To begin, log into PageUp by visiting:

https://msstate.pageuppeople.com
Complete the DUO login using your netID and password to enter PageUp.
Once you have logged into PageUp, select the hamburger icon in the upper left hand corner of the page as seen below.** Then select new job to begin.

** you may not see all these options.
Once you have logged into PageUp, select the hamburger icon in the upper left hand corner of the page as seen below.** Then select new job to begin.

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** you may not see all these options.
This is your start page to create your PARF.
Position is where you enter the position number for the PARF you are creating. If you do not know the position number, leave blank or search for it using the binocular icon to the right of the text box. The eraser next to it is used to remove any position number entered into the box.
Next select an appropriate template.
Next select an appropriate template.

**Template** is where you select the PARF template to use for your posting. Most of the available options are for support staff. If it is not a support staff position, you can select the appropriate option (faculty, intermittent, etc....)
Next select an appropriate template.
Next select an appropriate template.

Preview shows the template selected.
Next select an appropriate template.
Next select an appropriate template.

Select next to continue.
New Job Page - PARF information
Posting title will auto populate unless a completely new position.
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Area of Specialization is utilized to designate specific expertise such as Biological Engineering, Chemistry, or others. Typically used for Faculty positions.
**Posting title** will auto populate unless a completely new position.

**Area of Specialization** is utilized to designate specific expertise such as Biological Engineering, Chemistry, or others. Typically used for Faculty positions.

**PARF number** leave blank. The system will generate this for you.
New Job Page - Headcount Management
New Job Page- Headcount Management

Position no. will auto populate based off your selection on the beginning page.
New Job Page- Headcount Management

**Position no.** will auto populate based off your selection on the beginning page.

**Type** is a drop-down menu. Select from new or replacement. Use replacement if you are refilling an existing position, otherwise select new.
Position no. will auto populate based off your selection on the beginning page.

Type is a drop-down menu. Select from new or replacement. Use replacement if you are refilling an existing position, otherwise select new.

The new and replacement boxes on the bottom right are used if you are needing multiple positions. If you are only posting for one new hire/replacement leave empty.
New Job Page- Position Details

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no).*

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:
- Hannah Baker

Resignation Date (if applicable):
- 

Division:*
- Academic Affairs-College of Education - AED

Department:*
- 051300 - Curriculum,Instruction & Special Ed

Recruitment process:*
- Select

Department Profile:
- 

Type of Posting:*
- Select

Position Type:*
- Select

FTE Percent (i.e. 100 or 50- Must use this format: do not add percent sign):*
- 

If Time-Limited enter ending date:
- 

Tenure Track Status:*
- Select

Anticipated appointment date:*
- 

New Job Page - Position Details

If this is a new position, select yes. This step requires approval from your HRM generalist before moving forward. Also, if any changes to the position were made contact your HRM generalist prior to posting. For faculty or existing positions with no changes, select no.
New Job Page - Position Details
New Job Page - Position Details

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no).*

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:
Hannah Baker

Resignation Date (if applicable):

Division:
Academic Affairs-College of Education - AED

Department:
031300 - Curriculum/Instruction & Special Ed

Recruitment process:
Select

Department Profile:

Type of Posting:
Select

Position Type:
Select

FTE Percent (i.e., 100 or 50% - Must use this format: do not add percent sign):*

If Time-Limited enter ending date:

Tenure Track Status:
Select

Anticipated appointment date:*
New Job Page- Position Details

Current/Previous incumbent name: if you are replacing an exiting employee enter their name here. Otherwise, leave this blank.
Current/Previous incumbent name: if you are replacing an exiting employee enter their name here. Otherwise, leave this blank.

Resignation Date: if you are replacing an exiting employee enter their resignation date/last day here. Otherwise, leave this blank.
New Job Page - Position Details
Division: Auto populates but if it fails to do so, select from the drop-down menu.
New Job Page - Position Details

**Division:** Auto populates but if it fails to do so, select from the drop-down menu.

**Department:** Auto populates but if it fails to do so, select from the drop-down menu.

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no).*

- Yes
- No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name: [Field]

Resignation Date (if applicable): [Field]

Division: [Field]

Department: [Field]

Recruitment process: [Dropdown]

Department Profile: [Field]

Type of Posting: [Dropdown]

Position Type: [Dropdown]

FTE Percent (i.e. 100 or 50 - Must use this format: do not add percent sign): [Field]

If Time-Limited enter ending date: [Field]

Tenure Track Status: [Dropdown]

Anticipated appointment date: [Field]
**Division:** Auto populates but if it fails to do so, select from the drop-down menu.

