

PV PAWS

(Position Attribute Web Site)

Simple, Responsive and Convenient

Users Tutorial

Office of Human Resources
Prairie View A&M University

Users Tutorial Objective

The Office of Human Resources has developed this User's Tutorial to assist all users of the PV PAWS system with completing departmental HR functions that relate to completing and/or updating a position description, advertising/posting positions, learning about the pre-employment hiring steps and electronically seating successful candidates into positions via the Hiring Proposal.

This tutorial includes the following sections to help you navigate through the PV PAWS system:

- Section 1 Developing an Action
- Section 2 Searching for an Action
- Section 3 Viewing & Approving Pending Actions
- Section 4 Searching for Positions
- Section 5 Viewing an Application
- Section 6 Recording an Applicant Status
- Section 7 Completing the Hiring Proposal

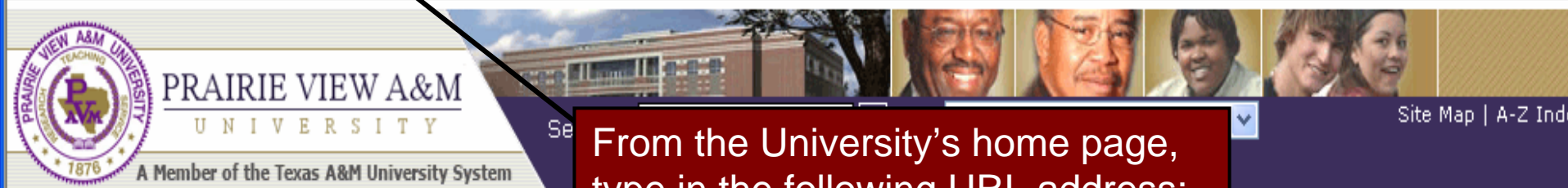


Let's Get Started!

Section 1




Developing an Action:

This section includes instructions on how to complete position descriptions for positions in the PV PAWS system



From the University's home page,
type in the following URL address:
jobs.pvamu.edu/hr

Home | Calendar | Academic Affairs | President's Office

 Home  Student Portal  Panther Email  Printable Version

A Legacy of Greatness

During this year long celebration of 130 years, Prairie View A&M University honors its heritage and traditions, alumni, students, faculty and staff. While commemorating the past, future excellence must be the impetus.

What do the years mean? If they are filled with the honest sweat of service to humanity...the years are a benediction. Founded, symbolically, upon the ruins of a slave plantation, this college was authorized in the spirit of fair play...where wisdom would not allow vengeance to triumph over justice. The humble student, from every nook and cranny in the land, has left the echo of his laughter upon the wind, his hopes within the luring shadows of our hills and by-ways. The giants, the world-shakers, have stood on our hill to mingle their search for truth with the fledgling's hope for life.

"The First Seventy-Five Years, 1876 - 1951, Prairie View A&M College of Texas" by Dr. George R. Woolfolk

Browse Categories **Colleges & Schools**

Current Students
Prospective Students
Alumni & Friends
Faculty & Staff

- ▶ About PVAMU
- ▶ Alumni & Friends
- ▶ Athletics
- ▶ Finance & Administration
- ▶ Institutional Relations & Public Service
- Library
- Online Services

PVAMU IN THE NEWS

Black History Month

Click here for a full list of Black History Month events and activities.

[more](#)

PVAMU Awarded \$1million Grant from National Science Foundation

Four faculty members in the electrical engineering department at Prairie View A&M University were awarded a \$1million grant from the National Science Foundation (NSF) for a research project on modeling and testing of advanced mixed signal systems.

**EXTEND
THE VIEW**

GIVING AT PVAMU

**PANTHERLAND
DAY**

 REGISTER NOW

2006 SPRING

You must create a user account before you can log in. Click here to create a user account.

USERS

CREATE USER ACCOUNT

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

Create User

Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

*Required information is denoted with an asterisk.

Fill in the following information to create your user account.

