# Creating an Action

Action to Modify a Staff or Faculty Position Control Number (PCN) Action to Create a New PCN

We use PeopleAdmin to modify PCNs already in the system to obtain approval to hire new positions, alter and update job descriptions, make changes to certain aspects of the position, and so forth. We do this by creating an "action" in the system. An action generally surrounds the PCN. If the PCN you wish to use to create an Action is already in the PeopleAdmin system, you will modify that PCN rather than create a new one. Check the upper-right hand corner of your screen to make sure you are in Position Management in PeopleAdmin.
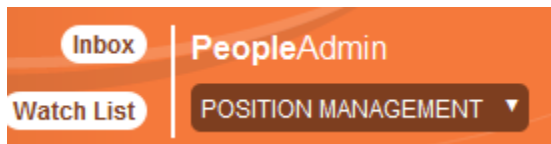
Action to Modify an Existing PCN

Hover your curser over Position Descriptions in the top center of your screen. PCNs with their most current modifications are stored under "Staff/Professional" and "Faculty." "Staff/Professional Actions" and "Faculty Actions" house completed actions or actions already in process.
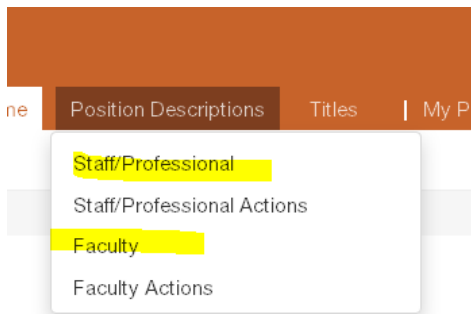
If you are modifying an exempt or classified PCN, click into "Staff/Professional." If you are modifying a faculty PCN, click into "Faculty." Both position types are created in the same way. I will use the Staff/Professional position type as an example.

Click into "Staff/Professional" and you will enter a page titles "Staff Professional Position Descriptions." There will be a search box under the page title. Enter the PCN or the name of the person whose description you want to modify.

Click into the title and the page will open with the title:

On the right side of the page click "Modify Position Description:"

Click the start button under "Start Modify Position Description Action on Project Supervisor?"

Position Descriptions / Staff/Professional / Modify Position Description

## Start Modify Position Description Action on Project Supervisor?

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

Start

This will take you to the position details page where you can start the modification.

Action to Create a New PCN

In Position Management, under the Position Descriptions tab, select Staff/Professional or Faculty.

Home   Position Descriptions   Titles | My Profile

Staff/Professional
Staff/Professional Actions
Faculty
Faculty Actions
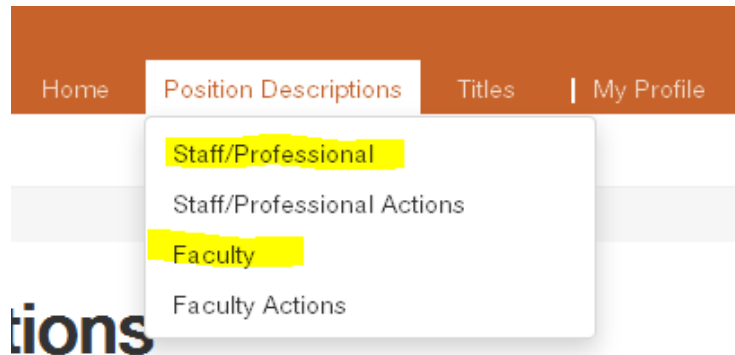
Below the upper right hand corner of the page, select Create New Position Description:

+ Create New Position Description

You will be taken to the "Create New" selection. Click on the hyperlink "New Position Description."
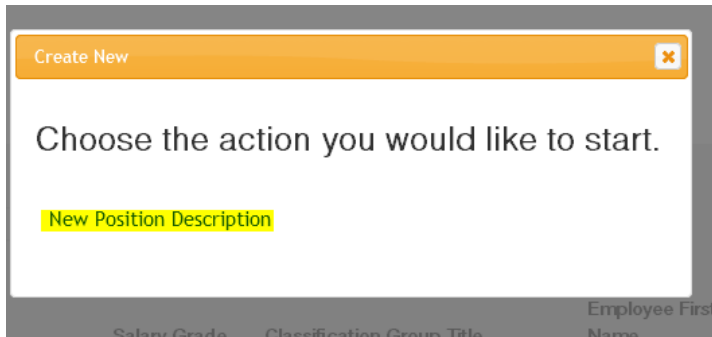
You will be taken to the "New Position Description" page. Fill in the organizational unit by selecting from the drop down menus:

Then press the start Action Button to the right of the page:

For questions or further information please contact HR-peopleadminhelp@uidaho.edu