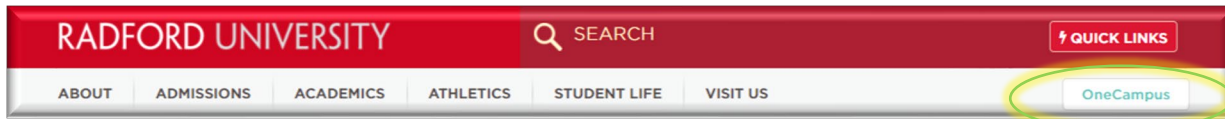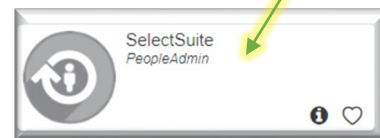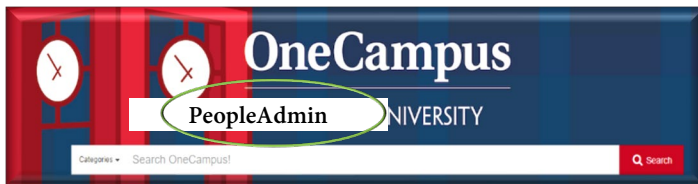PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your OneCampus Portal.

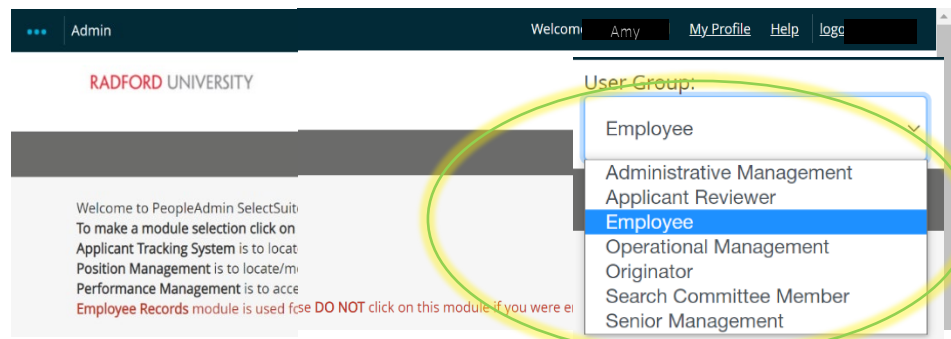1. Log into your OneCampus Portal, using your Radford credentials

2. On the landing page of your Portal, select or search for **PeopleAdmin**. Click on the tab to open.

3. Once you have logged into SelectSuite, select your User Group according to your role.

4. Navigate to the Position Management Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting Position Management.
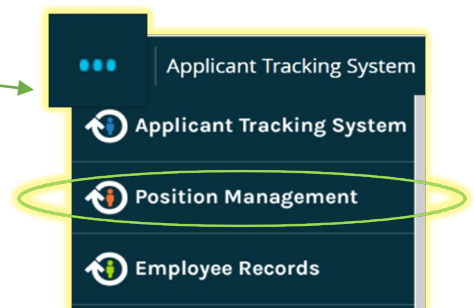
5. From this menu, hover over the Position Descriptions tab and select the **Classified Staff** from the drop-down box. All "Position Requests" represent PD's that have been requested and are awaiting approval.

Position Descriptions ▾

AP
AP Position Requests
Classified Staff
Classified Staff Position Requests
Faculty
Faculty Position Requests
1500 Hour Wage
1500 Hour Wage Position Requests

6. Search for the appropriate position description (by position number, name, etc)

Classified Staff Position Descriptions

To add a new column to the search results, select the column from the drop down list.

| Saved Searches ⌄ | | Search | 🔍 Hide Search Options ⌄ |

Add Column: Add Column ▾
Status: ✕ Active
Department: Department
Employee Last Name:
Position Number:
Employment Conditions: Must have a criminal background check / Must have FBI check (required for sensitive positions)

7. Hover over **Actions** drop-down (right side of the screen) select View.

Classified Staff Position Descriptions

To add a new column to the search results, select the column from the drop down list.

| Saved Searches ⌄ | | Search | 🔍 More Search Options ⌄ |

Ad hoc Search ✕ | Emp listing for data int

Ad hoc Search 611 Save this search? Selected records 0 ✕ Clear selection?