Create User

* Username	<input type="text"/>
Must be between 6 and 20 characters	
* Password	<input type="text"/>
Must be between 6 and 20 characters	
* Confirm Password	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Employee ID	<input type="text"/>
Title	<input type="text"/>
Phone Number/extension	<input type="text"/>
Email	<input type="text"/>

USERS

CREATE USER ACCOUNT

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Employee ID	<input type="text"/>
Title	<input type="text"/>
Phone Number/extension	<input type="text"/>
* Email	<input type="text"/>
Use Prairie View Email address only.	
* Department	<div><div>Not Selected</div><div><div>Acad For Coll.Excell</div><div>Academic Advisor</div><div>Academic Advisory</div><div>Academic Affairs</div><div>Accounting & Information S</div><div>Accounting Services</div><div>Accounting, Finance, Mis</div><div>Accounts Payable</div></div><div><div>></div><div><</div><div>>></div><div><<</div></div><div><div>Selected</div><div>Not Assigned</div></div></div>

User Status

☒ Submit for Approval

CANCEL

CONTINUE

Click continue to submit your request for a user account. The Office of Human Resources will notify you by email that your user account has been approved.



USERS

CREATE USER ACCOUNT

User Login

Please login to the system using your User Name and Password. If you do not have a User Name or Password assigned, click **Create User Account**.

After your user account is approved, login in here. Type your user name and password.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.



JOB POSTINGS

[VIEW ACTIVE](#)
[VIEW HISTORICAL](#)
[SEARCH HIRING](#)
[PROPOSALS](#)

JOB DESCRIPTIONS

[BEGIN NEW ACTION](#)
[SEARCH ACTIONS](#)
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[SEARCH POSITIONS](#)

ADMIN

[HOME](#)
[CHANGE PASSWORD](#)
[LOGOUT](#)

• Welcome **Sample Creator**. You are logged in.

Internal Site

Hiring Manager's Guide

[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active

6 Records

Classification Title	Posting Number	Apps In Process	Posting Date	Closing Date	Department	Posting Status
Agri Program Aide View	0400032	1	02-16-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled
Senior Student Recruiter View	0400031	1	02-01-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled
Admin Secretary	0400030	0	02-01-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled

This is the first page you will see after logging in. This page is called the Internal Site Page and gives you access view to active departmental positions.



JOB POSTINGS

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[VIEW HISTORICAL](#)
[SEARCH HIRING](#)
[PROPOSALS](#)

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• Welcome **Sample Creator**. You are logged in.

Internal Site

Hiring Manager's Guide

[View / Download](#)

Select one of four options from the "Job Description" menu on the left navigation link.

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active

6 Records

Classification Title	Posting Number	Apps In Process	Posting Date	Closing Date	Department	Posting Status
Agri Program Aide View	0400032	1	02-16-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled
Senior Student Recruiter View	0400031	1	02-01-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled
Admin Secretary	0400030	0	02-01-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled



JOB POSTINGS

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JOB DESCRIPTIONS

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[SEARCH POSITIONS](#)

ADMIN

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[LOGOUT](#)

• Welcome **Sample Creator**. You are logged in.

The first option is "Begin New Action".
Click here.

Internal Site

Hiring Manager's Guide

[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active

6 Records

Classification Title	Posting Number	Apps In Process	Posting Date	Closing Date	Department	Posting Status
Agri Program Aide View	0400032	1	02-16-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled
Senior Student Recruiter View	0400031	1	02-01-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled
Admin Secretary	0400030	0	02-01-2006	03-01-2006	Sample Office	Removed from Web Designate

There are seven “begin new action” records.

Choose an action and click the “start action” link.

Begin New Action	
7 Records	
Action	Display Order
New Position Start Action	Action allows for the creation of a new budget position
New Position and Fill Start Action	Action allows for the creation and filling of a new budget position
Reclassify/Change Position Salary Start Action	Action reclassifies and changes position salary
Reclassify/Change Position Salary and Fill Start Action	Action reclassifies, changes position salary & fills position
Update Position Start Action	Action allows for position editing and routing for approval
Update Position and Fill Start Action	Action allows for update edits and filling of position
Request to Fill (No Change to Position) Start Action	Action allows for filling a position when no changes are needed



This is the Requested Job Title Page. Choose one of four position search options to request a job title.

- JOB POSTINGS**
 - VIEW ACTIVE
 - VIEW HISTORICAL
 - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
 - BEGIN NEW ACTION
 - SEARCH ACTIONS
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- ADMIN**
 - HOME
 - CHANGE PASSWORD

Welcome **Sample Creator**. You are logged in.

