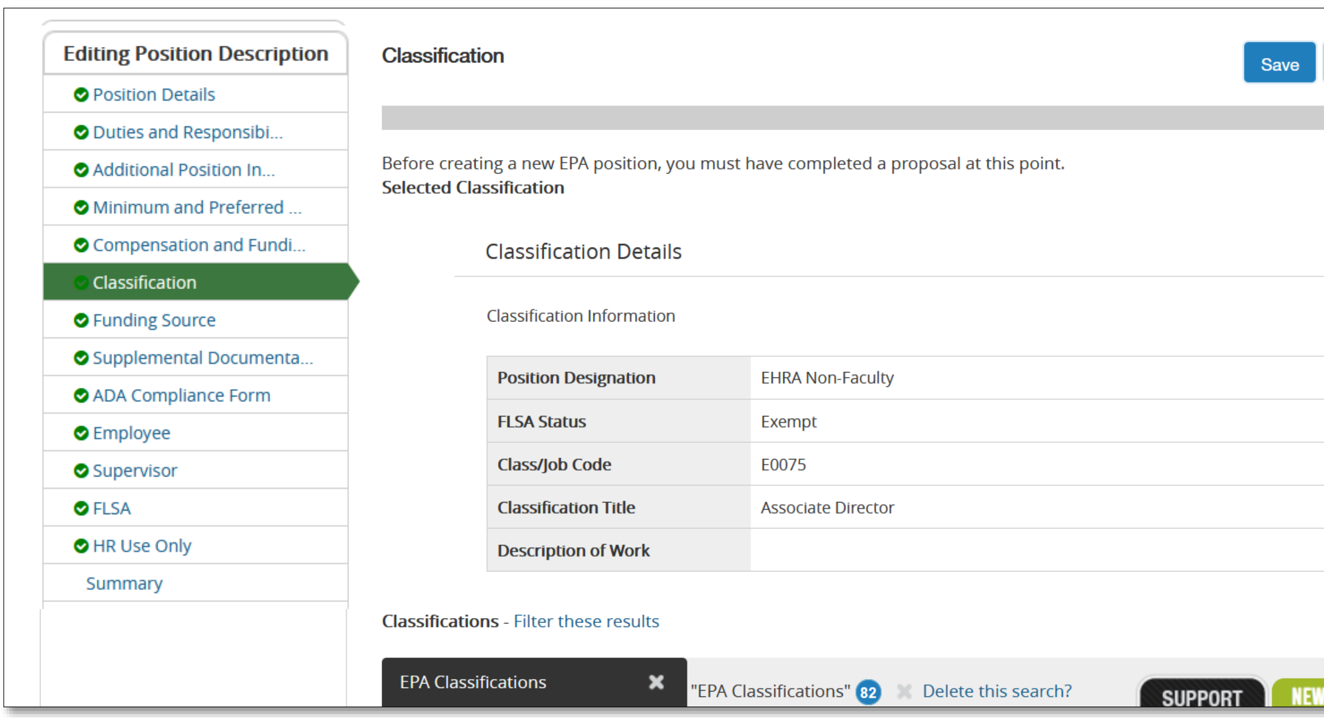
Compensation and Funding Information

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.

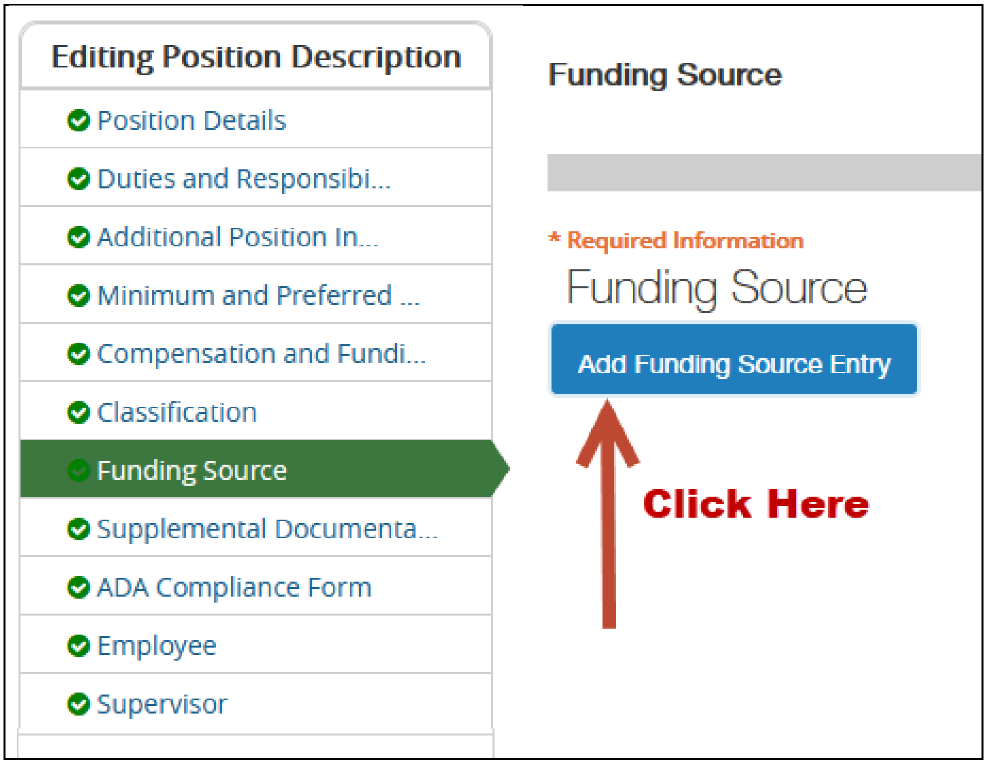
Classification

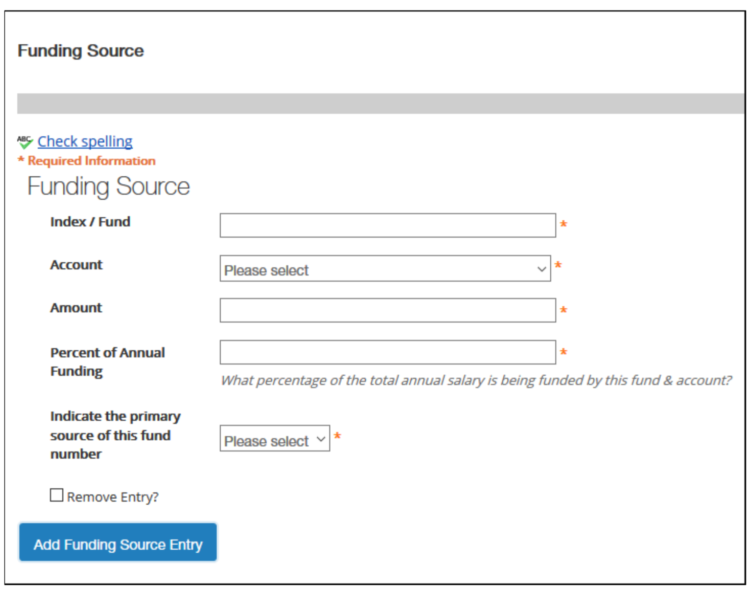
This tab is where you will choose the specific EHRA Non-Faculty Class/Job Code or position level that fits the position. You should have consulted with Human Resources when creating the position proposal and would have likely determined the classification then.



