# Position Management Resource Manual

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Introduction

The University of Georgia has implemented a new online position management and applicant tracking system, UGAJobs. The objective of UGAJobs is to streamline the approval, posting, and hiring processes for the University and our applicants.

Hiring departments should use the UGAJobs system to receive approval for and post staff positions.

The learning objectives include the following:

- Create and submit requests for new positions
- Evaluate and modify position descriptions
- Track the status of Position description requests
- Keep your HR organization structure up to date
- Search for and locate classification information

Position Management Overview

Position Management is the process by which departments determine how jobs are defined, how many positions are needed, and what the organizational structure should look like. As a part of the position management functionality departments will have the opportunity to create a new position, evaluate a position or modify a position.

- **Create a position**: Every employee needs to be assigned to a position description. If the department does not have a position to seat an employee into, a new position will need to be created.
- **Evaluate a position**: A position may need to be evaluated when their needs to may be operational changes to a position resulting in changes to assigned responsibilities and update to a position’s resulting in a new title change or percent time.
- **Modify a position**: When modifying a position, departments have the ability to update the reporting relationship, the budget position number, and/or vacate an employee from a position in order to post and recruit for a new faculty/staff member.

Accessing UGAJobs

The Web Address/URLs for the site include the following:

- Departmental User Site: [https://www.ugajobsearch.com/hr/](https://www.ugajobsearch.com/hr/)
- Applicant Portal: [https://www.ugajobsearch.com/](https://www.ugajobsearch.com/)

Requesting additional User Roles

All benefit eligible UGA employees have an employee account within UGAJobs. To request an additional User role, please visit the employ@uga.edu homepage ([https://www.ugajobsearch.com/hr/](https://www.ugajobsearch.com/hr/)) and select Request an account. You will be asked to state which department and user group you would like to be associated with and include any additional information for account setup or access privileges. (Special permissions are required for account setup and security outside of the manager/supervisor role). This form must be submitted to central HR employment team by the units Chief HR Officer and or Financial Director.
Browser Support

The system has been tested with the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by Mozilla
- Internet Explorer version 9 or 11 and later
- Safari versions currently supported by Apple

Data Security

To ensure the security of the data, the system will automatically log you out after 60 minutes if it detects no activity. However, any time you leave your computer, it is strongly recommended you save any work in progress and logout of the system by clicking on the Logout link located on the top-right-side of your screen.

Log-in to UGAJobs

To access the University of Georgia’s UGAJobs user portal, visit the following web address:  https://www.ugajobsearch.com/hr/

Once you have arrived at the below screen, select Click this link to login with your UGA MyID. Next, you will be redirected to the UGA Central Authentication Service, which requires users to type their UGA MyID and password, allowing you to securely access the UGAJobs System.

ArchPass Duo

You will need ArchPass Duo, UGA’s two-factor authentication service, to complete this new login process. Two-factor authentication means there are two steps to the login process. The second step helps protect your personal information and secure the UGA network.

To use ArchPass Duo with UGAJobs, you must first enroll a device through the Self-Service Portal at archpass.uga.edu/enroll. The enrollment process is completely self-service and can be completed in five minutes. You should not need to contact the Help Desk to enroll a device in ArchPass Duo.

An instructional video on enrolling is available on the EITS Help Desk YouTube channel at https://www.youtube.com/watch?v=v_kHxQu5Gvw.

If you are already enrolled in ArchPass Duo for another system, such as the Remote Access VPN, you do not need to enroll again. You can enroll a smartphone, tablet, cell phone and/or landline phone. Once enrolled, you will still be able to access UGAJobs from any computer or device you choose. Your enrolled ArchPass Duo device is used only to verify your ID during the login process.

To log in to UGAJobs with ArchPass Duo:

1) Enter your MyID and password.
2) Verify your ID with a device enrolled in ArchPass Duo. You can verify your ID with a push notification from the Duo Mobile App, a passcode generated by the Duo Mobile App, a password sent by SMS text message or a phone call.