**Department:** Auto populates but if it fails to do so, select from the drop-down menu.

**Recruitment Process:** Here you select the position type utilizing the drop-down menu. For this example we selected support staff.
**Division**: Auto populates but if it fails to do so, select from the drop-down menu.

**Department**: Auto populates but if it fails to do so, select from the drop-down menu.

**Recruitment Process**: Here you select the position type utilizing the drop-down menu. For this example, we selected support staff.
New Job Page - Position Details

**Division:** Auto populates but if it fails to do so, select from the drop-down menu.

**Department:** Auto populates but if it fails to do so, select from the drop-down menu.

**Recruitment Process:** Here you select the position type utilizing the drop-down menu. For this example we selected support staff.

**Department Profile:** Entered by the department providing a brief description of the hiring department or unit.
New Job Page - Position Details

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no).*
- Yes
- No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:
Hannah Baker

Resignation Date (if applicable):

Division:*
Academic Affairs - College of Education - AED

Department:*
031200 - Curriculum, Instruction & Special Ed

Recruitment process:* Select

Department Profile:

Type of Posting:* Select

Position Type:* Select

FTE Percent (i.e. 100 or 50 - Must use this format: do not add percent sign):*

If Time-Limited enter ending date:

Tenure Track Status:* Select

Anticipated appointment date:*
**Type of Posting:** Utilize the drop-down menu to select the type of posting, for example external or internal.
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**Position Type**: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.
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**FTE Percentage**: Amount of time devoted to the position. If full-time enter 100.
**Type of Posting**: Utilize the drop-down menu to select the type of posting, for example external or internal.

**Position Type**: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.

**FTE Percentage**: Amount of time devoted to the position. If full-time enter 100.

**If Time-Limited**: If this position ends following a grant or is temporary, enter the date here.
**Type of Posting**: Utilize the drop-down menu to select the type of posting, for example external or internal.

**Position Type**: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.

**FTE Percentage**: Amount of time devoted to the position. If full-time enter 100.

**If Time-Limited**: If this position ends following a grant or is temporary, enter the date here.

**Tenure Track Status**: Utilize the drop-down menu to select whether the position is tenured, tenure-track, non-tenure track, or N/A.
New Job Page - Position Details

**Type of Posting**: Utilize the drop-down menu to select the type of posting, for example external or internal.

**Position Type**: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.

**FTE Percentage**: Amount of time devoted to the position. If full-time enter 100.

**If Time-Limited**: If this position ends following a grant or is temporary, enter the date here.

**Tenure Track Status**: Utilize the drop-down menu to select whether the position is tenured, tenure-track, non-tenure track, or N/A.

**Anticipated Appt. Date**: Date you anticipate this position being filled.
The **HRM section** is completed by the HRM generalist. Leave blank. If information does populate here, leave it as is.
**Joint appointment** refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.
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Is the position budgeted? If so select yes from the drop down menu.
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Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.
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**Amount budgeted** is the salary you have budgeted for the position. If it is not budgeted, leave blank.
New Job Page - Funding Information

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**Fiscal year** for the budgeted amount.
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**Amount budgeted** is the salary you have budgeted for the position. If it is not budgeted, leave blank.

**Fiscal year** for the budgeted amount.

**FUNDING INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a joint appointment?:*</td>
<td></td>
</tr>
<tr>
<td>Is this position budgeted?:*</td>
<td></td>
</tr>
<tr>
<td>Amount Budgeted (i.e. 99,999):</td>
<td></td>
</tr>
<tr>
<td>Fiscal Year (i.e., 20XX):</td>
<td></td>
</tr>
<tr>
<td>Restricted Clause:*</td>
<td></td>
</tr>
<tr>
<td>Account Information (include all sources of</td>
<td>funding in format Fund-Org-Program-Activity-Accounting %):*</td>
</tr>
<tr>
<td>Comments regarding source of position funding:</td>
<td></td>
</tr>
<tr>
<td>Apply for a waiver:*</td>
<td></td>
</tr>
<tr>
<td>Reason for Waiver:*</td>
<td></td>
</tr>
<tr>
<td>Justification for Request:</td>
<td></td>
</tr>
<tr>
<td>Name of new hire (if applicable for waiver</td>
<td></td>
</tr>
<tr>
<td>request):</td>
<td></td>
</tr>
<tr>
<td>Salary request (if applicable for waiver</td>
<td></td>
</tr>
<tr>
<td>request):</td>
<td></td>
</tr>
<tr>
<td>If requesting to use existing pool what is</td>
<td>the P&amp;PF?</td>
</tr>
</tbody>
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Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