Create Action

Action: Create New Position and Fill

Requested Job Title	Position Details	JOB Duties	& Relationships	FLSA	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Requisition Form	Comments
---------------------	------------------	------------	-----------------	------	----------------------------	------------------------	---------------	--------------------	------------------	----------

Search Titles

Title Code	<input type="text"/>	Classification Title	<div>Any</div>
------------	----------------------	----------------------	----------------

SEARCH CLEAR RESULTS

CANCEL

(5) Click Search to continue to next page.

(3) Type the first letter of a class title, or

(2) Select a specific class title, or

(4) Search by title code

(1) Select any, or



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• Welcome **Sample Creator**. You are logged in.

, 20

Selecting **ANY** will yield all the departmental position descriptions that you can access. Or you may select a specific position from the drop-down menu.

Requested Job Title	Position Details	Job Duties	Competencies & Relationships	FLSA	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Requisition Form	Comments
---------------------	------------------	------------	------------------------------	------	----------------------------	------------------------	---------------	--------------------	------------------	----------

Choose a title and click select title to continue.

Choose Title to Assign

You may associate this Position Description with one of the titles below by choosing **Select Title and Continue**.

363 Records

Title

☒ Class Code

Ac & Refrig Engr

[Select Title and Continue](#)

|| [View Summary](#)

4024

Ac & Refrig Mech

[Select Title and Continue](#)

|| [View Summary](#)

4023

- JOB POSTINGS**
- SEARCH HIRING PROPOSALS
- SEARCH POSTINGS
- CREATE POSTING FROM POSITION
- CLASSIFICATIONS
- SEARCH CLASSIFICATION
- CREATE CLASSIFICATION FROM CLASS TITLE
- APPLICANTS
- SEARCH APPLICANTS
- CONF NBR SEARCH
- RESTRICTED LIST
- ADD TO RESTRICTED LIST
- SEARCH RESTRICTED LIST
- USERS
- CREATE USER ACCOUNT
- APPROVE
- SEARCH USERS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
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Requested Job Title	Position Details	Job Duties	Competencies & Relationships	FLSA	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Requisition Form	Comments	HR Use Only
---------------------	------------------	------------	------------------------------	------	----------------------------	------------------------	---------------	--------------------	------------------	----------	-------------

Title Details

Classification title:	Secretary
Title Code:	0010
FLSA:	Non-Exempt
Job Category:	Staff
Minimum Salary:	\$15,988
Midpoint Salary:	\$18,379
Maximum Salary:	\$21,696
Salary Range:	8
Minimum Education Requirements:	
Preferred Education Requirements:	
Minimum Experience Requirements:	
Level and type of experience needed: Please indicate the	

This is a continuation of the "Requested Job Title" page that reflects details of the position title.

Preferred Education Requirements:

Minimum Experience Requirements:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certifications/Licensures:

Required Applicant Documents:

Optional Applicant Documents:

Resume
Cover Letter

Use the change classification link to change a class title when using the action to reclassify a position.

CHANGE CLASSIFICATION

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Click continue to next page

CANCEL

PREVIEW ACTION

This is the "Position Details" page. Type in all information relevant for the position you are creating.

Requested Job Title	Position Details	Job Duties	Competencies & Relationships	FLSA	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Requisition Form	Comments	HR Use Only
---------------------	------------------	------------	------------------------------	------	----------------------------	------------------------	---------------	--------------------	------------------	----------	-------------

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

Please note that all fields visible to applicants are highlighted in red font.

*Required information is denoted with an asterisk.

Fields in red are visible to the applicant on the job posting.

Required fields are denoted with an asterisk.

Classification title: Secretary

PIN #:

IF PIN # does not exist, please type in NEW.

Proposed New Title:

Use only if '0000-Uncecided' was selected on previous page.