You can find more information about ArchPass Duo at archpass.uga.edu. If you have questions about ArchPass Duo, please contact the EITS Help Desk at helpdesk@uga.edu or 706-542-3106.
**Getting Started**

Once you log in to UGAJobs, [https://www.ugajobsearch.com/hr/](https://www.ugajobsearch.com/hr/), any positions that you have authority to view will be displayed. The status of the position will determine what you can view.

**EXAMPLE:** If a position is still in the approval process workflow and has not yet been approved or completed, you will only be able to view the position summary details.

**NOTE:** When you log in to UGAJobs, your default user account will your employee account. If you have another authorization role (i.e. Initiator, Search Committee Member, Approver, Unit Head, etc.) you must select the role from the drop box to the right of your name.

When you arrive at the homepage, look at the top right corner to ensure the **POSITION MANAGEMENT** module is selected. If not, hover over the drop down arrow and select **POSITION MANAGEMENT** from the list.

![POSITION MANAGEMENT module selected](image)

The top of your screen will change colors. In this module, the top of your screen will be **Orange**.

To the right of your **name**, make sure **Initiator** is selected from the drop box. Any time you make a change in this box be sure to take note of the **notification banner** at the top of the screen.

![Initiator selected](image)

**Note:** **Initiators** are typically the department/unit representative who oversees the administrative components of the position, posting, and hiring process for their department. This user will initiate all requests in the system and route to the next level approval. The **Initiator** is the only user who can create/initiate requests in the system.
Your Inbox and Watch List

Your homepage displays two key features in the system: Your Inbox and Watchlist.

The Inbox contains all items that require your attention. These include items that are specifically assigned to you in their current state, and items that do not have individual owners but that you are authorized to act on if nobody else acts on them.

The Inbox Preview area is categorized by object type to help you find objects easier. Each item in your inbox includes a link that opens the appropriate page for you to take the required action on the item. Once action is taken on an item, the item disappears from the Inbox.

NOTE: Your inbox does not include items that are currently assigned to other people.

The Watch List allows you to track the status of selected postings, hiring proposals and position request. By default, your watch list includes all items that you create.

You can also choose to watch other items within your assigned department. Items are automatically removed from your watch list when they are completed or canceled. You can also choose to stop watching at any time. As with the inbox, the home page presents a limited view of your watch list.

If you own an item in its current state – if you are responsible for the next task or able to carry it out – you can open it from your inbox or watch list.

NOTE: To remove items from the watch list, select the Watch List title link and select Stop Watching Posting from the Actions link drop-down menu for the posting(s) you wish to stop following.
Request to Create a New Position

Faculty Position Types

Revised 7.9.2018
Create a New Position Description

Click on the Position Descriptions tab and select the desired position from the drop-down box.

Select Create New Position Description at the top right of the screen.

Once you select Create New Position Description, the below screen will appear.

You will be able to create a brand new position. Enter your Working Title. The Major Unit, Division and Department, if applicable, these fields will already be chosen for you.

You will also be able to Clone an existing Position Description. You would chose to clone an existing position when you need to create the same position again because cloning copies in the existing information on a selected Position Description. Cloning also gives you the ability to edit that information. To clone a Position Description, click the radio button next to the Position Description.

After choosing your method of Creating a Position Description, select the Start Position Request button.
**Position Justification Tab**

The **Position Justification** screen appears. This section allows you to justify your need for the position description.

**Any box in red is a required field.** Although there are required and non-required fields, providing the most information would be most helpful for Central HR.

Throughout the process of creating a position request, if needed, you can move from screen to screen using the page links located on the left sidebar.

Be sure to click on the **Save** button if you choose to utilize this feature. After clicking on the save button you can also use the **back button** to easily return to your previous page.

If you chose to click the **Next** button, your information will automatically be saved.

**Classification Tab**

The next screen allows you to select a **classification**. This read-only tab displays a list of classifications.

If you need to refine your search and quickly find a classification, you can use the search tools.

To search for a classification, select **Filter these results**. The following box will appear allowing you to search for a classification by classification title, Classification code, EEO code etc.

You also have the ability to **Add Column** and customize your search.