← Previous **1** 2 3 4 5 6 7 8 9 … 20 21 Next →

Actions ⌄
(Actions)

Employee Last Name	Employee First Name	Working Title	Position Number	Supervisor	Department	Full Time/Part	(Actions)
Mary	Oak	Administrative Assistant	C12345	Supervisor 1	Human Resources		Actions ⌄
Bob	Elm	Communications Officer	C12346	Supervisor 2	Police Department-20006	Full Time	Actions ⌄
Tamara	Birch	Development Coordinator	C12347	Supervisor 3	Business Office	Full Time	Actions ⌄
Daryl	Oak	Program Support Technician	C12348	Supervisor 4	Business Office	Full Time	Actions ⌄

Actions ⌄
View

Modifying an Existing Position Description / Request to Advertise

1. Complete Steps 1-7

2. Review the Position Summary and select **Modify Position Description** from the drop down menu (top right side of screen).

📄 **Position Description: Test Classified (Classified Staff)** Edit
Current Status: Active

Position Type: **Classified Staff**
Department: **Housing & Residential Life-50101**
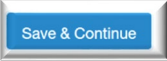
Take Action On Position Description ▾ ⌄
🖨 Print Preview
🖨 Print Preview (Employee View)
★ View Supervisor
★ Modify Position Description

3. A prompt will appear asking you if you are sure you want to continue. The position description will be locked until the action has been completed. Select Start to Continue

Start Modify Position Description Position Request on Test Classified?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.
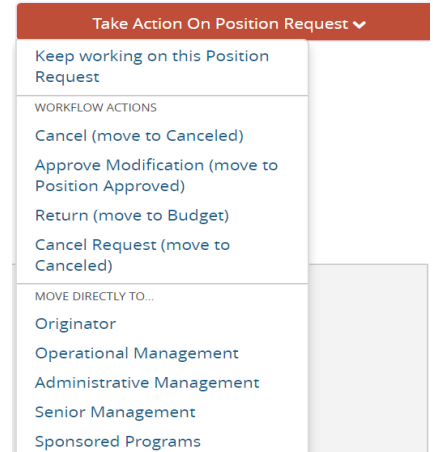
Start

4. You will now be able to edit/complete the fields for your position. Required fields are denoted by a *****. These fields must be completed.   You can continue to each section by selecting [**Save & Continue**] or you can select each section in the menu on the left hand side.

Editing Position Request

Position Justification
- ✔ Classification
- ✔ Position Details
- ✔ Funding Information
- ✔ Major Responsibilities...
- ✔ Employment Conditions
- ✔ Advertisement Details
- ✔ Employee
- ⊘ Supervisory Position
- ❗ Position Documents
- ✔ HR Use Only
- ✔ Approved Action summary
- Position Request Summary

The tabs that have exclamation points **(!)** next to them indicates that there is required information missing that must be completed before changing the status of the description action. NOTE* Make sure that you add in your *Applicant Reviewer* names. These can be added to or taken away at any point in the posting.

When you have completed all of the screens they will show a ✔

5. From the final tab. Position Request Summary, hover over the Take Action on Position Request (Top right hand corner) and select the next appropriate next step. Please see an *EXAMPLE* below:

Take Action On Position Request ❯

Keep working on this Position Request

WORKFLOW ACTIONS

Cancel (move to Canceled)

Approve Modification (move to Position Approved)

Return (move to Budget)

Cancel Request (move to Canceled)

MOVE DIRECTLY TO...

Originator

Operational Management

Administrative Management

Senior Management

Sponsored Programs

FROM		TO
Originator	>	Operational Management
Operational Management	>	Administrative Management
Administrative Management	>	Senior Management
Senior Management	>	Budget
Budget	>	Human Resources

End