Title Code:

0010

FLSA:

Non-Exempt

Job Category:

Staff

Minimum Salary:

\$15,988

Midpoint Salary:

\$18,379

JOB POSTINGS

SEARCH HIRING PROPOSALS
SEARCH POSTINGS

CREATE POSTING FROM POSITION

CLASSIFICATIONS
SEARCH CLASSIFICATION

CREATE CLASSIFICATION FROM CLASS TITLE

APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH

RESTRICTED LIST
ADD TO RESTRICTED LIST
SEARCH RESTRICTED LIST

USERS
CREATE USER ACCOUNT
APPROVE
SEARCH USERS

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Supervisor's Title:

Supervisor's Phone/Extension:

Supervisor's Email:

* Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Request number:
(Will be assigned upon first saving position)

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW ACTION

Select departmental users with permission to access position information using the greater and less than arrows to move users from the not selected block to the selected block.

Not Selected

Ayyar, Radhika
gee, albert

Selected

No Response

>

<

>>

<<

CONTINUE TO NEXT PAGE >>

Click continue to move to next page

The “Job Duties Page” is a builder page. Define the principle duties of the position using clear and concise statements.

JOBS@PVAMU

Create Action

Action: Create New Position and Fill

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Requested Job Title	Position Details	Job Duties	Competencies & Relationships	FLSA	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Requisition Form	Comments
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List, *in order of importance*, specific major duties and responsibilities for each position. Each statement should be brief and concise, beginning with an action verb. Use a separate statement for each major duty or responsibility. *Duties or responsibilities that take less than 10% of employee time should not be shown as a separate statement but grouped with other duties.*

Click “Essential Functions Checklist” to determine if a task is an essential function of the job.

Each statement should be brief and concise, beginning with an action verb. Use a separate statement for each major duty or responsibility. **Duties or responsibilities that take less than 10% of employee time should not be shown as a separate statement but grouped with other duties.**

1. Ensure that a task is not a restatement or overlap of another statement.
2. Review the order of importance and percentage of time.
3. Walk through the process in performing the task and consider the tools and resources used, people involved, types of decisions, outcomes, etc.
4. Use the [Essential Functions Checklist](#) to determine if specific tasks are considered essential functions as defined under the Americans with Disabilities Act (ADA).

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for



This is the Essential Functions Checklist page

Address http://test66.peopleadmin.com/applicants/static/customers/239/essentialfunctionschecklist.html



Go

Links



Essential Functions Checklist

“Close” to return to the job duties page.

In determining essential functions, consider first the purpose of the job and the importance of the actual job duties and responsibilities in achieving this purpose. For the purpose of the Americans with Disabilities Act (ADA), major functions or duties that are designated as “essential functions” are those fundamental job duties that must be performed with or without reasonable accommodation. The term “reasonable accommodation” may include:

- (A) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and
- (B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

The EEOC Guidelines on the ADA list the following types of evidence to determine whether or not the function in question is essential:

1. The employer’s judgment as to which functions are essential
2. Written job descriptions prepared before advertising or interviewing applicants
3. The amount of time spent on the job performing the functions
4. The consequences of not requiring the incumbent to perform the function
5. The work experience of past incumbents in the job
6. The current work experience of incumbents in similar jobs
7. There are a limited number of other employees available to perform this function

Ask the following questions:

- Does the job exist to do this function?
- Would removing this function from the job fundamentally change the job?
- Would there be significant consequences if this function is not performed?
- Is special training or education required?
- Is a license required?
- Is this function highly specialized?



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Each statement should be brief and concise, beginning with an action verb. Use a separate statement for each major duty or responsibility. **Duties or responsibilities that take less than 10% of employee time should not be shown as a separate statement but grouped with other duties.**

1. Ensure that a task is not a restatement or overlap of another statement.
2. Review the order of importance and percentage of time.
3. Walk through the process in performing the task and consider the tools and resources used, people involved, types of decisions, outcomes, etc.
4. Use the [Essential Functions Checklist](#) to determine if specific tasks are considered essential functions as defined under the Americans with Disabilities Act (ADA).

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

No Records Found

To add job duty
entries, click here.

[ADD NEW ENTRY](#)

[<< RETURN TO PREVIOUS](#)

[SAVE AND STAY ON THIS PAGE](#)

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To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

Existing Entries

No Records Found

Add New Entry

To add a new entry, complete the following fields, then click add entry. If you do not wish to add a new entry at this time, click Cancel.

