How to Complete the Job Card in PageUp

Login to PageUp at www.gvsu.edu/hiring with GVSU Network Account

Completing the Job Card (also known as HAF- Hiring Approval Form) is required for all benefit eligible positions. A position is approved once the Job Card has been routed through the job approval process. If posting the position, the job description and a search committee with a designated inclusion advocate is required.
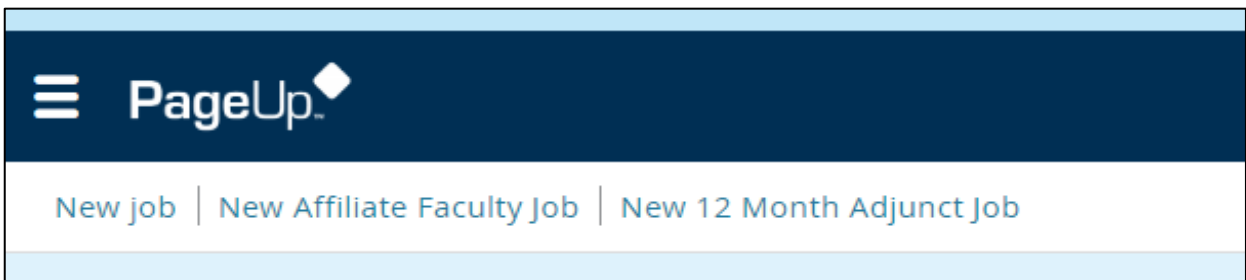*For AP and Faculty positions, the recruitment plan is also required.*
This step can only be initiated by the Dean/Appointing Officer.

Step 1: Access the Job Card

1. From the dashboard, select **Jobs**.
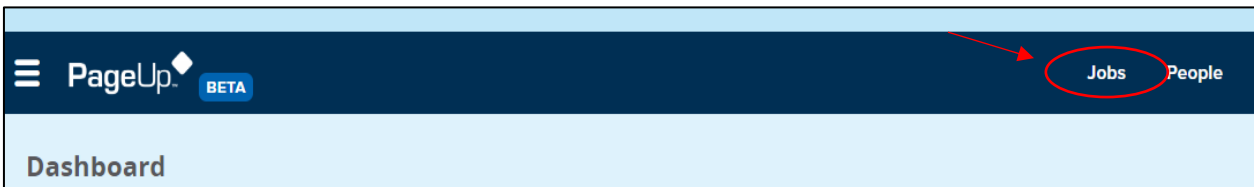
2. Select the appropriate **Job Card**.

Use the table below to select the appropriate Job Card:

Job Card	Job Type
New Job	AP, Tenure Track Faculty and Hourly
New Affiliate Faculty Job	All Affiliate Faculty
New 12 Month Adjunct Job	12 Month Adjunct AP (20 hours or more)

Do <u>not</u> complete a Job Card for the following:
- Visiting Faculty and renewals
- Affiliate Faculty renewals
- Less than 12 Month Adjunct AP and renewals

3. Complete the following fields appropriately by selecting the department for the position and entering the position number (if known).

Note: The departments in the first dropdown are permissioned by your department(s).

1. Select Department

Human Resources

Please select a Position number

If your request is for an Affiliate Faculty position, please return to the previous page and click New Affiliate Faculty Job.

If your request is to change an employee's title, please reach out to our compensation analyst in Human Resources to initiate that process before starting the job card.

2. Position Number

No position selected

Use the Binoculars to search by Position number or Position title

Next >   Cancel

Adding the position number here will automatically populate position information into the Job Card. If you enter a position number that is not recognized, the search screen will automatically pop-up and will allow you to search by title or number.

If you do not have a position number, leave it blank and select **Next**.
The Budget Office will add the position number during the approval process.

Step 2: Complete Job Card fields for Dean/Appointing Officer (Section 1)

The following screenshots are specific to the **NEW JOB** card.

1. Select **Position Type** and **Appointment Detail.**

POSITION REQUISITION
DEAN / APPOINTING OFFICER (Section 1)

Position Type:*   Select   ⌄

Appointment Detail:*   Select   ⌄

Appointment Details Comments:

Note: Use the tables below to choose the appropriate dropdown options.

