WHAT’S IN IT FOR YOU?

At the end of our session you will be able to describe how and when to:

• Create a new SPA/EPA Staff/Faculty position
• Modify an existing SPA/EPA Staff/Faculty position
• Update an existing SPA position
# SPA ACTIONS

<table>
<thead>
<tr>
<th>Action</th>
<th>When to Use</th>
<th>Process Phase(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td>New Position</td>
<td>Proposal + Details</td>
</tr>
<tr>
<td>Modify</td>
<td>Position Change + Salary Change</td>
<td>Proposal + Details</td>
</tr>
<tr>
<td>Update</td>
<td>Position Change + No Salary Change</td>
<td>Details</td>
</tr>
</tbody>
</table>
SPA PROPOSAL PHASE

- **Initiator**
  - Starts Proposal Request to Create New or Modify Existing Position

- **Approver**
  - Reviews/Edits/Endorses

- **Human Resources**
  - Reviews/Recommends
SPA DETAILS PHASE

Initiator
- Completes Position Details

Approver
- Reviews/Edits/Endorses

Budget Approval
- Assign Position Number
- Reviews Funding

Human Resources
- Reviews/Approves
THINGS TO REMEMBER

SPA proposal phase:
- Included in Create and Modify actions
- Concise, but detailed explanation of the position
- Ensure that request aligns with business needs
- Consider comparable positions within your department
- May require multiple, or no, approvers depending on your placement within the organizational structure

SPA Details phase:
- Requires complete documentation of position requirements and/or changes
- Requires Departmental, Divisional, Budget and HR approvals
- Approvers serve as quality control reviewers
SPA UPDATE POSITION

Initiator
- Creates Position Action

Approver
- Reviews/Edits/Endorses

Human Resources
- Reviews/Approves/Routes

Budget Approval
- Updates Funding Source(s)
THINGS TO REMEMBER

SPA Update action:

🔑 Used to make minor modifications and/or edits to existing position description with no change in salary
🔑 May include funding source changes/extensions
POSITION MANAGEMENT

EPA STAFF
## EPA OVERVIEW

<table>
<thead>
<tr>
<th>Action</th>
<th>When to Use</th>
<th>Process Phase(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td>New Position</td>
<td>Details</td>
</tr>
<tr>
<td>Modify</td>
<td>Position Change + Salary Change or No Salary Change</td>
<td>Details</td>
</tr>
</tbody>
</table>
Before you begin, does a similar position already exist within your department?

<table>
<thead>
<tr>
<th>If  ...</th>
<th>Then ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Clone an existing position and carefully review and update the information in all fields</td>
</tr>
<tr>
<td>No</td>
<td>Create a new position and enter information into all fields</td>
</tr>
</tbody>
</table>
EPA MODIFY

- Used to make modifications to an existing position.
- Positions established prior to June, 2015 will have basic information imported from Banner.
- Initiators will use the Modify action to enter details for previously-established positions.
THINGS TO REMEMBER

EPA Create/Clone/Modify:

🏃 Electronic process for almost all actions
🏃 Get job descriptions ready and enter those early to avoid delays in future recruitments!
POSITION MANAGEMENT

FACULTY
## FACULTY OVERVIEW

<table>
<thead>
<tr>
<th>Action</th>
<th>When to Use</th>
<th>Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td>New Position</td>
<td>Details</td>
</tr>
<tr>
<td>Modify</td>
<td>Position Change + No Salary Change</td>
<td>Details</td>
</tr>
</tbody>
</table>
FACULTY CREATE NEW

Academic Affairs
- Create Position Description

Budget Approval
- Assigns position number
- Reviews grant funding

Initiator
- Completes position details

Approver
- Reviews/Edits/Endorses

Academic Affairs
- Reviews/Approves
FACULTY MODIFY

Initiator
- Complete position details

Approver
- Review/Edit/Endorse

Academic Affairs
- Review/Approve
THINGS TO REMEMBER

Faculty New Position Description:
- Academic Affairs begins the new position description.
- Initiator completes the position details information prior to start of the recruitment process.
- May have multiple Approvers depending on organizational structure.
- Requires Departmental, Budget and Academic Affairs approvals.

Faculty Modify:
- Modify a position description to prepare for recruitment of an existing position.
- Modify does **not** include salary or title changes. Actions of this type will be submitted via PD-7.
FORMS

TIPS & TRICKS
CREATING A NEW SPA/EPA STAFF POSITION
## NEW FACULTY POSITION REQUEST

Welcome to NinerTalent!