* Required information

* Percent of total time:

* Description of job responsibility/duty:

Essential Function:

No Response

ADD ENTRY

CANCEL

- JOB POSTINGS**
VIEW ACTIVE
VIEW HISTORICAL
SEARCH HIRING
PROPOSALS
- JOB DESCRIPTIONS**
BEGIN NEW ACTION
SEARCH ACTIONS
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Existence of Entry

Percentage of Time

2 Records

☒ % of Time

☒ Responsibility / Duty

75

[View](#) || [Edit](#)

[Delete](#)

Composes, types, transcribes, proofreads correspondence and documents for 4 division Managers.

25

[View](#) || [Edit](#)

[Delete](#)

Create and maintain reports and records.

ADD NEW ENTRY

<< RETURN TO PREVIOUS

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW ACTION

Click here to continue

CONTINUE TO NEXT PAGE >>

Entries added can be viewed, edited or deleted.

Click here to continue

This is the “Competencies & Relationships” page”. Specify the necessary knowledge/skills needed to perform satisfactorily in the position. Complete all section on this page.



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Requested Job Title	Position Details	Job Duties	Competencies & Relationships	FLSA	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Requisition Form	Comments
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[CONTINUE TO NEXT PAGE >>](#)

*Required information is denoted with an asterisk.

Independent Judgment/Problem Solving:

☐ Performs tasks and duties under direct supervision, using well-defined policies and procedures. Work is reviewed by supervisor. Limited opportunity exists for exercising independent judgment and decision making. Refers most problems to supervisor.

☐ Performs tasks and duties under general supervision, using established procedures and innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies and practices. Refers unusual problems to supervisor.

☐ Performs duties within scope of general University policies, procedures & objectives. Analyzes problems & performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired result. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures & practices. Refers exceptions to policy & procedures to the supervisor.

☐ Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor. End results are reviewed by supervisor. Strategic issues are referred to supervisor.

☐ Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of

JOB POSTINGS
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Impact of Decisions: Inside Department:	<div>None</div>
Briefly describe examples of your typical and key decisions that have impact within the department:	<div></div>
Impact of Decisions: Outside Department:	<div>None</div>
Briefly describe examples of your typical and key decisions that have impact outside the department:	<div></div>
Impact of Decisions: Outside University	<div>None</div>
Briefly describe examples of your typical and key decisions that have impact outside the University:	<div></div>
What is the nature and degree of the direct supervisory responsibility in this job - based on actual duties?	<div><div><div>Click Here for definitions.</div></div><div><div><input type="radio"/> Work Leadership</div><div><input type="radio"/> Supervisor over a section of a department</div><div><input type="radio"/> Assistant Manager over supervisors of a small department</div><div><input type="radio"/> Manager of one department</div><div><input type="radio"/> Manager of more than one department</div><div><input type="radio"/> Assistant Director</div><div><input type="radio"/> Director of one department</div><div><input type="radio"/> Director of more than one department</div><div><input checked="" type="radio"/> No Response</div></div></div>

Click here for definitions of supervisory responsibilities.



This is the Supervisory Responsibility Definition Page. When finished, click "close (X)" to return to the previous page.

Direct Supervisory Responsibility - Definitions:

a) No supervisory responsibility

b) Work Leadership

- Supervises students only
- Provides guidance and leadership to employees and/or students for daily activities and assigned projects or tasks
- Participates in evaluation of personnel performance (does not directly supervise)
- May have project management responsibilities

c) Supervisor over a section of a department

d) Assistant Manager over supervisors of a small department

- Supervises employees who generally perform the same work or similar work/tasks
- May occasionally do the work of those supervised
- Provides input for budget preparation

e) Manager of one department

f) Manager of more than one department

- Provides first-line management to department
- Allocates resources according to priorities and within budget parameters
- Consults with Director on operational issues (including fiscal matters)

g) Assistant Director

- Supervises managers of functional areas
- Typically reports to a Director
- Directs complex and varied work
- Has major budget and expenditure authority
- Develops and recommends policy for the department or program

h) Director of one department



This is the “FLSA” page. Provide information to help determine the exemption status of the position. Complete the entire FLSA page as it applies.

Create Action

Action: Create New Position and Fill

<u>Requested Job Title</u>	<u>Position Details</u>	<u>Job Duties</u>	FLSA	<u>Competencies & Relationships</u>	<u>Supplemental Documentation</u>	<u>Working/Env Conditions</u>	<u>Justification</u>	<u>Budget Information</u>	<u>Requisition Form</u>	<u>Comments</u>
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*Required information is denoted with an asterisk

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?