Once you select the appropriate classification, the information provided in the selected classification will copy into the classification tab and fields in the position details.
Position Details Tab

This section allows you to complete the position details. **Any box in red is a required field.**

**NOTE:** Required fields are also marked with a red asterisk “*”. This indicates that the data field must be completed to save, move to the next page, and/or to submit.

When creating a new position the Seated employee section will always be blank because you are advertising for an employee.
These questions are required in order to ensure the necessary checks are in place when determining the appropriate background package.
Duties/Responsibilities Tab

Instruction text has been provided as guidelines on how to utilize the Duties and Responsibilities section:

Duties & Responsibilities apply to those staff and faculty administrative positions. Please approximate the percentage of time spent on each task (out of 100%) during a typical workweek. List these tasks in order of importance, with the most critical task coming first. Do not list more than six entries – do not go below 5% time per assigned duty.

The Allocation of Effort fields are optional and serve as an opportunity to detail how the positions will be allocated amongst instruction, research, service, clinical and administration.

When adding more than one Duties/Responsibilities Entry, press the Add Duties/Responsibilities Entry button to add an additional section.

To remove an entry, check the Remove Entry box and then select save.
Budget Position Information Tab

On this screen you can enter the Budget Position Number.

You also have the ability to add budget information. Click on the Add Budget Summary Entry button.

Once you select Add Budget Summary Entry, the following information will appear:

Position Supervisor Tab

The position supervisor tab allows you to select the supervisor that supervises the employee in the position you are creating.

For example, ACADEMIC PROFESSIONAL will supervise the position that is being created. Therefore, whoever is seated in Position ACADEMIC PROFESSIONAL will supervise the position that is being created.

If the employee in ACADEMIC PROFESSIONAL ever leaves for some reason and someone else is hired, the subordinates’ positions will update automatically. This will alleviate the need to do supervisory updates.

To remove an entry, check the Remove Entry box and then select save.
Position Documents Tab

The following page allows you to upload any internal documents pertinent to this position. The documents will not be seen by applicants, only those in the Position Management workflow with access to the position.

The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous posting.

Select Actions and choose from the options provided:

- Create New
- Choose Existing
- Upload New

By selecting the option, Upload New, you will be taken to the below screen

Once a file is chosen to upload, and you are ready to submit your document, click the Submit button. You will then be taken back to the Position Documents main screen (see above).

The system will convert all documents into PDF’s. All PDF conversions must be completed for the document to be valid when applicable. The document will transform into a hyperlink when the conversion is complete. You can also view the status of the conversion to determine if the upload was successful.
OFA/HR Recommendation

Central HR will fill out the OFA/HR Recommendation tab, if applicable. It will be available to review by those who are in the Position Management workflow with access to the position.

New Position Request Summary

The next page will show your drafted position request. The top of this page will display current status, position type, department, created by, and owner of position request.

Please review all details of your position request. If any changes need to be made you can select Edit.

NOTE: On the Position Request Summary page, you may also see Currently: blank under the information you have just put on the position request. Currently: blank means since your position is still in draft and not yet approved this information is still currently blank. Once the position request moves in the workflow and is approved, the Currently: blank wording will no longer be visible.

When all the tabs in the position request have been completed and you are on the position request summary page, the tabs that have exclamation points next to them indicates required information missing that must be completed before Taking Action on the Position Request. Select Edit to fill out the missing information.
When the **Current Status** of a position request is in a **Draft** state, it means a position request has been started, but no action has been taken on the position request.

Only the individual who created the position request can edit or transition the position request to the next step in the workflow.

To submit forward, hover over the **Take Action on Position Request** button.

When you are ready to submit your position request through the workflow to gain approval, choose either **Submit (move to Initiator)** or **Submit (move to FA Liaison)**.

**Option 1: Submit (move to Initiator)**

This transition allows multiple **Initiator** account users to have the ability to edit the position request by taking it out of a “draft” state.

After clicking on **Submit (move to Initiator)**, the **Take Action** box will appear. Be sure to insert any additional comments in the **Comments** box. Only those in the workflow will have access to this information.

The box **Add this posting to your watchlist** will be automatically checked. If you would **not** like for this position to appear in your watch list, uncheck the box.

