

# Quick Guide: Certified HR Practitioner Cloning & Approving a Graduate, Research, Student, or Temporary Positions

## Overview:

This quick guide describes the process for a Certified HR Practitioner to create and approve a previously Central HR approved Graduate/Research/Student/Temp position description.

## Contacts:


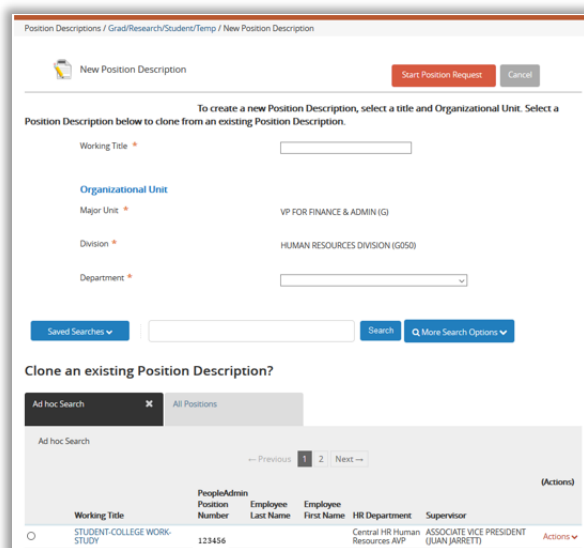
Dedicated HR UGAJobs Representatives and Certified HR Practitioners

## Roles and Responsibilities

- **UGA Central HR:** reviews and approves the completion of the newly created, modified or evaluated positions.
- **Certified HR Practitioner:** ability to initiate and approve a Graduate/Research/Student/Temp cloned positions within UGAJobs.. **\*\*NOTE: If a department does not have a Certified HR Practitioner, then the functionality will not be available.**

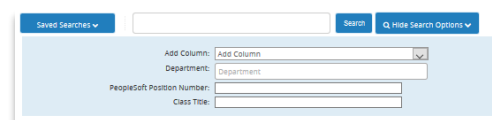
## Key Process Steps

1. To ensure the accuracy of all integration data elements needed for a position. Before cloning a position the position must have been approved by Central HR. Once the position has been approved, the certified HR practitioner is able to close the position multiple times and have it fed to OneUSG Connect without having to submit it through Central HR.
2. The designated Certified HR Practitioner for the Unit/Department will need to login to the **Position Management** module of UGAJobs.
3. Once in the **Position Management** module, select the Position Descriptions header. A drop-down will appear; at this time, select the **Grad/Research/Student/Temp** option. This will take you to your library of positions for your unit.
4. After choosing the **Grad/Research/Student/Temp Position** drop down option, on the following page select the orange **Create New Position Description** button on the right hand side of the screen.
5. You will be taken to the New Position Description page (see below for visual).

Scroll down the page to the search field. In the open text field, you can search for a previously approved position to clone by using the PeopleAdmin Position Number.

**\*\*NOTE: You also have the ability to select More Search Options, allowing you to search by PeopleSoft Position Number and Department.**

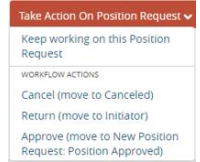


6. After identifying the approved position description, select the radio button to the left of the working title of the position you would like to clone and then click on the orange **Start Position Request** button at the top of the page.

7. Once you click on **Start Position Request**, the position request will open and you will see that some of the position request information is already filled in for you.

**\*\*NOTE: In the Justification of need, you must indicate the position you have cloned.**

8. Once the Certified HR Practitioner has completed the cloned position request, they will have the ability to approve the cloned position request by transitioning the action to **Approve (move to New Position Request: Position Approved)**. Once the position request has moved to **Position Approved**, the position request will be locked and no further changes will be made to the request via the vendor or Central HR Staff.



- a. The newly cloned/created/approved position will appear in OneUSG Connect the following day.
- b. The PeopleSoft Position Number will appear on the position in UGAJobs the day after the cloned position request has been approved.

### Relevant Resources

Human Resources Home Page: <http://hr.uga.edu/>

UGAJobs: <https://www.ugajobsearch.com/hr/sessions/new>

HR Employment Administration: <https://hr.uga.edu/supervisors/employment-administration/>

UGAJobs Dedicated HR Practitioner: <https://hr.uga.edu/supervisors/employment-administration/>

User Request Form Site: <https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/>

Position Management Resource Guides: <https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/>

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