

Existing
Position
Request

Hiring Manager is Required
to Complete a JDQ for all
EXISTING positions if this

Log into PeopleAdmin

<https://udmercy.peopleadmin.com/hr/login>

If you need a user name and password, contact
Resources

Ensure User Group is Set to

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Look for this box in the top left corner of screen:



Search for Position Number

Input Position Number into the Blank Box and Click

6 H D U F K

Once the Position Populates, Click the Blue Position Number



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Supplemental Questions for

Applicant Document: Edit/Select

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types. You may select other documents as you deem appropriate

Position Justification: Upload Position Justification, JDQ

Action Summary: Review Position and Edit as
Appropriate __

Next Steps:

HR will review position requisition and input Salary Range for position at which point HR will either:

Review of PeopleAdmin Approval Process