Funding Source

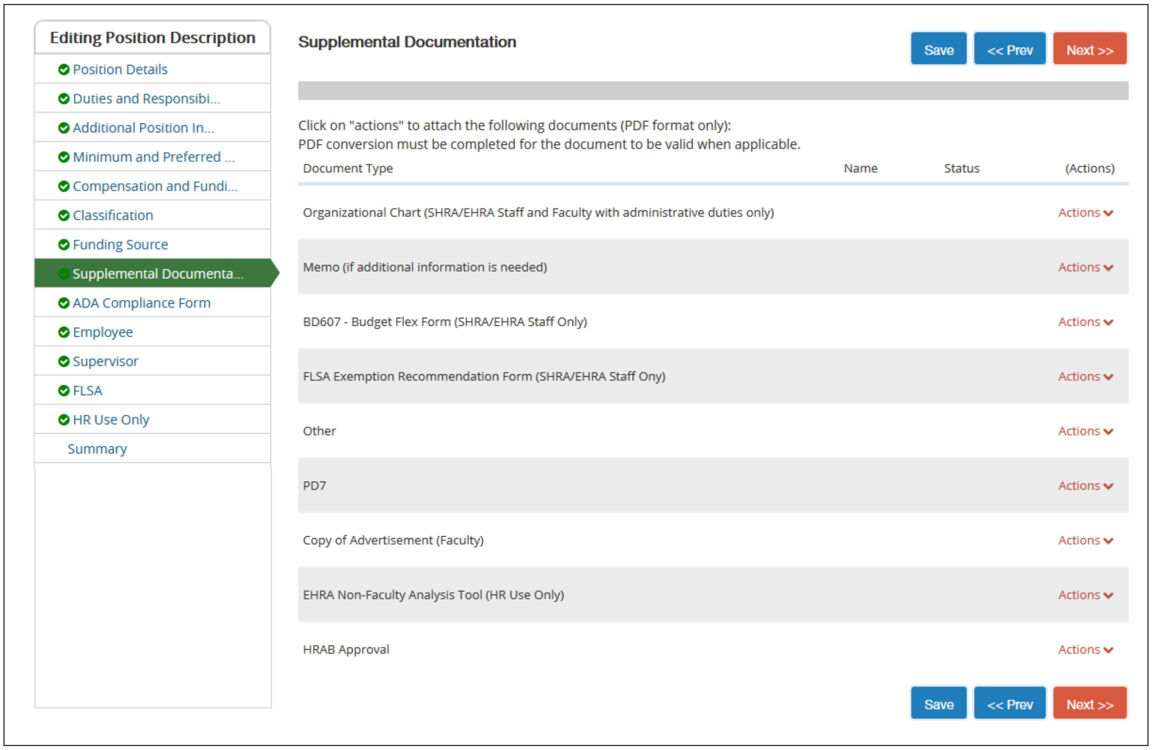
This tab is where you will add the funding information for the position. You will click the blue button to add as many funding sources as you need.





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.



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.

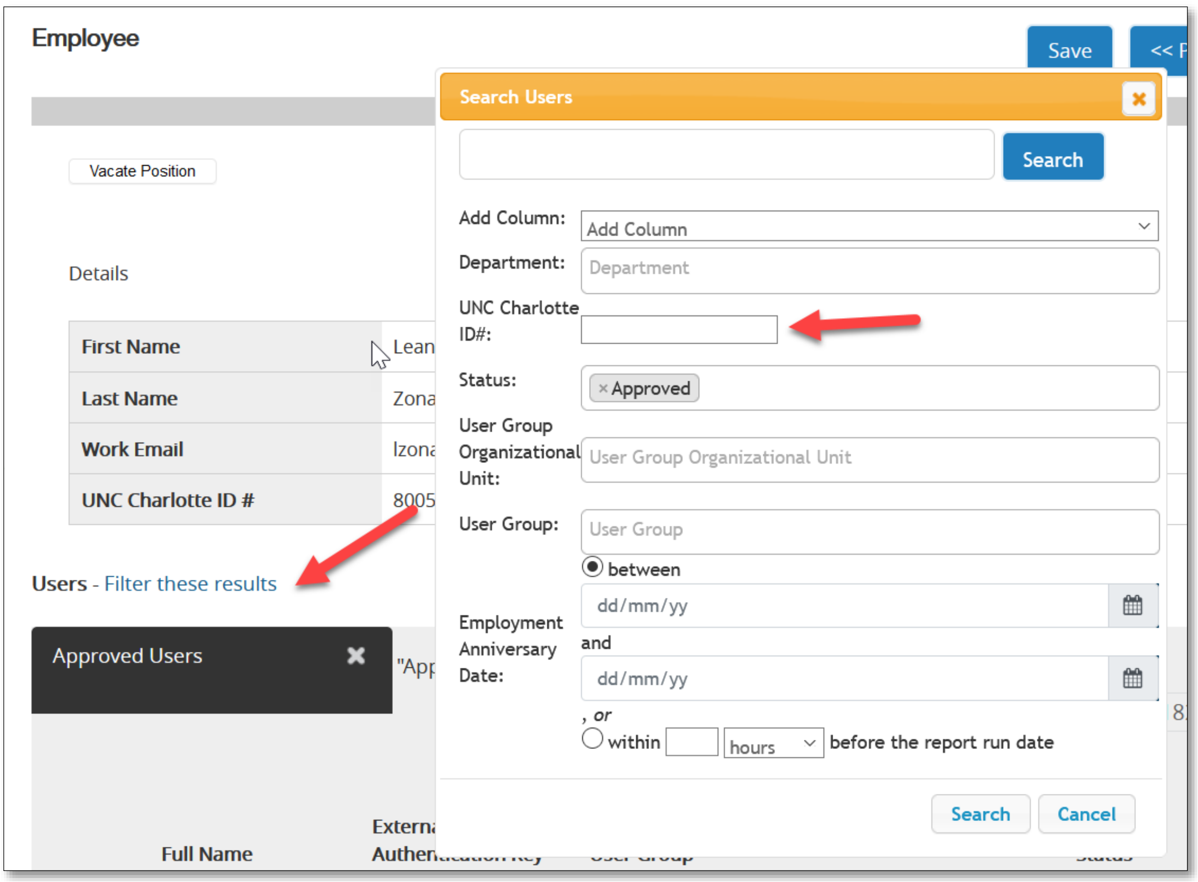
It is the policy of the University that educational and employment decisions that affect a student, faculty member, or staff member are based on relevant and appropriate factors and cannot be based on that individual's protected status, whether the status is protected by law or by University policy.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

