

Parallel Positions

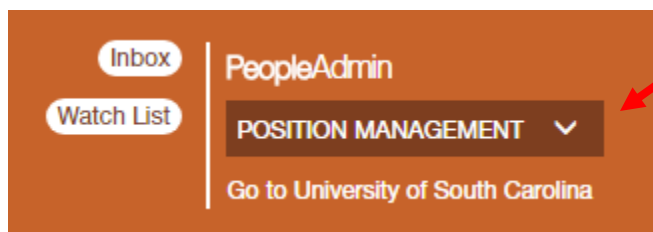
Parallel positions are needed when an employee is leaving employment with the university, and their replacement needs to begin before they leave so that they can train their replacement.

Within PeopleAdmin, only one employee may occupy a position description (PD) at any given time, and only one employee may occupy a position number as well. As such, the replacement employee must be hired into a different position number and PD than the current employee.

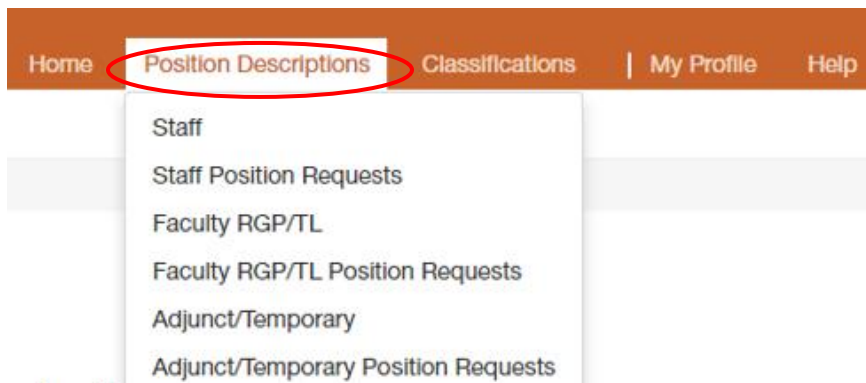
The following user types can create a new position description:

- Initiator
- Department HR Contact
- College/Division HR Contact

1. You will begin by creating a new PD. Log into PeopleAdmin using SSO Authentication with your network ID and password: <https://sc.peopleadmin.com/hr>. Navigate to **POSITION MANAGEMENT** from the drop-down module selector (upper right side of the screen).



2. Hover over Position Descriptions in the orange header and select the appropriate position type from the drop down.



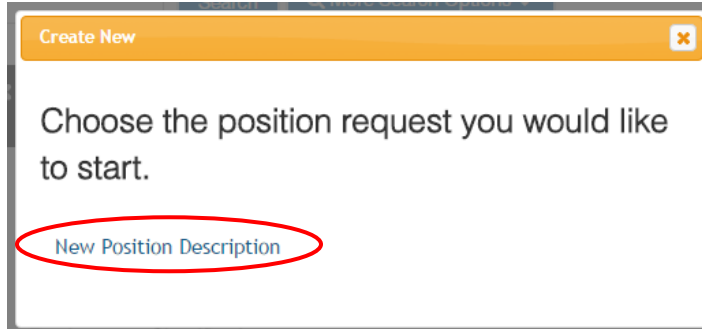
Parallel Positions

Human Resources

- From the Position Descriptions drop down, select the appropriate position type for the PD you will be creating. Click + Create New Position Description on right side of the screen.



- Click on New Position Description on the Create New pop up box.



- Complete the Internal Title and Organizational Unit fields.

 New Position Description [Start Position Request](#)

Internal Title *

Organizational Unit

Campus *

College/Division *

Department *

- Then, scroll down and click Filter these results, to search for the existing position for the current employee. Select the radial button next to the Internal Title to Clone that PD. This will copy the content of the current employee's PD into the new position, and will also allow you to edit as needed.

Clone an existing Position Description?

[Filter these results](#)

Internal Title	Position Number	Employee Last Name	Employee First Name	Classification Code	Classification Title	Department	Status	Created Date
<input checked="" type="radio"/> Administrative Assistant	001829			AA75	Administrative Assistant	Division of Human Resources Department	Active	June 25, 2017 at 01:34 PM

Parallel Positions

7. Click Start Position Request. Complete/update the various required fields on each tab. In the Justification of Need field, please include that this is a request for a parallel position and include the position number and name of the current employee.

Create New Position

• **Justification of Need**



This field is required.


- Keep in mind fields that are starred and highlighted in red, are required and you will not be able to move forward with your PD until those fields are complete. The text just below the field describes the information needed for that field.


• **Work County**

Please select ▾

This field is required.

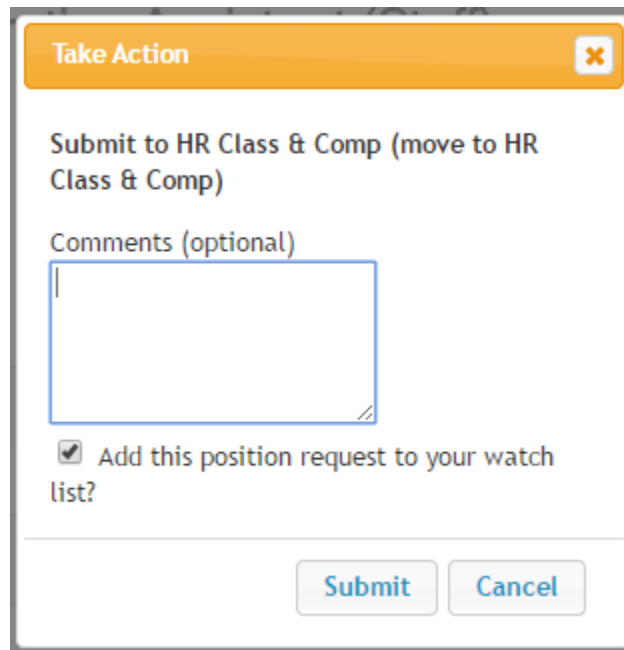
Please select the county where the position is located.

- As you make your way through the tabs, it is important that you either click Save before moving to another tab to the left, or click Next to save and move to the next tab.
- When you have navigated through all the tabs and are on the Position Request Summary page, any tabs that have exclamation points  next to them indicate that there is required information missing that must be completed before moving forward.
- You can go directly to that tab to complete these required fields by selecting the Edit button next to the tab title.

 Position Justification [Edit](#)

Parallel Positions

8. Once complete, from the Position Request Summary page, toggle over Take Action on Position Request, and select the appropriate next step in [the workflow](#).
 - A Take Action box will pop up and allow you to add comments to accompany your request. The comments will then appear in the email message sent to the next approver in the workflow and become a **permanent part of the position description record that cannot be removed**.



Take Action

Submit to HR Class & Comp (move to HR Class & Comp)

Comments (optional)

Add this position request to your watch list?

Submit Cancel

- Once the position has been approved by HR Classification and Compensation, you will receive an email notification. You will then be able to view the completed position description and create your posting.

Please note: The current employee's position description will be inactivated at the time the new position is created.