Position Type

EAP - Executive, Administrative, Professional
EAP - 12 Month Adjunct AP (Administrative Professional)
PSS - Professional Support Staff
PSS - Confidential Professional Support Staff
DPS - Public Safety
MGS - Maintenance, Grounds, Service
FAC - Tenure Track Faculty
FAC - Affiliate Faculty of Instruction – One year/Academic Year or 12 Month
FAC - Clinical Affiliate Faculty – One year/Academic Year or 12 Month
FAC - Affiliate Faculty of Practice – One year/Academic Year or 12 Month

Appointment Detail

12 Months – Full Time
12 Months – Part Time
Academic Year – Full Time
Academic Year – Part Time
Other – indicate length in comments

2. Enter **Appointment Details Comments**, if applicable. This is information that is helpful for Human Resources and Budget.

    Examples:
    - Old title was Employment Services Manager

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- Reclassifying from PSS to AP position
- Reclassifying from C2 to C3

3. Complete the field appropriately.

> Is this replacement position related to the
> Voluntary Retirement Incentive Program (VRIP)?:*   ○ Yes   ○ No

4. Select the **Reason for Change**.

Reason for Change:	Select ▾
If other reason for change, please enter detail.:	

Note: Use the table below to choose the appropriate dropdown options. There may not be a reason for change if new or replacement, but this is required if making a change to an existing position.

Reason for Change

Salary Increase (no longer valid)
Title Change
FTE Change
Reclassification
Other

5. Verify or enter **Position Number** and select **Type**.

Note: The position number will automatically populate if it was entered in Step 1.

Positions:*				
	Position no	Type:*	Applicant	Application status
1	[ ] 🔲	Select ▾	-	-	Cancel

New: ✕   Replacement: ✕   Add more

New
Replacement

For 1 position: Leave the New and Replacement boxes empty.

For 2 or more positions: Enter the number of additional positions in either the New or Replacement box and click Add.

Positions:	New: [ ] Replacement: 1	Add		
	Position no	Type	Applicant	Application status
1	110779	New ▾	-	-	Cancel

	Position no	Type	Applicant	Application status	
1	110779	New ▼	-	-	Cancel
2	110795	Replacement ▼	-	-	Cancel

If the position is a renewal or there is only a change to an existing position (not new or replacement), do not select either – instead there should then be a change and **Reason for Change** noted in #4 above.

6. In the following fields, enter the appropriate information:

The **Working Title**, **Division**, **College/Unit**, and **Department** will automatically populate if you entered the position number in Step 1.

Working Title:*	HR Business Partner and Talent Acquisition Advisor
Division:*	Finance & Admin ▾
Colleges / Units:	Human Resources ▾
Department:	Human Resources ▾
	If position is split between two Colleges / Units, please enter additional College or Unit
Secondary Colleges / Units:	
	If position is split between two Departments, please enter additional Secondary Department
Secondary Department:	

You may have to edit this title. The Working Title is how the job will show on the job website.

On the job card:

Working Title:*	Assistant Professor - Marketing - Seidman College of Business (2 positions)

On the job website:

Position

Assistant Professor - Marketing - Seidman College of Business (2 positions)

Secondary Colleges/Units and **Department** are only used if the position has split funding and supervisors.

7. Select the **Locations**.

Location:*	Allendale ⌄
What is the primary work location?:*	Michigan ▾

Note: Use the table below to choose the appropriate dropdown option for Location. The primary work location refers to the state.

Location
Allendale
Battle Creek
Detroit
Grand Rapids
Holland
Muskegon
Traverse City
Works Remotely

8. Select the **Recruitment Process**.

Requisition Number:	Leave blank to automatically create a reference No.
Recruitment process:*	AP & Faculty ⌄

You are unable to enter information into the Requisition Number field because this field has been configured as 'read only'.

9. Select the appropriate option.

Will this be an internal campus-wide search?:*	○ Yes ○ No

This will require additional approvals with your Appointing Officer, Affirmative Action and Executive Officer for AP and Faculty positions.

10. Enter the **supervisor** for this position.

Who will approve vacation and complete performance assessments for this position?:	[	] 🔍 ▱
	No search chair selected

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The blue field below the box indicates that this is a validated field. The supervisor's email will automatically populate in the blue field when an employee is selected.