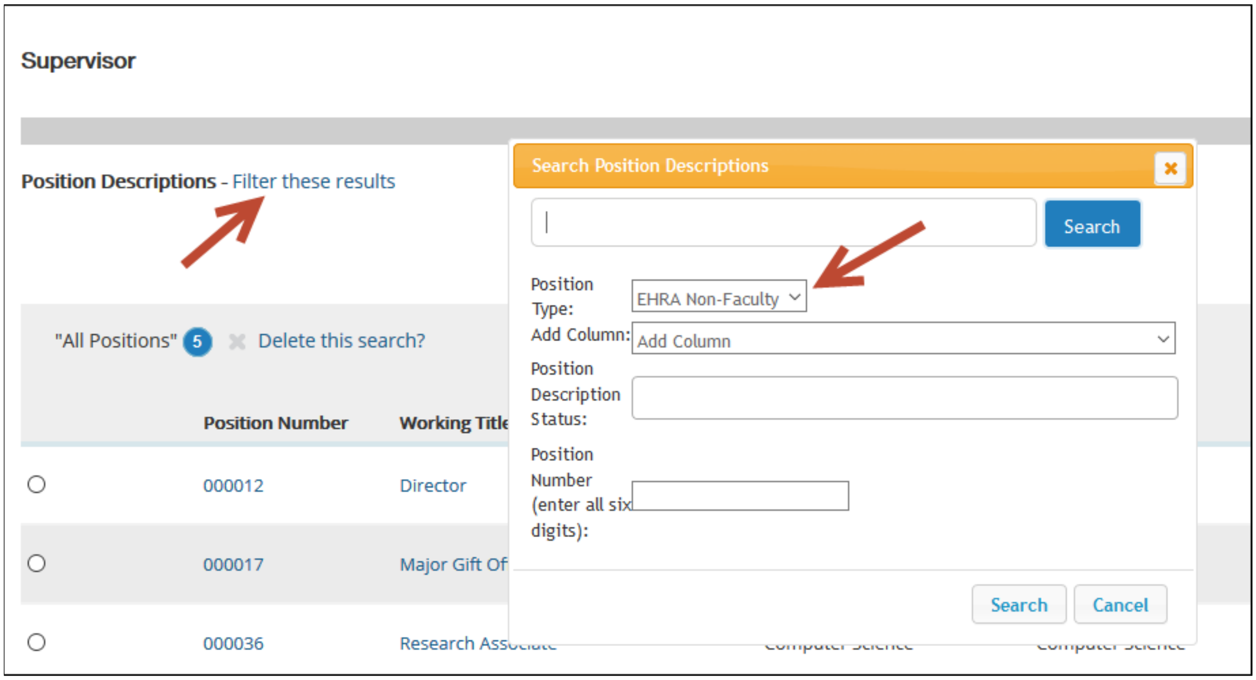
Employee

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



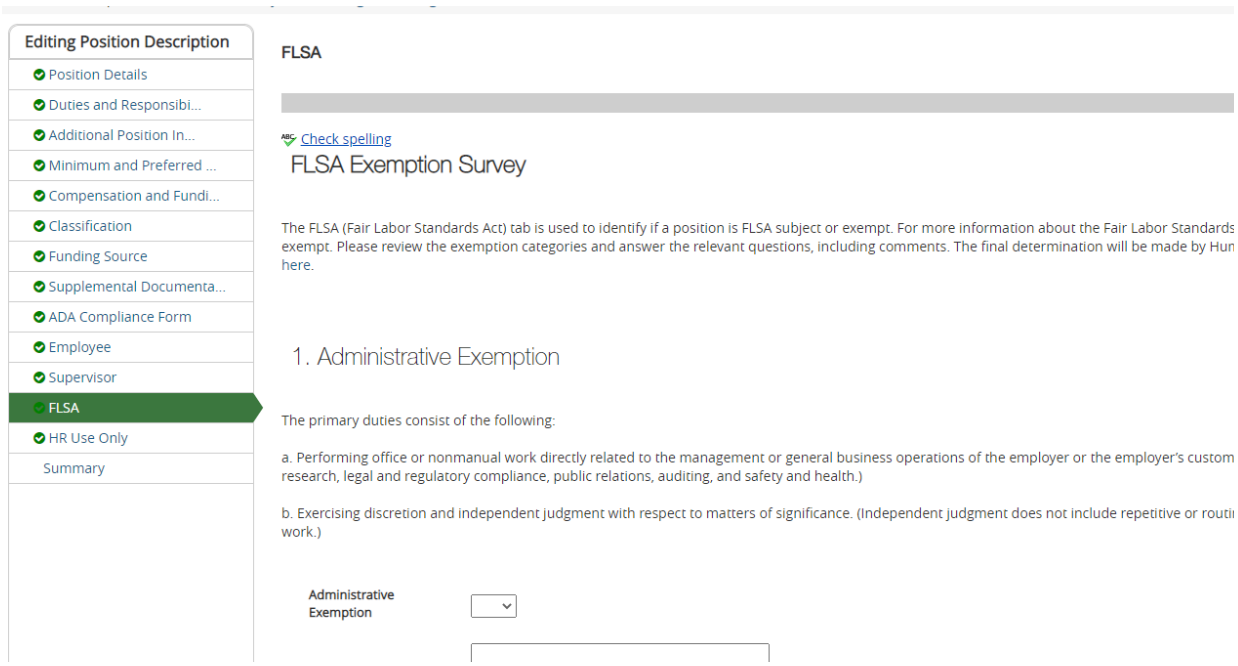
Supervisor

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.



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.



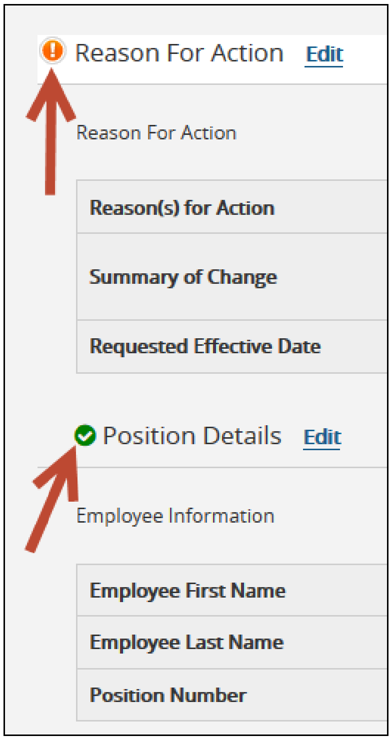
HR Use Only

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 Positon Summary is where you will 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.



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.

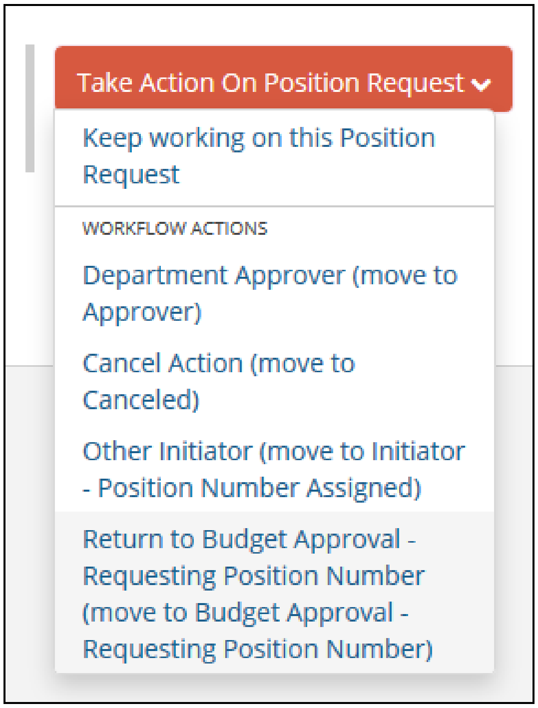
The Settings tab displays the Division, Department, and Work Unit.

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

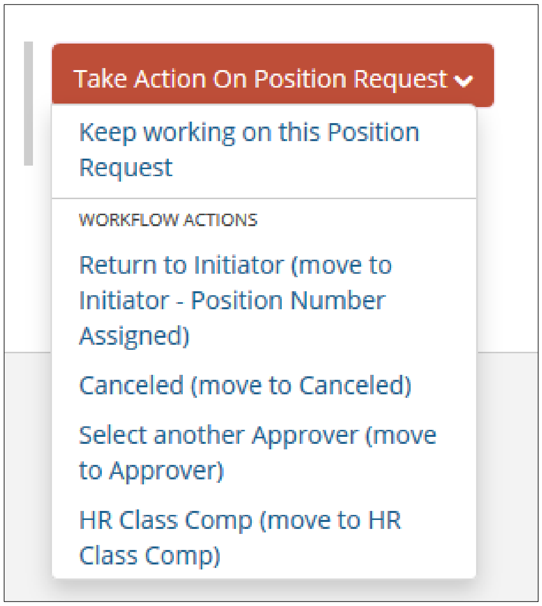
Routing the position action – after details have been added

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.

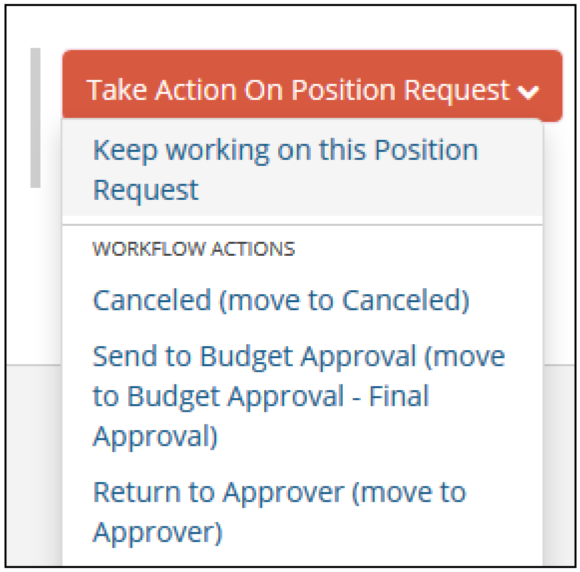
1. Once the information is entered, the **Initiator** will route to an additional Initiator, or the Approver for review.