☐ Yes ☐ No ☒ No Response

Is the employee paid at least \$23,660 annually (\$455 weekly)?

☐ Yes ☐ No ☒ No Response

☐ Executive (examples: chief executive officer, controller, vice president, director)

Determine whether the employee receives a predetermined amount of compensation each pay period that can not be reduced because of any variation in the quality or quantity of the employee's work.



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Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does **not** have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, **and** this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

☐ Primary Duty: The design, documentation, testing, creation or modification of computer programs related to machine-operating systems

☐ Primary duty consists of making sales or obtaining orders for contracts for services or for the use of facilities for which consideration will be paid by the client or customer.

☐ Customarily and regularly is engaged away from the employers place or places of business.

☐ Primary duty consists of performing office, non-manual work. Note: No matter how highly paid, manual workers or other 'blue-collar' workers, including non-management construction workers, who perform work involving repetitive operations with their hand, physical skills and energy are not eligible for this category.

☐ Customarily and regularly performs at least one of the exempt duties or responsibilities of the Executive, Professional or Administrative category.

*Required information is denoted with an asterisk.

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[CANCEL](#)

[PREVIEW ACTION](#)

When finished with the FLSA page, click continue to go to the next page.

This is the “Supplemental Documentation” page

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Create New Position and Fill

Requested Job Title	Position Details	Job Duties	Competencies & Relationships	FLSA	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Comments	Requisition Form	HR Use Only
4 Records											
Attach / Remove		Document Type			Attached Document		View Document				
Attach		Memo			Not Attached						
Attach		Current Organizational Chart			Not Attached						
Attach		Proposed Organizational Chart			Not Attached						
Attach		Proposed Job Announcement			Not Attached						
<div> << RETURN TO PREVIOUS </div> <div> CONTINUE TO NEXT PAGE >> </div>											

Click attach to add a memorandum, a current and a proposed organizational chart, and to add a proposed job announcement. The organizational chart will provide a visual representation of the reporting relationships for the position. Click continue to next page.

- JOB POSTINGS**
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Upload a new document:

Browse below to select a document to associate.

File:

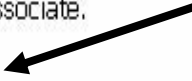
Paste a new document:

Please either copy and paste document text or type from s

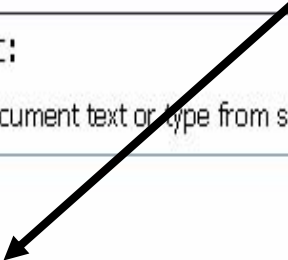
Text:

[Return to Previous](#)

Attach documents by uploading into the system. To upload a document, click on browse to search for the file that houses the document. Documents such as organizational charts are easier to attach when using the upload mode.



Documents can also be attached by pasting. Documents such as organizational charts are easier to attach when using the upload mode.



Click attach to add document and to move to the next page.



• welcome **Sample Creator**. You are logged in.

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Create Action

Action: Create New Position

<u>Requested</u> <u>Job Title</u>	<u>Position</u> <u>Details</u>	<u>Job</u> <u>Duties</u>	<u>Competencies</u> & <u>Relationships</u>	<u>FLSA</u>	<u>Supplemental</u> <u>Documentation</u>	<u>Working/Env</u> <u>Conditions</u>	<u>Justification</u>	<u>Budget</u> <u>Information</u>	<u>Comments</u>
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Click the **Confirm** below to attach the document.

Always click confirm to make sure documents are attached.

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 - SEARCH POSTINGS
 - CREATE POSTING FROM POSITION
 - CLASSIFICATIONS
 - SEARCH CLASSIFICATION
 - CREATE CLASSIFICATION FROM CLASS TITLE
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Create New Position and Fill

Attached documents can be removed or viewed.

Requisition	Job Title	Details	Duties	Relationships	Documentation	Conditions	Position Information	Comments	Requisition Form	HR Use Only
4 Records										
Attach / Remove		Document Type		Attached Document		View Document				
Attach		Memo		Not Attached						
Attach		Current Organizational Chart		Not Attached						
Attach		Proposed Organizational Chart		Not Attached						
Remove		Proposed Job Announcement		Attached		View				

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Click to continue to next page.