11. Verify or enter the **Current/Previous Incumbent Name**.

Current /Previous Incumbent Name:	

Note: The Current/Previous Incumbent Name typically automatically populates if you entered the position number in Step 1; this is **required** for replacement and change to existing position.

12. Verify of enter the **FTE** information.

F.T.E.:	
If less than one FTE how many hours per week:	

> Note: 40 hours is equivalent to 1.0 FTE
> 30 hours is equivalent to .75 FTE
> 20 hours is equivalent to .50 FTE

In the following fields, enter the appropriate funding information.

13. Enter the **FOAP** and **Percentage** (FTE Base Allocation).

Position Allocation - FOP and %:*	

Always add the percentage for the FTE base allocation where expense is to be charged, even if it is 100% charged to one FOAP. If there are multiple FOAPs, you will enter the breakdown as a percentage for each, not dollar amounts.

FOAP stands for:

FUND   ORG   ACCOUNT   PROGRAM

Example: 110000 56000 6102 663 50% ← PERCENT
            110000 56000 6401 663 50%
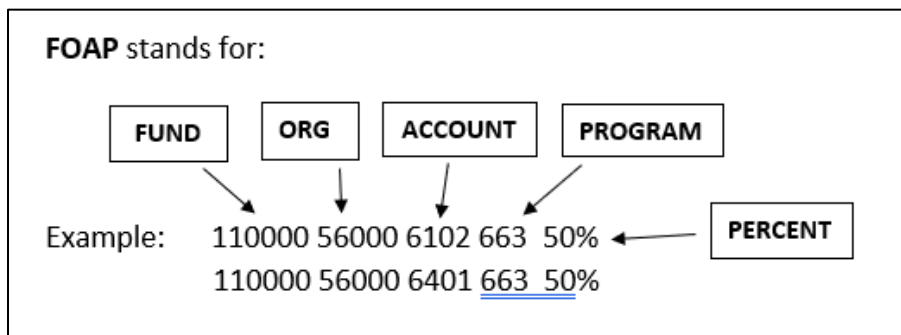
Describe how the position will be funded. You will need to list the specific source of funding and include FOAP for this position.

They can only list "base funding" if the base funding matches the salary amount. If it is a base position, any salary amount OVER what is base budgeted for the position must list the source of additional funding (specifically list the FOAP).

Note: Contact Budget office if you have any questions.

14. Enter the **proposed salary** or salary range for the position.

Proposed salary or salary range should only be as high as the amount of base budgeted on that position, or up to the amount of additional funding detailed in the comments above.

15. Choose the correct radio button and indicate if this is a grant funded position.
- If yes, enter the expiration date. You must use the calendar to choose the date.

16. Choose the **effective date**.
- If this is a replacement, you will use the last date of employment.
- If this is a new position, you will enter the date that the position will be effective.

17. Enter Dean/Appointing Officer **Comments**.

This comment box is for any additional information the Dean/Appointing Officer wants to add for the remaining approvers. The Executive Officer Comment box does not have a box since you do not have permissions to add their comments.

Step 3: Complete the Job Card fields in the Search Chair Section

The Search Chair or Dean/Appointing Officer may complete this step and is determined by each department.

1. Enter the **Search Chair Assistant.** Not every committee will have a Search Chair Assistant. This individual will be able to help the Search Chair in PageUp.

SEARCH COMMITTEE

Assistant to Search Chair:

No search chair selected.

The blue field below the box indicates that this is a validated field. The supervisor's email will automatically populate in the blue field when an employee is selected.

2. Choose the correct radio button and indicate if you have an **external search committee member**, that is not a GVSU employee.

Are you using any external (non-GVSU) search committee members?:   ○ Yes   ○ No

If you have external search committee members, contact your HR Generalist/Business Partner to discuss system access.

3. Add **Search Committee** members and designate who your inclusion advocate will be. At minimum there needs to be a search chair and inclusion advocate for each search.

It is recommended to have approximately 3-4 members on the search committee including search chair and inclusion advocate. This does not include those that will assist with the interviewing stage but rather those that will assist in making final decisions in the hiring process.

Search committee members:

Add Search committee member

Recipient	Remove all
No Search committee member selected.	