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.



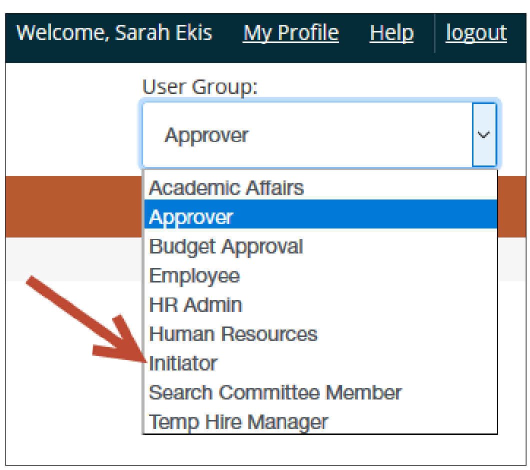
4. **Budget** activates the position in Banner and is the final approver in NinerTalent.

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.

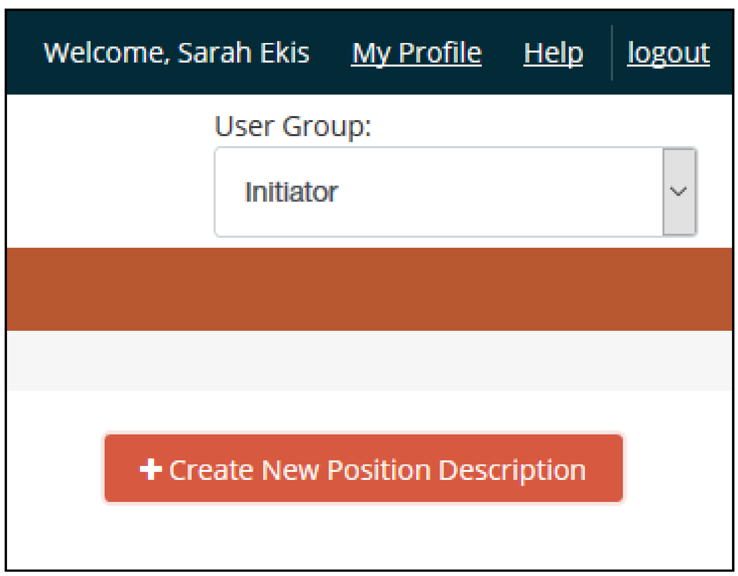
Please note that the position number will also copy over. It is very important to delete that positions number so a new one can be assigned.

1. Change current group to "Initiator"

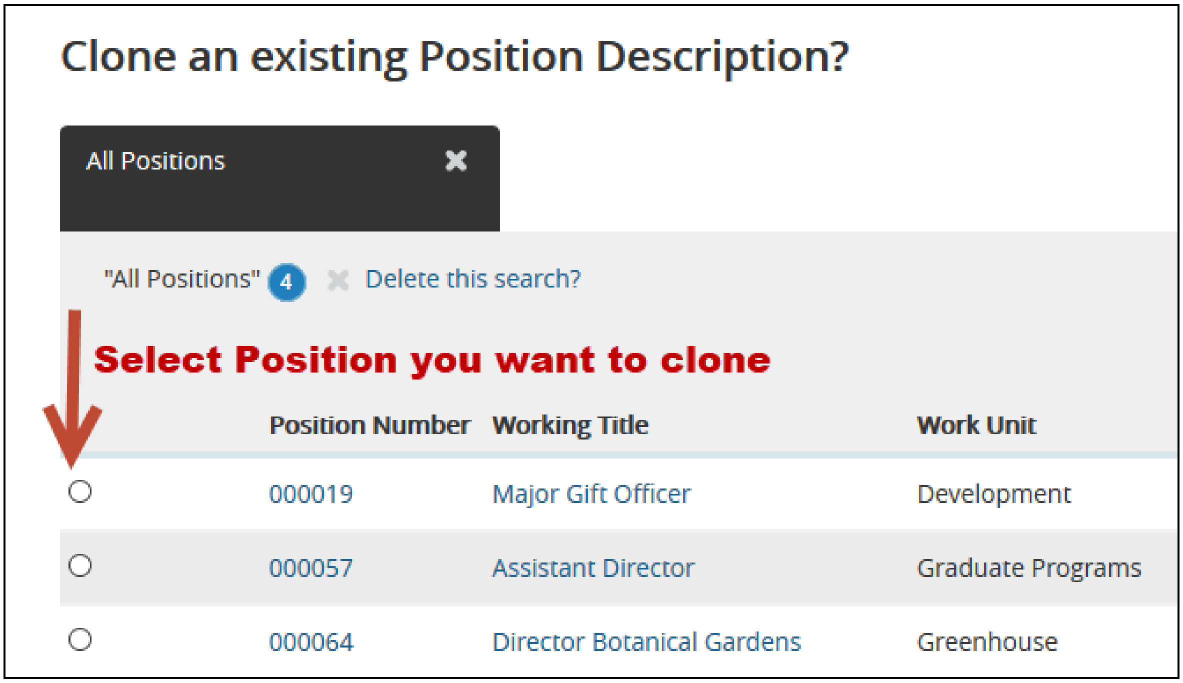


2. View your Position Description Library

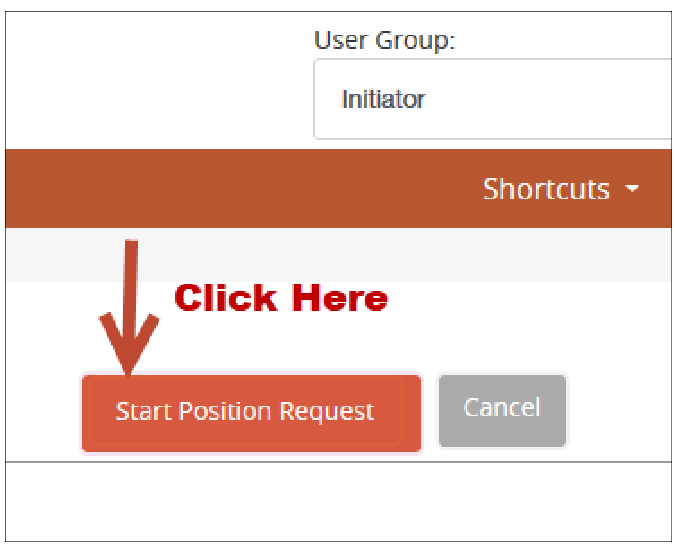
3. Click the Orange Button “Create New Position Description”



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.



