Connect CAROLINA

Online Position Descriptions

SHRA & EHRA Non-Faculty

Review and Update Position Information

Deadline

December 31, 2022

Tracking Your Progress

HR/Payroll Reporting Dashboard

▽ **Data Cleanup**

⊞ Position Description Audit

NC_HR_POSITION_DESCR_AUDIT - Position Description Audit

Division (optional) [ ] 🔍
Dept ID (optional) [ ] 🔍
Position Nbr (optional) [ ] 🔍
Reports To Posn Nbr (optional) [ ] 🔍
Show Positions [Needs Review ▼]

[View Results]

Temporary Security Access

Follow these steps to request temporary access to update position description information:

1. Download the **Campus HR Systems Access Request Form**.
2. Write " Position Support (Temporary)" in "Other."
3. Specify the departments needed.
4. Get signatures of approval.
5. Submit to your Access Request Coordinator.

IMPORTANT NOTES

Existing Admin Users are not eligible.

Don't forget the request to remove access when the data entry in the system is complete.

Training & Support Resources

For additional training resources, visit ccinfo.unc.edu/fpm-home-page-2/

Click on the Online Positions Descriptions bar to watch short How-To videos

Online Position Descriptions ⇕

▶ Position Support Role 1 – Before You Begin (4 min)

⏩ Position Support Role – 2 Accessing the System (5 min)

⏩ Position Support Role – 3 Position Updates (14.5 min)

⏩ Position Support Role – 4 Viewing or Editing Position ePARs (5.5 min)

⏩ Position Support Role – 5 Additional Resources (4 min)

SHRA Position Descriptions Online

[Learn more]

Visit the Human Resources and Equal Opportunity and Compliance websites using the links below:

SHRA Classification & Compensation

EHRA Non-Faculty

What You Need Before Accessing the System

- Position Number
- Reports To Position and Name
- Position Summary / Primary Purpose of Position
- Primary Purpose of the Organization
- Required Qualifications, Competencies, and Experience
- Preferred Qualifications, Competencies, and Experience
- Special Physical/Mental Requirements
- SHRA Position Competencies
- Principal Functions, Essential Duties, % Effort and Tasks
- Position Location (State & Country)
- Campus Security Authority Designation and Justification
    - Individual has significant responsibility for student & campus activities such as student support, discipline & co-curricular activities, or
    - Individual is specified in policy as someone to whom a student would be directed to report crimes or concerning behavior, or
    - Not a Campus Security Authority position.
- CSA Justification (text is required)
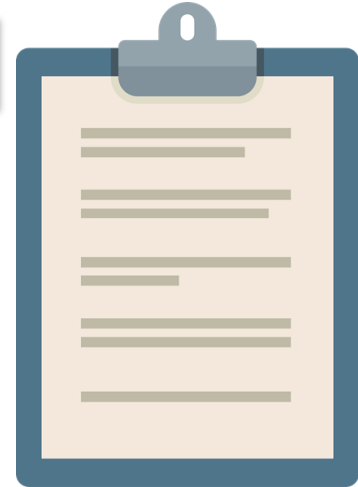
From Paper to Online...

- Duties and Responsibilities should be copied over into Principal Functions and Tasks.
- Essential Duties are indicated by asterisks (*).
- Please retain any known % information for Tasks and Functions.

Position ePAR

ePAR Home Page | Start a new ePAR | *NEW* Add/Update Position |Change an Existing Position

- It is acceptable to enter TBD in the Required and/or Preferred Qualifications, Competencies and Experience fields if you are not updating the position for an active recruitment.

- Enter as many tasks as you need underneath each one function.

NEW- Add/Update Position

Use this ePAR to add, update or inactivate a position.
NEW- Add/Update Position

The Job Function Aid is a handy resource to help determine which types of duties and responsibilities go under which functions.