Search committee member information:

Inclusion Advocate: [ ] 🔍 ✎

No search chair selected.

4. Add **position details** related to advertising and if/where you will be advertising this position externally. If the source is not already listed, you can note the source in the comment box below.

POSITION DETAILS

If you plan to advertise externally indicate the advertising sources:

- [ ] HigherEd Jobs
- [ ] Chronicle of Higher Ed
- [ ] M-Live-Muskegon
- [ ] Hispanic Outlook in Higher Ed
- [ ] Women in Higher Ed
- [ ] Holland Sentinel
- [ ] Affirmative Action Mailing List*
- [ ] Higher Ed Jobs.com
- [ ] El Vocero Hispano
- [ ] Veteran Employment Services, State of Michigan

- [ ] External careers site
- [ ] M-Live-Grand Rapids Press
- [ ] M-Live-Kalamazoo
- [ ] Lansing State Journal
- [ ] Detroit Newspapers
- [ ] Grand Haven Tribune
- [ ] Inside Higher Ed
- [ ] Grand Rapids Times
- [ ] Multiracial Association of Professionals
- [ ] U.S. Department of Veterans Affairs (Vet Success)

If you plan to advertise externally, please indicate the advertising sources (Hourly Only):

5. This section is where you will add what will be posted or "**advertised**" on the website for this specific position.

The advertising summary is a short description of the position that will be viewed on the main page where all jobs are listed, while the advertising text is what will be displayed on the job's full description on the website for the position.

Advertising Summary is a short summary of the job that will be displayed on website listing. This should be a couple of sentences. The Advertisement Text is the Position Announcement that will be displayed in full in the job posting.

Advertising Summary:

Advertisement Text (Position Announcement Form / Description):

B *I* U S ☰▾ ☰▾ ☲ ☲ Formats ▾ A ▾ A ▾ ⯑ ⌗ ⯑ ⊞▾ Tₓ <>   ⍰

Application Form: Select   ▾   Preview   Customize for job

Note: At the end of each job description, please ensure you note the following bulleted items; this is what your HR Generalist/Business Partner will use for posting end date and choosing the application form type.

- Salary:
- Department/Division:
- Campus:
- How To Apply (include documents being requested from candidate):
- Application Deadline:

The following sections will be completed during the approval process:
➢ Human Resources
➢ Budget

Step 4: Complete Job Card fields for Dean/Appointing Officer (Section 2)

**Scroll down and continue entering applicable information until you see:

*** Dean / Appointing Officers MUST scroll to the bottom of this form to Complete the "Dean / Appointing Officer Section 2" at the bottom of this form. ***

1. Enter the appropriate person's name into each step of the approval process.
   You can use the magnifying glass to search, if needed.

DEAN / APPOINTING OFFICER (Section 2)

APPROVAL PROCESS AND APPROVERS

The following people will receive important notifications throughout the hiring process.

HR Generalist/Business Partner:

No search chair selected.

Assistant to Dean/Appointing Officer/VP:

No search chair selected.

Dean/Appointing Officer/VP:*

No search chair selected

Approval process:* Select

Search Chair:*

No search chair selected.

Status:* Select

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

2. Choose an Approval process depending on the type of position requested:
   - Academic- Salaried (AP, Tenure Track, Affiliate)
   - Academic 12-month Adjunct AP
   - Academic Hourly
   - Academic Salaried Split Between 2 Deans
   - Human Resources
   - Non-Academic Salaried (AP only)
   - Non-Academic 12-month Adjunct AP
   - Non-Academic Hourly

Note: ***12-Month Adjunct AP and Visiting Faculty Positions**
   - If you have a 12-Month Adjunct AP position or Visiting Faculty position, you will need to add the Position Announcement Form in the Hiring Manager/Search Chair section for the position to be approved.
   - These positions do not require a search; however, it is possible. Once all the appropriate approvals are complete to fill the position, contact your HR Generalist/Business Partner to get the position posted on the job website.

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If you are not doing a search, contact your HR Generalist/Business Partner once a candidate has been identified to fill the position.

3. Click **Save and exit**. This begins the approval process.
   - Click **Save a draft** if you would like to save the job card and finish the process later.

Note: The approval process, if set, will be deleted.