5. Then click "Start Position Request"



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

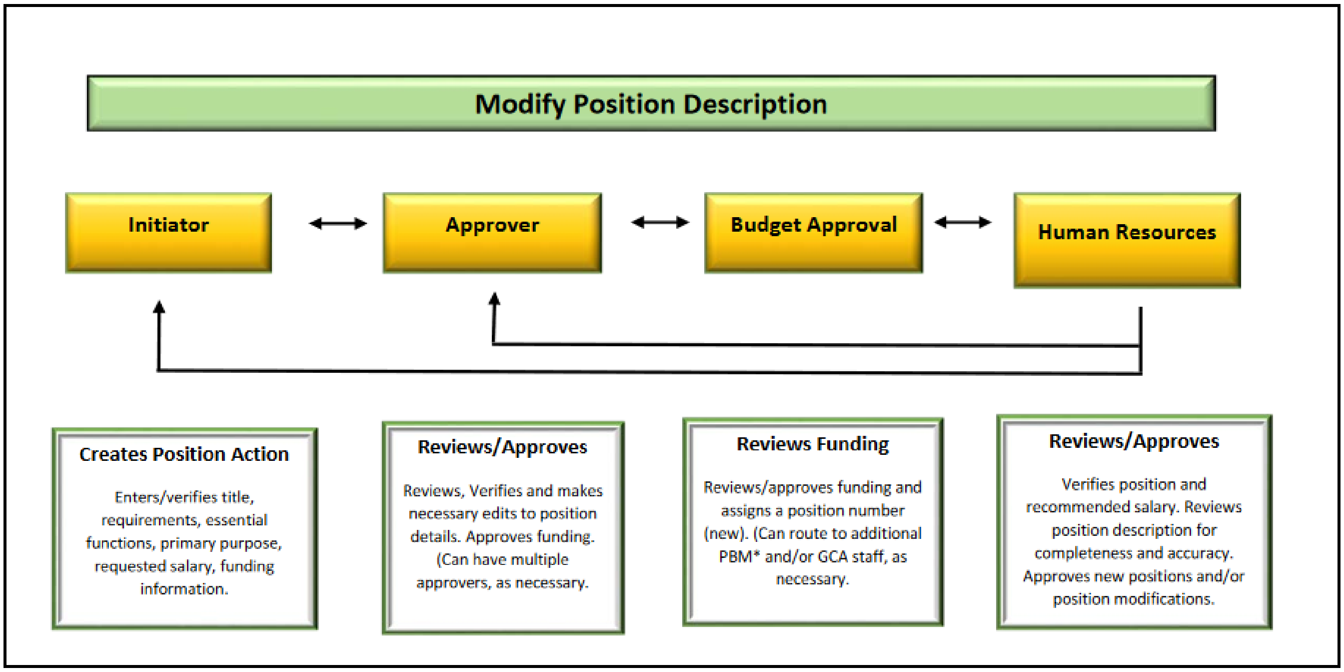
Modifying an Existing Position

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:

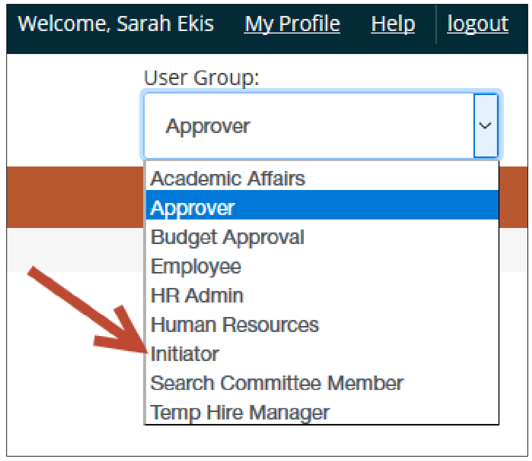
1. You need to update the job duties (with or without a salary adjustment)
2. You need to change the position's supervisor
3. You need to change the position's funding
4. You need to abolish a position

EHRA Position Management Modify Position Flow Chart



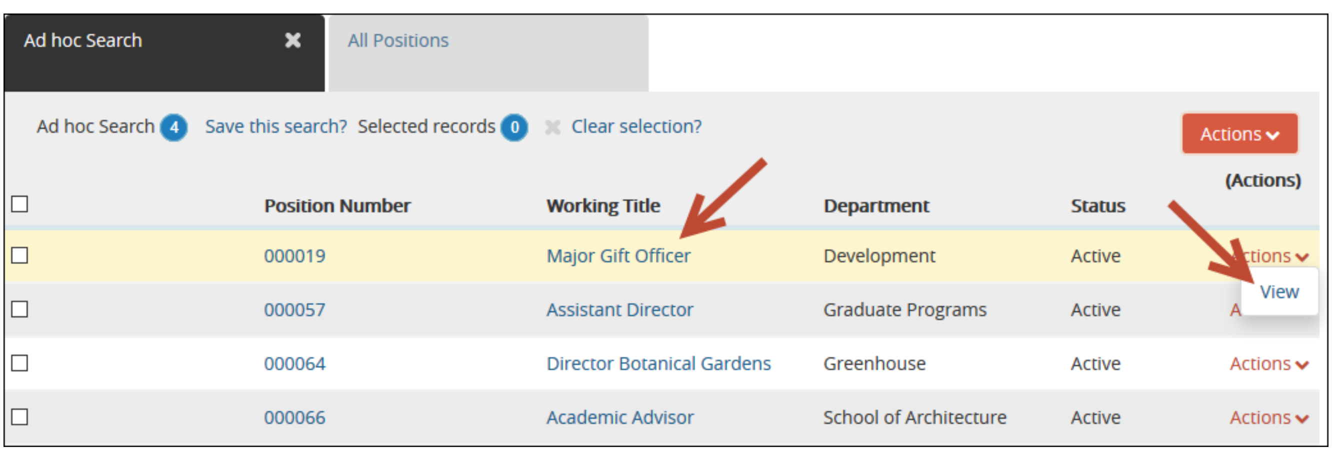
Steps to Modify a Position

1. Change current group to "Initiator"

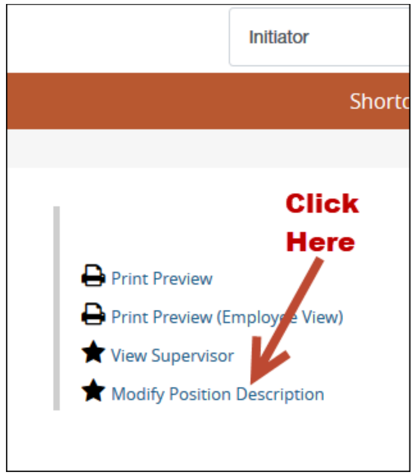


2. View your Position Library

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"