[CANCEL](#)
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This is the "Working Environment Conditions" page. Provide information regarding the environmental elements and safety demands under which the work of the position will be performed. When finished click continue to move to the next page.

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*Required information is denoted with an asterisk.

Working Conditions:

- ☐ Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
- ☐ Work involves some exposure to moderate risk of accident and requires following basic safety precautions.
- ☐ Work involves frequent exposure to unpleasant elements, such as extreme temperatures, dirt, dust, fumes, smoke, loud noises, chemicals, etc.
- ☐ Work involves continuous exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions or extreme risk of accident or ill health.

Briefly describe examples of the typical work environment:

Physical Demand:

- ☐ Position requires light physical activity.
- ☐ Position requires occasional or frequent moderate physical activity.
- ☐ Position requires continuous moderate or occasional heavy physical activity.
- ☐ Position requires frequent to continuous heavy physical activity.



This is the "Justification Page". Provide a statement justifying the need for the position.

Action: Create New Position and Fill

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Requested Job Title	Position Details	Job Duties	FLSA	Competencies & Relationships	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Requisition Form	Comments
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<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Justification for Position

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

SAVE AND STAY ON THIS PAGE

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Click continue to go to next page.

CANCEL

PREVIEW ACTION

This is the “Budget Information” Page. Enter budgetary data specific to supporting the position being created.

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Requested Job Title	Position Details	Job Duties	Competencies & Relationships	FLSA	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Comments	Requisition Form	HR Use Only
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Please note that all fields visible to applicants are highlighted in yellow.

*Required information is denoted with an asterisk.

* Dates of Employment - From:

MM/DD/YYYY -or- MM-DD-YYYY

* Dates of Employment - To:

MM/DD/YYYY -or- MM-DD-YYYY

* Ad Loc. Acct. No.:

* Funding Acct. Number(s):

* Funding Acct. Title(s):

* Employment Type:

* Project Number:

(For grant funded positions only)

* If Employment Type above is Grant-Funded, what is the duration in years of this position?

The “Date of Employment – From:” is the anticipated date the employee will fill the position (1st or 15th of the month).

The “Date of Employment – To:” is August 31 of the current fiscal year.

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The Requisition Form replaces the paper Request to Fill Vacant Position Form and initiates the notification that a position requires advertisement/posting. This form is found inside of all actions that have "...and Fill".

Action: Create New Position and Fill

Requested Job Title	Position Details	Job Duties	FLSA	Competencies & Relationships	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Requisition Form	Comments
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The Requisition Form generates the job posting. This includes the job summary, minimum education, minimum experience , skills required, etc. for the position to be advertised. The requisition form should be in alignment with the PDAQ.

Job summary/basic function:

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Job Category: ☐ Faculty ☐ Staff ☒ No Response

Entry Level:

Minimum Salary:

Maximum Salary:

Salary Range:

Salary (Applicant View):

College/Division:

Location:

Work address, if different from department address:

Minimum Education Requirements:

Preferred Education Requirements:

Is continuing education/professional

Any field indicated in red will be visible within the job posting.

<div><div>JOB POSTINGS</div><div><div>VIEW ACTIVE</div><div>VIEW HISTORICAL</div><div>SEARCH HIRING PROPOSALS</div></div><div><div>JOB DESCRIPTIONS</div><div><div>BEGIN NEW ACTION</div><div>SEARCH ACTIONS</div><div>PENDING ACTIONS</div><div>SEARCH POSITIONS</div></div></div><div><div>ADMIN</div><div><div>HOME</div><div>CHANGE DEFAULT VIEW</div><div>CHANGE PASSWORD</div><div>LOGOUT</div></div></div></div>	<div></div> <div><div>Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities?</div><div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div><div><input checked="" type="radio"/> No</div></div></div> <div><div>If yes, please describe:</div><div></div></div> <div><div>Minimum Experience Requirements:</div><div>Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, <u>not</u> what is preferred.</div><div></div></div> <div><div>Preferred Experience Requirements:</div><div></div></div> <div><div>From the dropdown list below, select which best fits the minimum length of time spent in performing similar work and acquiring the skills and knowledge to qualify for this position. (Not necessarily the years of the incumbent's experience, but the job-related experience.)</div><div><div>No Response</div><div></div></div></div>
---	--

Enter text into the required fields that are denoted with an asterisk.

