Steps to Update and Fill a Position

1. Go the Prairie View A&M University Web Page

2. Log on to Human Resources Home page at: jobs.pvamu.edu/hr

3. The "user login screen" for the system will appear. Log in using your user name and password. Click **Login**.

4. The next page is the Departmental Internal Site Page. At the top of the page is a welcome block, such as:

> Welcome ***John Doe***. You are logged on as John Doe with user view.

5. From this page you may perform actions by clicking on the navigation links on the left side of the screen. The actions on the left navigation link are:

   Begin New Action - Under begin new action, seven action choices are available:

   - *New position*. Use this action to create a new budgeted position without filling. Once approved, the position will be housed in the library until the department is ready to fill.

   - *New Position and Fill.* Use this action to create and fill a new budget position.

   - *Reclassify/Change Position Salary.* Use this action to reclassify a position from one title to another and to change a position's salary.

   - *Reclassify/Change Position Salary and Fill.* Use this action to reclassify a position from one title to another, to change a position's salary and to fill the position.

   - *Update a Position*. Use this action to update an employee's position.

   - *Update a Position and Fill.* Use this action to update and fill a vacant position.

   - *Request to Fill (No change to Position*). Use this action to fill a position when no position changes are needed. This action choice is used in conjunction with create New Position.

Note: When submitting an action to create a New Position, Reclassify/Change Position Salary, Reclassify/Change Position Salary and Fill, Update Position, Update Position and Fill that reflect an increase in duties and responsibilities and a financial impact, attach an approved authorization by the appropriate Vice President and the Vice President of Business Affairs.

Search Actions - Locate any action in the system by using the "Search Actions" function from the left navigation site. The search action status will reflect the last action status of a position.

   Once you click this selection you may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve and

click on check all to view all the actions that you have access to in the system.

Once you have found the action request you would like to review, click the "search" link below the status.

Pending Actions - To view pending actions, click on pending actions on the left navigation link. This moves you to the page that reflects all actions that are pending. Select a position title by clicking on "view" or "view summary" under the position title.

Search Positions - To search departmental positions that are held in the library, click on the search positions link from the left navigation site. You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.

6.   To Update and Fill a Position, click on Begin New Action.

7.   Click on the "**Start Action**" link under Update and Fill position. This action moves you to a new screen. The following tabs appear across the top of the screen.

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

8.   Requested Job Title - Select a position title from the drop down menu or type the name of the employee who previously held the position. On the next page, click on "**Start Action**" under the position title you are updating.

9.   Current Title. This page reflects the current title of the position. Click "**Continue to Next Page**".

10.   Position Details - Complete the information and click "**Continue to Next Page**".

11.   Job Duties - Click the "**Add New Entry**" link. Enter the job duty for the position. Click on "**Add Entry**" to move to the next page. This page reflects that an entry has been made. From this page, the option to view, edit or delete entries is available. Click on "**Add New Entry**" to add each of the job duties for the position. Add one entry of "**Other Duties as Assigned**". The total of all duties must equal 100 percent. Job duties with less ten (10%) percent effort are not to be shown as a separate statement. Click on "**Continue to Next Page**".

12.   Competencies and Relationships - The Competencies and Relationships tab determines supervisory and leadership responsibilities of the position.

Select a response for each field and complete the entire page. Click on "**Continue to Next Page**".

13.   FLSA - The FLSA tab determines the exemption status of a position and determines if the position is a sensitive security position. Select a response for each field and click on "**Continue to Next Page**".

14.   Supplemental Documentation - To attach supplemental documents; click the "**Attach**" link next to the specific type of document being attached. This moves you to the next page. Once you have selected the document type you wish to upload, you may browse for the file if stored on your computer in one of the following formats:

- Adobe Acrobat

- Microsoft Word
- Microsoft Excel

You may copy and paste or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer.

Click on "**Attach**". This moves you to the next page to confirm attached document. Click on "**Confirm**". On the next page you can attach additional documents, review or remove existing documents. Click on "**Continue to Next Page**".

15. Working Environment Conditions - Enter text on the environmental elements and safety demands under which the work of the position is performed. Click on "**Continue to Next Page**".

16. Justification - Type a justification summary statement to justify creating a new position. Click on "**Continue to Next Page**".

17. Budget Information - Type in specific budgetary information to support the position. Click on "**Continue to Next Page**".

18. Requisition - This page generates the job posting. Enter text into the required fields. Posting and closing date fields are entered by HR only and are visible to the applicant once the position is posted. Any information regarding a posting date should be included in the comments section. Click on "**Continue to Next Page**".

19. Comments - Type any comments relevant to the position you are creating that would be beneficial to Human Resources in approving the position. Click on "**Continue to Next Page**".

20. View Update Position and Fill Summary - Scroll down and view the document for content, completion and accuracy. To return to editing the document, click on "**Edit**".

21. Action Status - To move the document through the workflow channels, click the appropriate radio button. Change action status by selecting choices from either the top or the bottom of the page. Select an option and click continue to move to the confirmation page. Click on "**Confirm**". The next page shows that the action status has successfully been submitted.

22. Log out.

The following chart outlines the basic workflow for each position request. Notification by email will be sent along the process regarding the status of the request. You can log into jobs.pvamu.edu/hr at any time and review your request.

PV PAWS Workflow

Position Description Actions

Create New and Reclass Actions

| Creator | → | Mgr/Dept Head Create/Review | → | Dean/Director Create/Review | → | Pre-Approver | → | VP of Area | → | HR Initial Review | → | Budget Officer | → | VP Business Affairs | → | HR Final Review |

Office of Sponsored Programs (Grant Funded Positions)

The following users can create actions ("Begin New Action"):
-HR
-Creator
-Mgr/Dept. Head
-Dean/Director

Update Actions

Budget Officer

Position Description Updated

Position Description Reclassified

Position Description Newly Created

Requisitions/Job Postings

If a "Fill" action was completed, HR Employment will create posting based on Requisition form

| HR Emp Create Posting from Position | → | Posted | → | Closed | - - - | Filled |

Mgr/Dept. Head Submits → HR Final Review/Approval

Hiring Recommendation