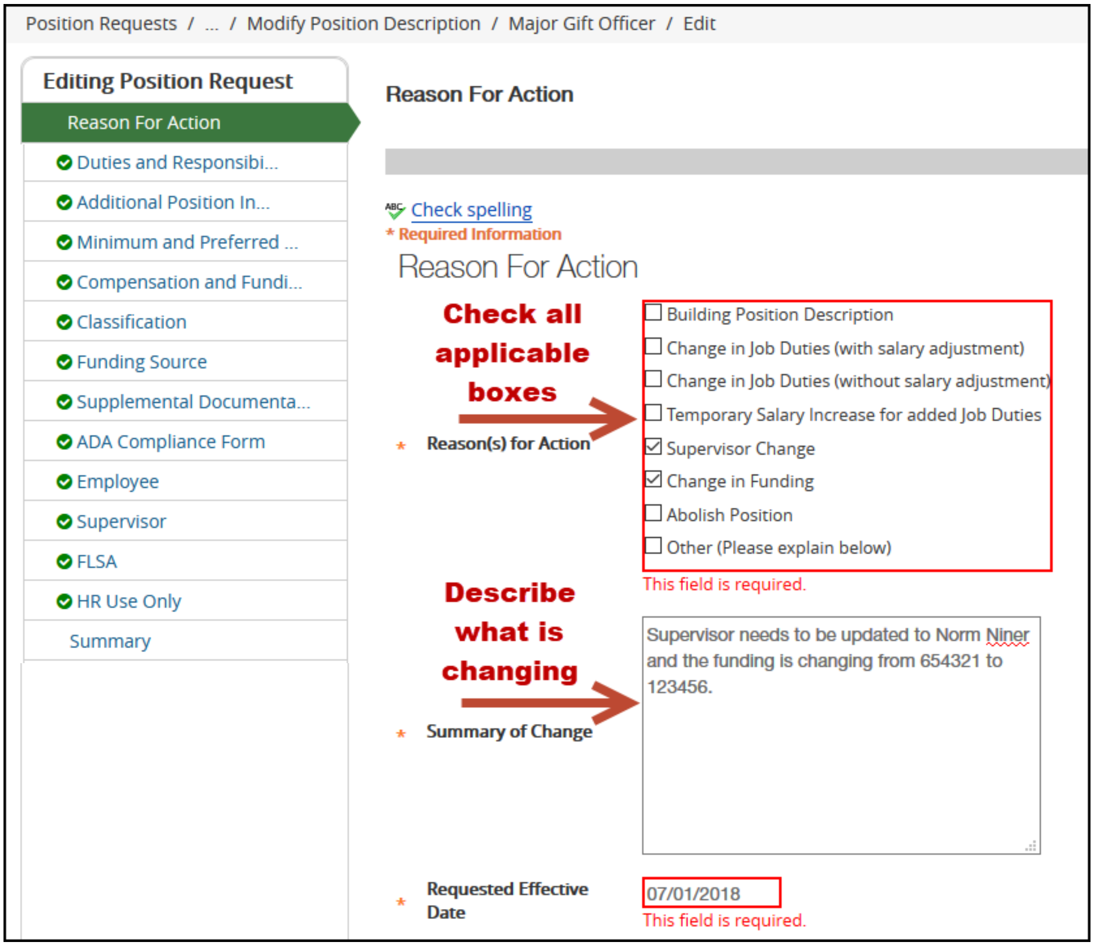


4. The position Summary will be displayed. Click the “Modify Position Description” link on the right hand side.

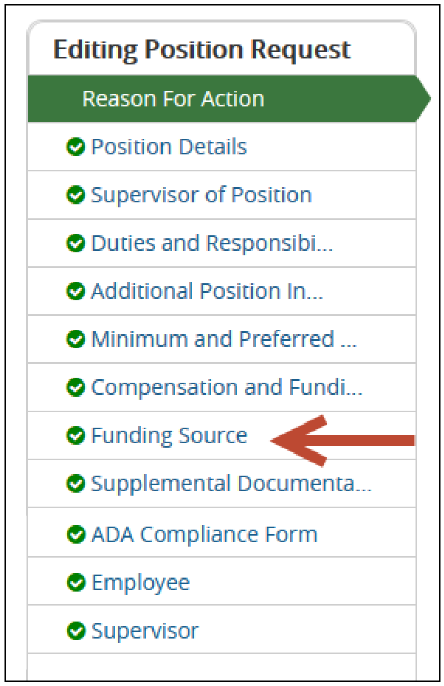


5. Click the blue “Start” button if you are sure you want to begin modifying the position description.

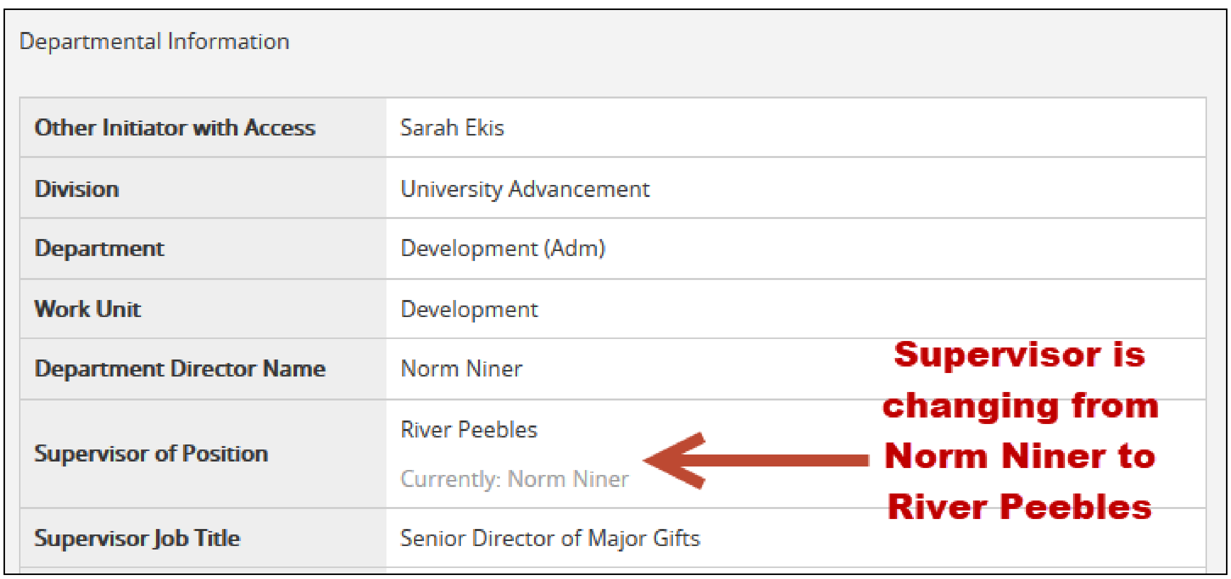
6. A menu of tabs will display on the left side of your screen. The first tab on this menu is “Reason for Action”. You will select all the appropriate checkbox for the reason for action and then write a short summary of the change. The summary of the change is helps each step of approvers to know exactly 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”.



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.

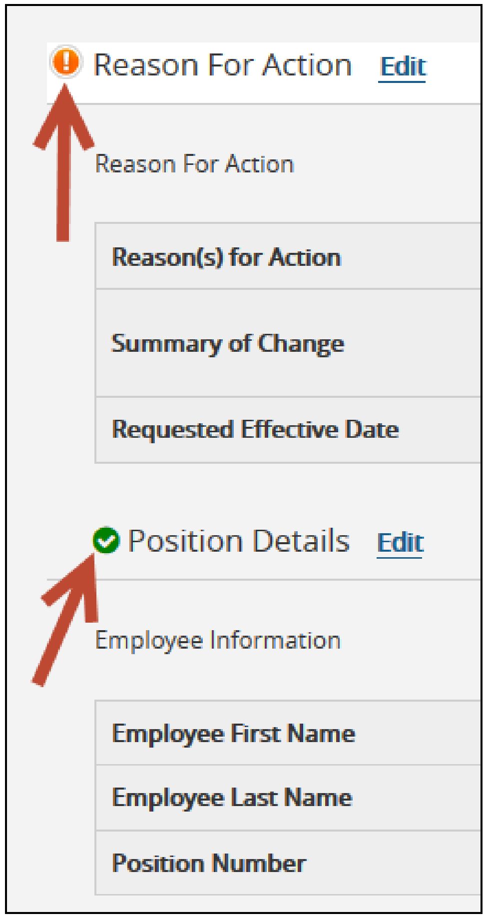


8. The final tab is the "Position Request Summary" tab which is where you will review that the position information is accurate. When reviewing the position action, you will be able to see what you changed, and what the information is currently.


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

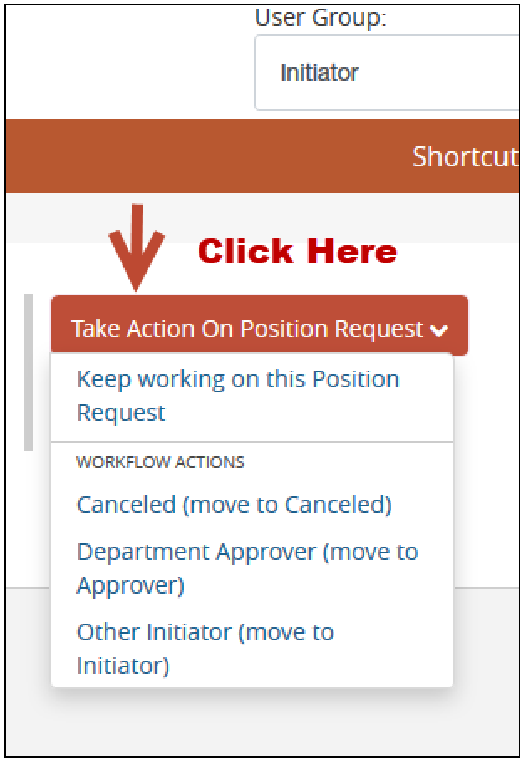
If you see anything that needs to be corrected, you can edit that specific tab. If you see a section that has an orange exclamation point next to it, that means you are missing a required field. A green check box indicates all required fields have been completed.



