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:

1. Click the Workforce Development link.
2. Click the Faculty Events link.
3. Click the Track Events link.
4. Click the Administrative Posts link.
Procedure:

5. To Search for an existing employee record, enter EmplID, Name or Last Name. Dropdown 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 **Search** button.

If multiple employee records are listed, click on the appropriate employee record to continue.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the <strong>Plus (+) key</strong> 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.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the <strong>Look up Administrative Post</strong> button.</td>
</tr>
</tbody>
</table>
9. Select the appropriate value in the **Administrative Post** column list.
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.