JOB POSTINGS

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Required Computer/Software Skills:	No Response 
Other Required Skills:	<div></div>  
Verbal Skills:	<div></div> 
Written Skills:	
Computer Skills:	
Required Certifications/Licensures:	
Name of employee replacing:	<div></div>
Posting date:	
Closing date:	
Required Applicant Documents:	<div><div>Check All</div><div>Clear All</div><div><div><input type="checkbox"/> Resume</div><div><input type="checkbox"/> Cover Letter</div><div><input type="checkbox"/> Curriculum Vita</div><div><input type="checkbox"/> Recommendation Letter 1</div><div><input type="checkbox"/> -</div></div></div>

The posting and closing date will be visible once the job is posted; however, only HR enter the posting and closing dates. Any information regarding a posting date should be included in the comments section of the PD Module.



- JOB POSTINGS**
VIEW ACTIVE
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Required Applicant Documents:

☐ Cover Letter
☐ Curriculum Vita
☐ Recommendation Letter 1
☐ Recommendation Letter 2
☐ Recommendation Letter 3
☐ Teaching Philosophy & Methods
☐ Transcript

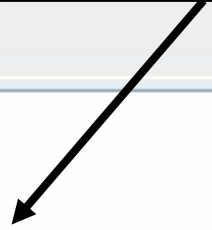
Optional Applicant Documents:

[Check All](#) [Clear All](#)
☐ Resume
☐ Cover Letter
☐ Curriculum Vita
☐ Recommendation Letter 1
☐ Recommendation Letter 2
☐ Recommendation Letter 3
☐ Teaching Philosophy & Methods
☐ Transcript

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

You may enter any question that you would like to ask the applicants here during the hiring process (i.e., Please list the various business software you have worked with).



JOB POSTINGS

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**SEARCH HIRING
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Indicate the external advertising sources:

- ☐ Chronicle of Higher Education
- ☐ Black Issues
- ☐ Hispanic Outlook
- ☐ Affirmative Action Register

[Check All](#) [Clear All](#)

Please choose other advertising sources:

- ☐ Houston Chronicle
- ☐ Tomball/Magnolia Tribune
- ☐ Brenham Banner Press
- ☐ Navasota Examiner
- ☐ Bryan/College Station Eagle
- ☐ Waller Times
- ☐ Waller County Citizen

Enter any external advertisement location for print or web media here. Please ensure that you check the box for the University's webpage and TWC as these are the minimum posting requirements.

*Required information is denoted with an asterisk.

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CANCEL

PREVIEW ACTION

Comments Page

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Requested Job Title	Position Details	Job Duties	Competencies & Relationships	FLSA	Supplemental Documentation	Working/Env Conditions	Justification	Budget Information	Requisition Form	Comments
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Type any comments relevant to the position.

*Required information is denoted with an asterisk.

Hiring Authority Comments:	<input type="text"/>
Dean/Director Comments:	
HR Comments:	

*Required information is denoted with an asterisk.

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SAVE AND STAY ON THIS PAGE

Click here to continue

View Action Summary Page

View Action Summary

Action: Create New Position

To print position summary, click here

To change the status of this action, choose from the statuses below:

[Edit](#)

 [Printer-Friendly Version](#)

Action Status

☐ Save Action Without Submitting

☒ Submit Action to Hiring Authority

☐ Submit Action to Dean/Director

CANCEL

CONTINUE

Click here to:

- Save Action Without Submitting
- Submit to Hiring Authority
- Submit Action to Dean/Director

To edit the information, click here

Position Details

Classification title: Secretary

Proposed New Title:
Use only if '0000-Uncecided' was selected on previous page.

PIN #:
If PIN # does not exist, please type in NEW.

Title Code: 0010

Click here to continue to next page

JOB POSTINGS

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• Welcome **Sample Creator**. You are logged in.

Confirm Change Action Status

You are about to change this action to the following status:

Action Status

Submit Action to Hiring Authority

GO BACK

CONFIRM

The details of your position description are NOT SAVED until you click on "Confirm".