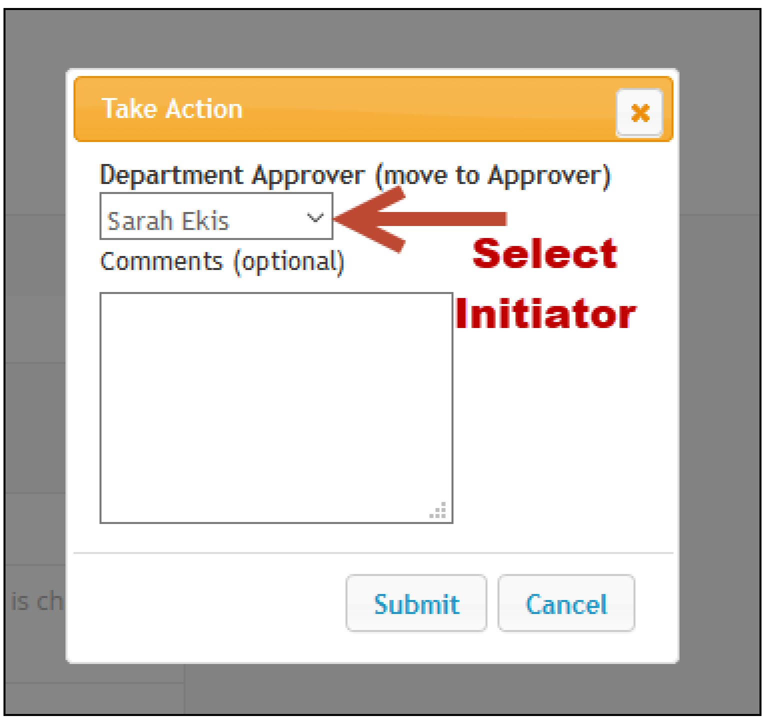
Once all the information is accurate, you are ready to route the position action.

Routing the position action

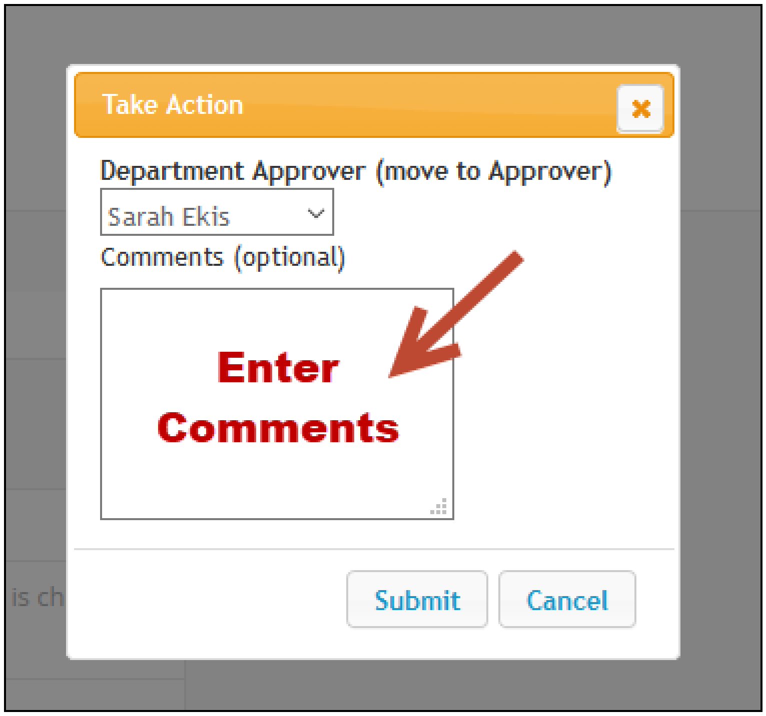
Once the position description has been modified, and you are satisfied with the information you are ready to route the position to an additional Initiator or the Approver. In order to do this, you will click the orange button labeled "Take Action on Position Request". You will have the option to send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



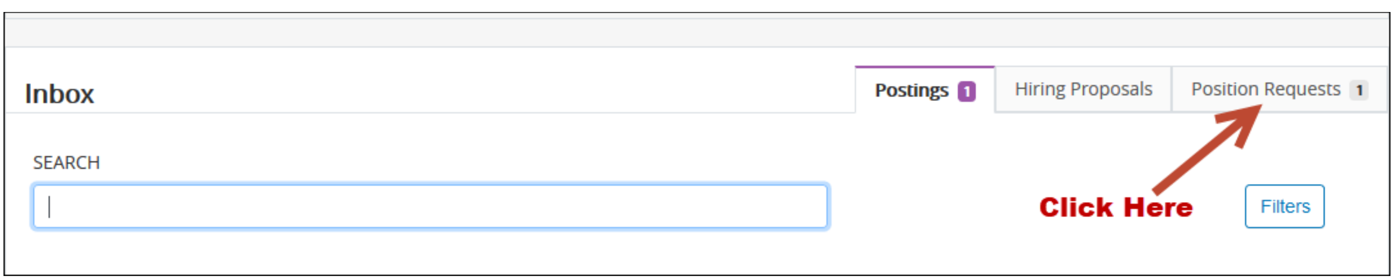
When routing the position action, you have the option to enter comments and add the position to your watch list. Please note that any comments entered become a permanent part of the position action history. They will also show up in the e-mail notification that goes to the selected Approver/Initiator.



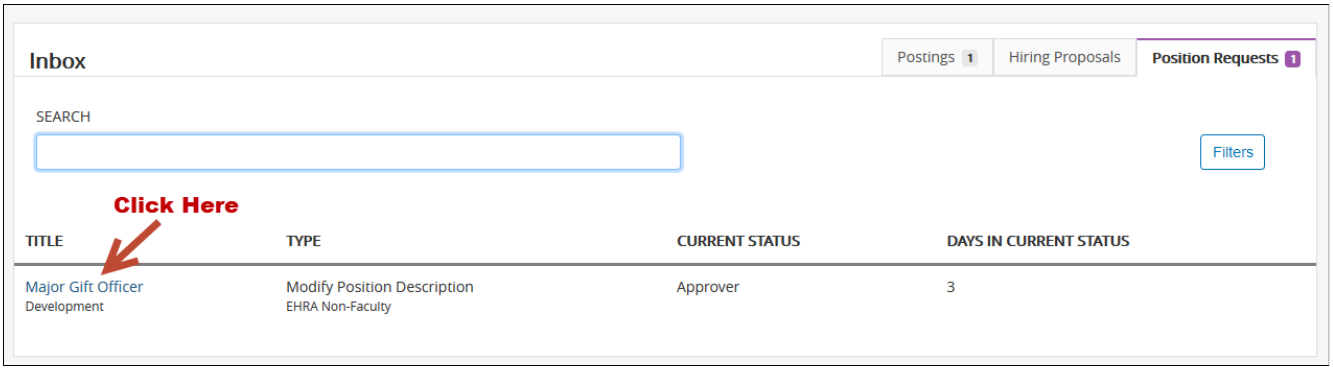
Approving a Modify Position Description Request

Once the Initiator has modified the position description, it is the Approvers 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.