**Option 2: Submit (move to FA Liaison)**

This transition allows multiple **Initiator** account users to have the ability to edit the position request by taking it out of a “draft” state.

After clicking on **Submit (move to FA Liaison)**, the **Take Action** box will appear. Be sure to insert any additional comments in the **Comments** box. Only those in the workflow will have access to this information.

The box **Add this posting to your watchlist** will be automatically checked. If you would **not** like for this position to appear in your watch list, uncheck the box.
Request to Modify a Position

Faculty Position Types

Revised 7.9.2018
Modify an Existing Position Description

Modifying an existing position description allows you to update the position for various reasons including:

- Change position status active/inactive
- Change Major Unit
- Change Division
- Change Department
- Change Location
- Replacement of Employee
- Replacement of Supervisor
- Update Budget Details

When modifying a Position Description limited fields available to edit. If changes need to be made to the Position Details, please submit an Evaluate Position request for that position.

To modify an existing position description, make sure that you are in the Initiator user role. In the Position Management Module, hover over Position Descriptions menu and select Faculty or Faculty PT/LT from the drop-down.

Search for the appropriate position description to modify. Click on the working title of the position you want to modify. Once you select the appropriate position description to modify, the following screen will appear:

Select Modify Position Description to begin your action.

The following Screen will appear confirming that you want to initiate this action and also to remind you that once a modification to a position request has started, the position description will be no longer be available for updates until the position request has been completed. Select start to begin.

**Note:** For more information on using the search function, see the guide for Searching and Saving Searches.
Modify Position Justification Tab

The Position Justification screen appears. This section allows you to justify your need for the position update.

Any box in red is a required field. Although there are required and non-required fields, providing the most information would be most helpful for Central HR.

 Throughout the process of creating a position request, if needed, you can move from screen to screen using the page links located on the left sidebar.

Be sure to click on the Save button if you choose to utilize this feature. After clicking on the save button you can also use the back button to easily return to your previous page.

If you chose to click the Next button, your information will automatically be saved.

Modify Budget Position Information Tab

On this screen you can update the Budget Position Number, if this is the one of the justifications for modifying the position.

You also have the ability to add budget information. Click on the Add Budget Summary Entry button.

Once you select Add Budget Summary Entry, the following information will appear:

To remove an entry, check the Remove Entry box and then select save.
Modify Position Supervisor Tab

If one of the reasons for updating the position description includes Replacement of Supervisor, on the position supervisor tab, if there is an employee already seated in the position, search for the replacement employee then select the radio button next to their name.

If you select Save or select the Next button, the replacement supervisor’s information will automatically populate.
Modify Position Documents Tab

The following page allows you to upload any internal documents pertinent to this position. The documents will not be seen by applicants, only those in the Position Management workflow with access to the position.

The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous position.

Select Actions and choose from the options provided:

- Create New
- Choose Existing
- Upload New

By selecting the option, Upload New, you will be taken to the below screen:

Once a file is chosen to upload, and you are ready to submit your document, click the Submit button. You will then be taken back to the Position Documents main screen (see above).

The system will convert all documents into PDF’s. All PDF conversions must be completed for the document to be valid when applicable. The document will transform into a hyperlink when the conversion is complete. You can also view the status of the conversion to determine if the upload was successful.
Modify Position Request Summary

The next page will show your **drafted** position request. The top of this page will display current status, position type, department, created by, and owner of position request.

Please review all details of your position request. If any changes need to be made you can select **Edit**.

**NOTE**: On the Position Request Summary page, you may also see **Currently: blank** under the information you have just put on the position request. **Currently: blank** means since your position is still in draft and not yet approved this information is still currently blank. Once the position request moves in the workflow and is approved, the **Currently: blank** wording will no longer be visible.

When all the tabs have been completed and you are on the position request summary page, the tabs that have **exclamation points** next to them indicates that there is required information missing that must be completed before **Taking Action on the Position Request**. Select **Edit** to fill out the missing information.

When the **Current Status** of a position request is in a **Draft** state, it means a position request has been started, but no action has been taken on the position request.

Only the individual who created the position request can edit or transition the position request to the next step in the workflow.

