



<b>File Name</b>	<b>Administrative Post.doc</b>
<b>Document Created</b>	<b>11/7/2008</b>
<b>Last Changed by</b>	<b>Ann M. Flood</b>
<b>Status</b>	<b>FINAL</b>

## **Administrative Post**

### **Concept**

#### **Description:**

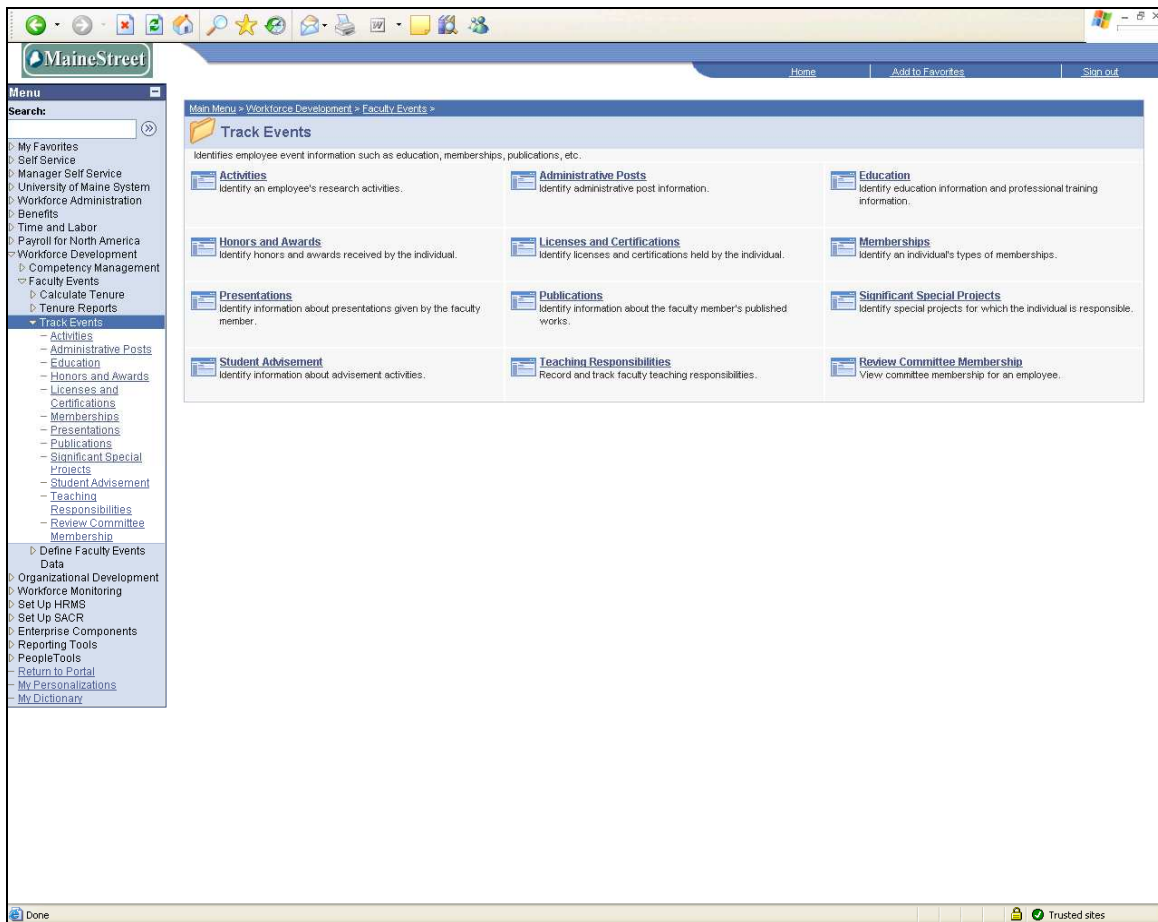
Use Administrative Post to track UMS Faculty Information for the following:

- Cooperating Unit
- Graduate Faculty Membership
- Chairperson

**NOTE:** The information entered on this panel is informational only and can be used for reporting purposes. This page was used to store the employee's Long Title in the 100 character 'Description' field, but with the implementation of Position Management, the data in that field was converted to the Position Data Table. However, there are instances where an employee may have multiple titles (Chair of.. and Professor of...) that can be stored in the 254 character 'Comments' section on the Administrative Posts panel.