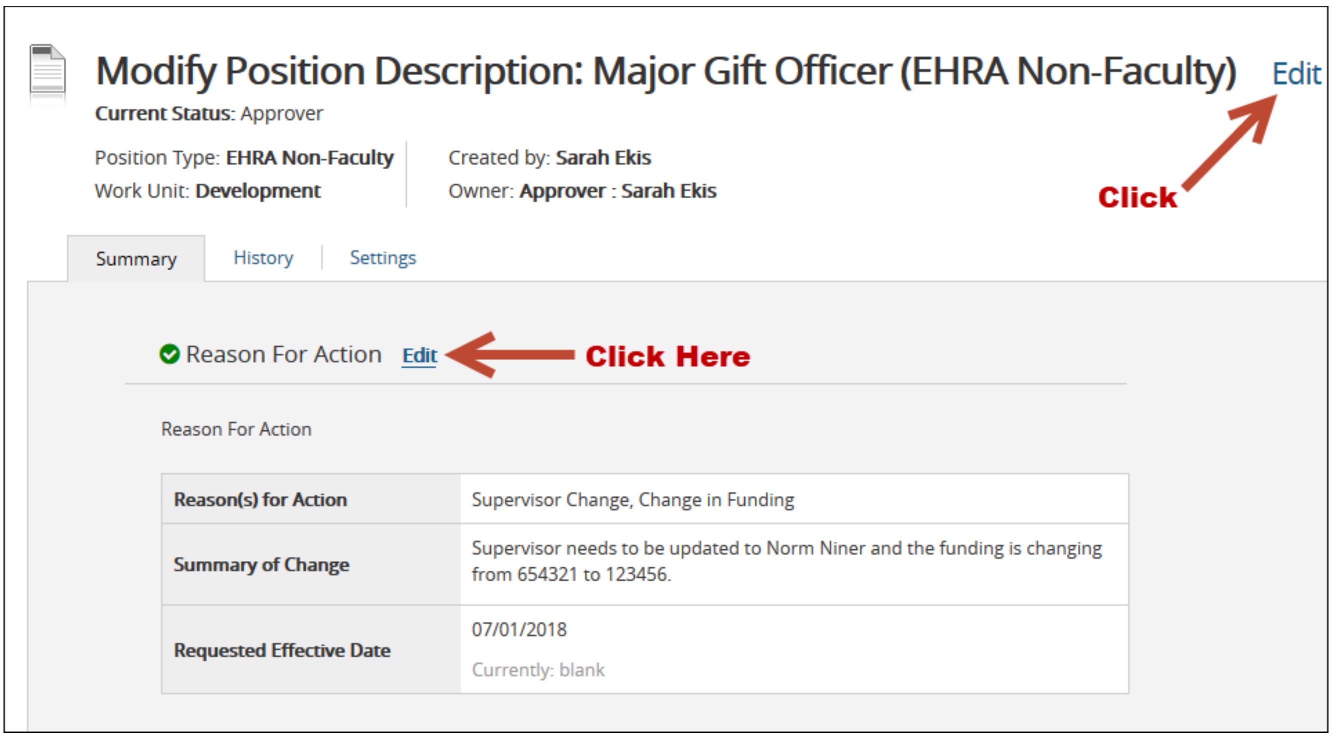
1. View the position requests requiring your attention click on the “Position Request” tab in your inbox.



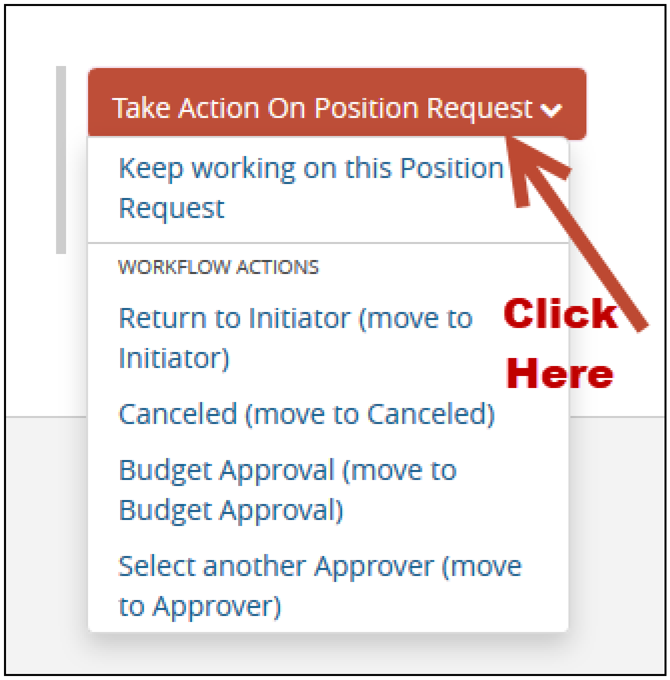
2. Select the Position Request you wish you review by clicking on the Position Title link. ***You no longer have to change your user group***. The system will automatically change it for you.



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.



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.



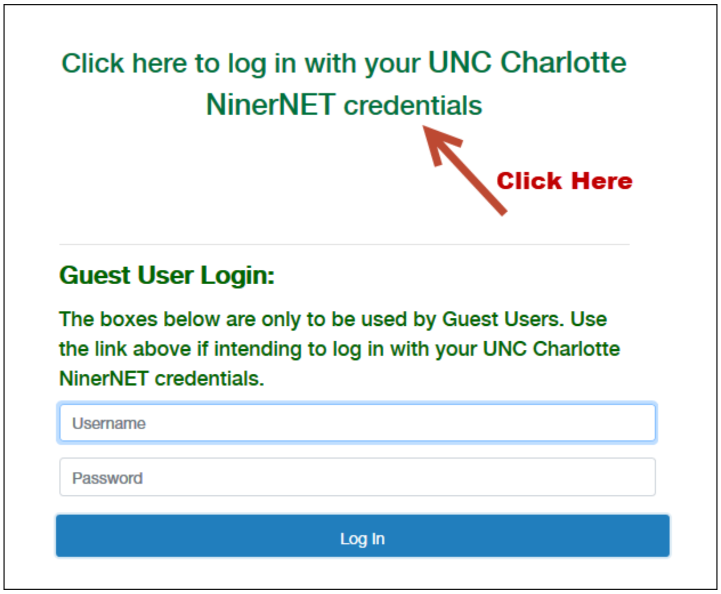
When routing the position action, you have the option to enter comments and add the position to your watch list. Please note that any comments entered become a permanent part of the position action history. They will also show up in the e-mail notification that goes to the selected Approver.

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

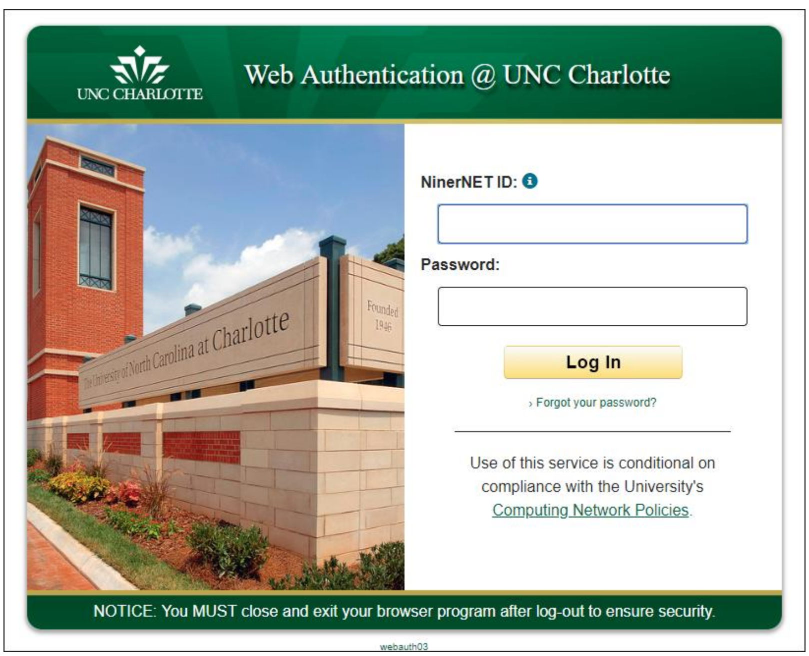
Go to http://jobs.uncc.edu/hr.

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.



Result: The UNC Charlotte Web Authentication page opens.



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.