



Existing  
Position  
Request

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

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# 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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& O L F N 5 H T X L U H G E X W W R Q I R U W K H

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