Is the **position budgeted**? If so select yes from the drop down menu.

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**Restricted Clause** typically refers to grant funded positions that are contingent on funding availability. Select the appropriate choice depending on funding source.
Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

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**Account Information and Comments** refer to the Banner Account number for the funding source and any details you want to include about the funding. Typically comments are made if the position is not budgeted.
New Job Page - Funding Information

WAIVER / ADMIN TRANSFER

Apply for a waiver:*  
Yes  No

Reason for Waiver:*  
Select

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF:

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*  
Academic Advisor (PO495 - 13)

Academic Advisor (PO495 - 13)  
Minimum $30,500.00  
Midpoint $48,700.00  
Maximum $60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I)

Salary Grade (HRM Use Only):

If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*
Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing.
Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing.
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Reason for waiver is a drop-down menu to select the main reason for applying for a waiver.
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Reason for waiver is a drop-down menu to select the main reason for applying for a waiver.

Justification is a written explanation (with details) about why you want this waiver for this position.
**New Job Page- Funding Information**

**Apply for a waiver** is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing.

**Reason for waiver** is a drop-down menu to select the main reason for applying for a waiver.

**Justification** is a written explanation (with details) about why you want this waiver for this position.

---

**WAIVER / ADMIN TRANSFER**

- **Apply for a waiver:**
  - [ ] Yes
  - [ ] No

- **Reason for Waiver:**
  - [ ] Select

- **Justification for Request:**

- **Name of new hire (if applicable for waiver request):**

- **Salary request (if applicable for waiver request):**

- **If requesting to use existing pool what is the PARF?:**

**POSITION DESCRIPTION**

- **Title/Title Code/Salary Grade:**
  - Academic Advisor (P0495 - 13)
  - Minimum $30,500.00
  - Midpoint $48,700.00
  - Maximum $60,900.00

- **Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I):**

- **Salary Grade (HRM Use Only):**

- **If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):**

- **Position Function:**
Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing.

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Salary requested for the waiver is entered here if applying for a waiver, otherwise leave blank.

Existing pool PARF is where you enter the previous PARF you are pulling the candidate for the waiver, otherwise leave blank.
Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing.

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New Job Page- Position Description

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*

[Academic Advisor (P0495 - 13)]

Academic Advisor (P0495 - 13)
Minimum $ 36,500.00
Midpoint $ 48,200.00
Maximum $ 60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I).

Salary Grade (HRM Use Only): 

If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*

Essential duties and responsibilities:*

Minimum Qualifications:* 

ABDs or degree pending considered (all but DISS): 

Preferred qualifications:

Knowledge, Skills, and Abilities:

[Academic Advisor (P0495 - 13)]
**New Job Page - Position Description**

**Title/Title Code** is automatically populated by the system. However, you can still search if needed using the magnifying glass icon.

- **Title/Title Code/Salary Grade:**
  - Academic Advisor (P0495 - 13)
  - Minimum $ 36,500.00
  - Midpoint $ 48,700.00
  - Maximum $ 60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I).

- **Salary Grade (HRM Use Only):**
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- **Position Function:**
- **Essential duties and responsibilities:**
- **Minimum Qualifications:**
- **ABDs or degree pending considered (all but DISS):**
- **Preferred qualifications:**
- **Knowledge, Skills and Abilities:**
New Job Page - Position Description

<table>
<thead>
<tr>
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<tr>
<td>Academic Advisor (PO495 - 13)</td>
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Title/Title Code is auto populated by the system. However, you can still search if needed using the magnifying glass icon.

Salary Grade is left blank for HRM to fill in.
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**Position Function** is a brief overview of job functions. This will auto populate if a template was chosen at the beginning. Includes teaching and percentages of time and is department dependent.
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**Essential Duties** describes what the position will be responsible for accomplishing.
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**Essential Duties** describes what the position will be responsible for accomplishing.

