Modifying a Position Description (or filling an existing position for posting):

To log into People Admin go to the Human Resources website http://www.wpi.edu/offices/hr.html and click on People Admin Login

You should be under the Position Management Module (orange) and your user type should be supervisor/manager, or department head depending on your position. If you change your user
type, be sure to click on the refresh button next to the box. Click on Position Descriptions – and select Staff to begin.

A list of position descriptions will appear that report to you. Click on the Position Title to open up the position description that you want to modify.
Click on Modify Position (Post if Applicable)

This message will appear – click on start

Enter the action you wish to take and the reason for your action. Click on next when finished.
This will move you to the next step which is position title/classification. This is NOT the position title but it is the classification which the title falls under. Make sure the appropriate one is selected and click on Next.

Update any needed information in this section and click on Next when finished.
You may add or change information in this section by selecting the Remove Entry box, deleting and typing in the Principal Duty and Responsibility box itself and/or clicking on the Add Principal Duties and Responsibilities button. Your changes will be tracked throughout the process and viewable to the approver.

Remove Entry?

Principal Duty and Responsibility

Liaison between payroll and financial aid as it pertains to student payroll information.

Remove Entry?

Principal Duty and Responsibility

Answer questions and inquiries from the NPI community.

Remove Entry?

Principal Duty and Responsibility

Other duties as assigned.

Remove Entry?

Add Principal Duties and Responsibilities Entry

You can do the same with the requirements section. Click next when finished.
Make sure all the budget information is included. Click next when finished.

The next sections (Posting Information, Applicant Documents, Supplemental Questions, Reference Letter) are if you intend to post this position. If you are doing a modification you skip and go directly to Position Request Summary.

If you are going to post this position to fill an existing position you will need to enter the Posting Information.

Enter Posting Information: List the desired posting date and a closing date, if applicable. You may also check the box “Open until Filled. There’s a space for special instructions for applicants and a box to list desired external advertising sources. Positions are not automatically posted to the sites listed. You will have to email human-resources@wpi.edu to have positions posted externally.

** Important! If you enter a closing date the system will automatically remove the posting from the web site on that date.
Applicant Documents allows the parameters for documents that must be uploaded. Check the “Required” box for mandatory documents. If an item is marked “required” the applicant will not be able to submit their application without attaching these documents. Check optional if you would like these documents but they are not required. They can still apply without attaching optional documents. Click on next when finished.
Supplemental questions can be as simple as finding out where someone heard about the position to as complex as assigning points or disqualifying points. Specially tailored questions can be added. To add a question click on the “Add a question” box.
Reference letters can be handled through the system, which will generate emails to the recommenders. Leaving this box marked “No” will keep the current practice of checking references manually. This function is applicable to faculty searches. Click on next when finished.

When all the information has been entered, a summary will be available. Any missing information will be highlighted with an exclamation mark. Sections can also be edited. If you make a change, be sure to save it. If all information is complete you will see the check marks next to each section.

At the top of the page click the down arrow on the box that says, “Take Action On Position Request”. Send to your supervisor, department head or division head whichever is the next level of approval for you.
A box will appear to take action. You may add a comment that the next approver will see. Check off “Add this position request to your watch list” and you will be able to view it from your inbox to check on the workflow status at all times.

Once this reaches Human Resources they will then approve the position and post if applicable.

Please call us at 508-831-5470 or email human-resources@wpi.edu if you need assistance!