### Inbox (5 items need your attention)

Displaying items for group "Initiator".

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Current State</th>
<th>State Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>Faculty New Position</td>
<td>Initiator</td>
<td>Initiator</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Faculty New Position</td>
<td>Initiator</td>
<td>Initiator</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Faculty New Position</td>
<td>Initiator</td>
<td>Initiator</td>
</tr>
<tr>
<td>Office Manager</td>
<td>New Position Description</td>
<td>Initiator Details</td>
<td>Initiator</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Faculty New Position</td>
<td>Initiator</td>
<td>Initiator</td>
</tr>
</tbody>
</table>
MODIFYING AN ACTION
### SPA Position Descriptions

<table>
<thead>
<tr>
<th>Proposed Working Title</th>
<th>Department</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Coordinator</td>
<td>Classification/Compensation</td>
<td>Active</td>
</tr>
</tbody>
</table>

- **Search:** You can search for position descriptions using the search bar.
- **Saved Search:** You have a saved search for position descriptions.

[View Position Description](#)
Position Description: Office Coordinator (SPA)

Current Status: Active

Position Type: SPA
Work Unit: Classification/Compensation

Classification Information

<table>
<thead>
<tr>
<th>Position Designation</th>
<th>SPA Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Band/Role</td>
<td>Admin Support Associate</td>
</tr>
<tr>
<td>Class/Job Code</td>
<td>10421</td>
</tr>
</tbody>
</table>
Position Description: Associate Professor (Faculty)

Current Status: Active
Position Type: Faculty
Work Unit: Accounting

[Options: Print Preview (Employee View), Print Preview, View Supervisor, Faculty Modify Position]
Position Description: Office Coordinator (SPA)

Current Status: Active

Position Type: SPA
Work Unit: Classification/Compensation

Take Action On Position Description
- Print Preview (Employee View)
- Print Preview
- Modify Position Description
- ✭ Update Position Description
Start Modify Position Description Position Request on Office Coordinator?

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

Start
CLONE AN EXISTING SPA/EPA STAFF POSITION
Choose the position request you would like to start.

New Position Description
Duties and Responsibilities:

* Required Information

Department Director Name: Norm Niner

- Supervisor of Position: Norm Niner
- Supervisor Job Title: Executive Director
- Supervisor Position Number: 000501

Briefly describe the primary purpose (mission) of your unit or department:

To provide guidance on current employment opportunities, benefit options, training opportunities, personnel policies/procedures, and other helpful resources to support you in your role(s) as a current employee and/or supervisor, or in support of your prospective employment with the University and

Primary Purpose of Position:

Reports to the Executive Director for EPA Administration, ER and Compliance and administers all EPA non-faculty personnel matters between HR units, the Office of AA-EOO, the Division of Academic Affairs, Athletics, and the other divisions within the University that deal with EPA personnel.
GROUP MEMBER PROMPT

Submit (move to Approver - Proposal)

- Kieffer Gaddis
- Ashley Soublet
- Dawn Tench
- Kieffer Gaddis
- Norm Niner
- River Peebles
- Sarah Ekis

☑ Add this position request to your watch list?

Comments (optional)

As previously discussed. NN

☑ Add this position request to your watch list?

Submit
Cancel
NinerTalent SUPPORT

- NinerTalent Website: [http://hr.uncc.edu/hrms/ninertalent](http://hr.uncc.edu/hrms/ninertalent)
- Email: ninertalent@uncc.edu
- Contact Us:

<table>
<thead>
<tr>
<th>Employment Category</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA</td>
<td>Kieffer Gaddis</td>
<td>7-0654</td>
</tr>
<tr>
<td>SPA</td>
<td>Ashley Soublet</td>
<td>7-0651</td>
</tr>
<tr>
<td>SPA</td>
<td>Sarah Ekis</td>
<td>7-0655</td>
</tr>
<tr>
<td>EPA Staff</td>
<td>Jeanne Madorin</td>
<td>7-0659</td>
</tr>
<tr>
<td>EPA Staff</td>
<td>River Peebles</td>
<td>7-0611</td>
</tr>
<tr>
<td>Faculty</td>
<td>Dawn Tench</td>
<td>7-5773</td>
</tr>
<tr>
<td>Faculty</td>
<td>Jessica Miller</td>
<td>7-5771</td>
</tr>
</tbody>
</table>
THANK YOU!

From the NinerTalent Project Team