

1. Log into PeopleAdmin
2. Change User Group to Hiring Manager (top right corner)

User Group:

Hiring Manager ▼

3. Choose the Position Management module on the upper left side of the screen



4. Under Position Descriptions, choose the appropriate position type (SHRA or EHRA)

Position Descriptions ▼

- SHRA Staff
- SHRA Staff Position Actions
- EHRA Non Faculty Staff
- EHRA Non Faculty Staff Position
- Faculty
- Faculty Position Actions

5. Choose the Position that you wish to separate the employee from by typing the title or position number into the search box. Then click on the blue classification title or working title.

SHRA Staff Position Descriptions

Click on [Saved Searches v](#) below to view other search options.
Please check out the helpful Help section on Searching and Saving Searches.

Saved Searches ▼

069921

Search

More Search Options ▼

To create a new position, click on Create New Position Description. To request to Reclassify, Update, Compensate an Employee, an

Ad hoc Search ✕

Supervisor Check

Ad hoc Search 1 Save this search? Selected records 0 ✕ Clear selection?

	Classification Title	Working Title	Department	Position Number
<input type="checkbox"/>	University Program Associate	Program Administrative Assistant	Living Learning Center - 325500	069921

6. There are two different Actions that you may choose from:

If you are separating the employee, but do not intend to repost at that moment, you will need to choose:

Click here to view instructions for [Separate Only](#)

If you are separating the employee and at the same time, would like to post the now vacant position, choose:

Click here to view instructions for [Separate AND Post](#)