**Minimum Qualifications** is where you enter the required minimum qualifications to apply. For example, a master’s degree and 5 years experience.
New Job Page - Position Description

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**UC.** If this position is unclassified, enter the salary range information here. For Faculty enter the salary, for intermittent or rehire/retiree use the hourly rate.

**Position Function** is a brief overview of job functions. This will auto populate if a template was chosen at the beginning. Includes teaching and percentages of time and is department dependent.

**Essential Duties** describes what the position will be responsible for accomplishing.

**Minimum Qualifications** is where you enter the required minimum qualifications to apply. For example, a master’s degree and 5 years experience.
**Title/Title Code** is auto populated by the system. However, you can still search if needed using the magnifying glass icon.

**Salary Grade** is left blank for HRM to fill in.

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New Job Page - Position Description

ABDs or degree pending considered (all but DISS):
Preferred qualifications:
Knowledge, skills and abilities:
Working Conditions and Physical Effort:
Instructions for applying:

Is resume required for application (Cover letter and resume are required for professional positions and above):*

Selection Criteria

Add

Search Committee

Apply for a search committee:
**KSA** is the list of knowledge, skills and abilities you are looking for in a candidate. For example, experience with Adobe Photoshop or grant writing experience.
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**Selection Criteria** is left unused.
New Job Page - Search Committee

### Search Committee

**Apply for a search committee:**
- [ ] Yes
- [ ] No

**Search committee chair:**
- [ ] Yes
- [ ] No

**Search committee members:**
- Add Search committee member

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No user selected.

**Search committee member information:**
- No Search committee member selected.

**Additional viewers:**
- Add Additional viewers

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No Additional viewers selected.

**Additional viewers information:**
- No Additional viewers selected.
Apply for a search committee is selected when you know you have or want search committee to review applicants/interview candidates. If you do not know that you want a committee, or who will serve leave this no. Your HRM generalist can add it after the posting if needed.
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Online Job Advertisements are available with the Chronicle of Higher Education and/or Higher Ed Jobs. Ads will be placed by HRM. Basic Online Posting: Chronicle of Higher Education-$270 and Higher Ed Jobs-$130 (Enhancements are available at an additional cost. Contact your HR Generalist for more information). These prices are good until September 2022. Indicate your preference(s) and account number below. Departments will be billed monthly through a journal voucher.

Post in CHE and/or HigherEdJobs?:
- □ HigherEd Jobs-$150
- □ Do not advertise with CHE or Higher Ed Jobs
- □ Chronicle of Higher Ed-$270

Account Information (Include Fund-Org-Program-Activity):

Work location:*

Select
Post in CHE and/or HigherEdJobs is selected when you want to post on these external job sites. Please note there is a fee for these services. If you only want the posting shown on the MSU jobs site, select do not advertise.
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Account information is where you enter the Banner fund information if you are paying for the outside services.
New Job Page- Advertising Details

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Work location is a drop-down menu where you select the location of the job. For example, MSU main campus in Starkville, Meridian, or another off-campus location.
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New Job Page - Users and Approvals

- Additional Hiring Coordinator:
  - No user selected.

- Hiring Coordinator:
  - Bradley Skelton
  - Email address: bks14@mssstate.edu

- Approval process:
  - None

- HR Generalist:
  - No user selected.

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

☐ Save a copy of this job as a template

Save a draft  Submit  Submit & exit  Cancel
Additional Hiring Coordinator is filled out when you want to have multiple people have access to the PARF. Enter the name or use the magnifying glass to search.
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**Approval Process** is a drop-down menu where you select the appropriate approval process for the PARF you are creating. For example, if you need your department head and VP to approve the posting before HR releases it, select the 2 step approval process. This is determined by the department. If you have questions, ask your supervisor or HR Generalist.
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If you are finished with the PARF, select submit and exit.

If you will be returning to complete the PARF select save a draft. You will be able to return to complete it without losing information.
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If you will be returning to complete the PARF select **save a draft**. You will be able to return to complete it without losing information.
You have now submitted your PARF.

If you have questions, you can contact your HR Generalist or Paula Estes, Employment Services Coordinator. Paula Estes pestes@hrm.msstate.edu