To submit forward, hover over the **Take Action on Position Request** button.

When you are ready to submit your position request through the workflow to gain approval, choose either **Submit (move to Initiator)** or **Submit (move to FA Liaison)**.
**Option 1: Submit (move to Initiator)**

This transition allows multiple Initiator account users to have the ability to edit the position request by taking it out of a “draft” state.

After clicking on Submit (move to Initiator), the Take Action box will appear. Be sure to insert any additional comments in the Comments box. Only those in the workflow will have access to this information.

The box Add this posting to your watchlist will be automatically checked. If you would not like for this position to appear in your watch list, uncheck the box.

**Option 2: Submit (move to FA Liaison)**

This transition allows multiple Initiator account users to have the ability to edit the position request by taking it out of a “draft” state.

After clicking on Submit (move to FA Liaison), the Take Action box will appear. Be sure to insert any additional comments in the Comments box. Only those in the workflow will have access to this information.

The box Add this posting to your watchlist will be automatically checked. If you would not like for this position to appear in your watch list, uncheck the box.
Request to Evaluate a Position

Faculty Position Types

Revised 7.9.2018
Evaluate an Existing Position Description – COMING SOON!

A position may need to be evaluated when their needs to may be several changes to a position resulting in changes to assigned responsibilities, a title change or percent time. The office of Human Resources is working with the office of Faculty Affairs in determining what types of actions would result in a faculty position evaluation. During this time, if the unit needs to make edits to data fields outside of those captured by the modify functionality please contact Human Resource at hrweb@uga.edu or 706-542-2222.
Position Management Tips & Tricks

Faculty Position Types

Revised 7.9.2018
Find my Position Request

A Faculty or Faculty PT/LT Position Request is a Position Description request that is in process or saved (New, Modify, or Evaluate).

To view or continue editing a Position Description, Modify or Evaluate that is in process, in the Position Management Module, hover over Position Descriptions tab and select Faculty Position Requests from the drop-down box.

The Position Request page reflects the listing of actions that are currently in progress such as Draft, Approver, FA Liaison, Unit Head, Central HR, etc.

Note: Position Request that have been Approved are available in the listing of Position Request, however, Positions that are Approved can only be viewed and are no longer editable.

You can also keep up with the workflow state of your position request in the Watch list on the home tab. See the Guide on Inbox and Watch list for more information.
**Outstanding Position Request or Hiring Proposal**

An outstanding position request means that either a modify or evaluate is in progress and needs to be completed and has not been approved in order to initiate another modify or evaluate. Click the View Outstanding Position Request link to continue working on the Position request if you initiated the request and did not finish. If someone else initiated the request, you will only be able to view not edit.

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An outstanding hiring proposal means that a hiring proposal is in progress and needs to be completed and has not been approved in order to initiate another modify or evaluate.

Click the View Outstanding Hiring Proposal link to continue working on the Hiring Proposal if you initiated the Hiring Proposal and did not finish. If someone else initiated the Hiring Proposal, you will only be able to view not edit.

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You would typically see an outstanding position request or hiring proposal if you go to the Position Management module, hover over the Position Descriptions tab and click the Staff option.
Navigating Classifications Tab

The Classifications tab holds a library of staff classification. To Search through these classifications, in the position management module hover over the Classifications tab and then select Staff.

Once you are on the staff classifications webpage, you will see a list of classifications. To search for a specific classification use the search bar to enter in specific information, for example, Classification Title or Classification Code.

You also have the ability to customize your search by adding in a specific column. Select the More Search Options button. Hover over the Add Column feature and select what information you would like to see. The page will update automatically to show the column you have added.
What Happens Next: Request to Post

Faculty Position Types

Revised 7.9.2018
What Happens Next

Your position will go through the entire workflow to get approved. While it is traveling through the workflow, you will be able to see each time it moves to a new level of the workflow.

At any given time, a position may be sent back to you before it is approved. If this is the case, make sure you view the comments and correct any issues. You would then have to resubmit the posting back through the entire workflow again until it has reached Central HR and is officially approved.

Initiators will receive an email notification once your faculty position has been approved.