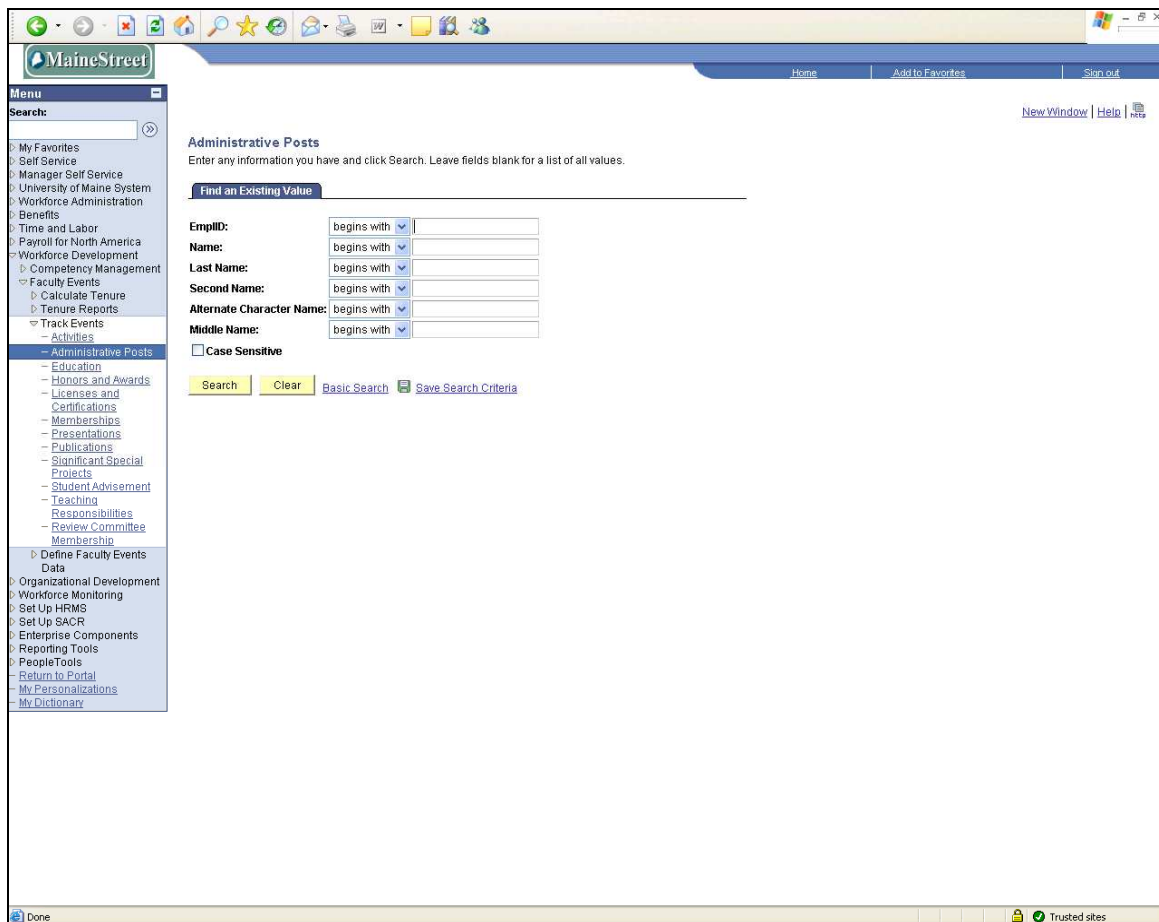
### Navigation:



Step	Action
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- |    |  |
|----|--|
| 1. | Click the <b>Workforce Development</b> link. |
| 2. | Click the <b>Faculty Events</b> link.        |
| 3. | Click the <b>Track Events</b> link.          |
| 4. | Click the <b>Administrative Posts</b> link.  |

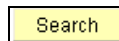
### Procedure:



Step	Action
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- |    |  |
|----|--|
| 5. | To Search for an existing employee record, enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review. |
|----|--|

- |    |                                 |
|----|---------------------------------|
| 6. | Click the <b>Search</b> button. |
|----|---------------------------------|



If multiple employee records are listed, click on the appropriate employee record to continue.

# Process Document

## HRMS: Administrative Post



Administrative Posts

Harry Potter ID: 0099999

Tenure/Home Dept: OFSN UM Food Sci & Human Nutrition

Academic Rank: Professor Tenure Status: Tenure

Administrative Posts Find | View All First 2 of 2 Last

\*Administrative Post: [Search]

Post Type:

\*Appointment Type: Initial Appointment

Description:

\*From Date: [Date] End Date: [Date]

Revision Date: [Date] Reason: [Text]

SetID: UMSYS [Search] Department: [Search]

Organization:

Comments:

[Save] [Return to Search] [Notify]

Step	Action
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7. Click the **Plus (+) key** to add a new row.

If this is the first row for this employee, add information in row shown. Not necessary to add another row.

8. Click the **Look up Administrative Post** button.



# Process Document HRMS: Administrative Post

**Look Up Administrative Post**

Administrative Post: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**

View All First 1-5 of 5 Last

Administrative Post	Description	Post Type
<a href="#">Chair</a>	<a href="#">Chairperson</a>	<a href="#">Admin</a>
<a href="#">Coop Faculty</a>	<a href="#">Cooperating Faculty</a>	<a href="#">Acad Resp</a>
<a href="#">Grad Faculty</a>	<a href="#">Graduate Faculty Advisor</a>	<a href="#">Acad Resp</a>
<a href="#">Long Title</a>	<a href="#">Long Title Description</a>	<a href="#">Title</a>
<a href="#">Resrch Faculty</a>	<a href="#">Research Faculty</a>	<a href="#">Acad Resp</a>

Step	Action
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- |    |   |
|----|---|
| 9. | Select the appropriate value in the <b>Administrative Post</b> column list. |
|----|---|

# Process Document

## HRMS: Administrative Post



Step	Action
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10. Click the **Drop-down arrow** to select from the **Appointment Type** list.
11. Select the appropriate list item.
12. Enter the desired information into the **Description** field.
13. Enter the Start Date into the **From Date** field.
14. Enter the End Date into the **End Date** field.
15. **Revision Date** field is an optional field that can be used to store the entry date of the data.
16. Enter the Long Title into the **Comments** field.
17. Click the **Save** button.

