PeopleAdmin 7 Glossary

This glossary is a compilation of the business and technical terminology relevant to PeopleAdmin7. Use this glossary is to foster common understanding of terminology. Terms are listed alphabetically by term, acronym or abbreviation, not by meaning. The Content Source implies the owner or origin of the term. Use the filter options for alternative sorting. **Contact hrs@iastate.edu with questions.**

Term	Content Source	Definition
About Iowa State	System	This field is viewable in Faculty postings to display descriptive information regarding the University and community to aid in the recruitment of a broad and exceptional pool of applicants.
Additional Information	Dept/HR	May include expectations for the position such as travel, on call, work location, or working occasional weekends. Viewable in the posting.
Applicant Documents	Dept/HR	In addition to the employment application, documents requested by the department to complete the application process. If all required documents are not submitted, the application is incomplete. Examples include References, Resume/CV, Cover Letter, and Research/Teaching Statement. The document size is limited to 9 MB.
Application Instructions	Dept/HR	Describes the process and materials needed to apply.
Appointment Type	Dept	(P&S) Emergency Term/Term or Continuous; (Faculty) Tenure/ Tenure Eligible or Non Tenure Eligible; (Merit) Permanent or Temporary; Contract; Post Docs; Affiliates
At-will	Dept	Contractual relationships in which an employee can be dismissed by an employer for any reason (that is, without having to establish "just cause" for termination), and without warning.
Base of Employment	Dept	These letters are associated with a job category and are used by payroll to determine the frequency of pay for the employee.
Complexity	Dept	A job factor that measures the variety and difficulty of work performed. This section should include at least one example.
Confidential Position	HR	As defined by the terms in Chapter 20 of the Iowa code, this type of Merit position is exempt from the collective bargaining agreement.
Department Contact Name, Phone, E-mail	Dept	This will be contact information for applicant questions regarding the posting.
Department/Program and College Description	Dept	Descriptive information regarding the department/program or college and department/college website to aid in the recruitment of a broad and exceptional pool of Faculty applicants.
Department/Unit website	Dept	The department's hyperlink that can be added to Merit or P&S.
Description of Job Duty	Dept	This section is a grouped list of like duties. Example: 'Hires, trains and supervises student employees' might be listed with 'Assigns and checks work of student employees.'
Direct Supervision	Dept	Responsible for hiring, termination, and discipline in addition to assigning and checking work of other employees or students. This is represented by a solid line on organizational charts.
Division	System	Unit within the University Organizational Chart that represents the major divisions led by a Senior Vice President or the President
Exempt (from FLSA)	HR	Among other things, not eligible for overtime pay.
Exempt from P&S policies	HR	Indicates P&S Positions that service at the pleasure of the institution (designated At-Will) and are exempt from some P&S policies.
External Interactions	Dept	A job factor that measures the responsibility for working with or through people outside of the University to get results. This section should specify who is worked with, the purpose or nature of the contact, and how often it occurs.
External Posting	HR	Positions that will accept applications from all applicants: internal and external to the University.
Fail Message	HR	The automated message seen by applicants who fail to correctly answer a disqualifying screening question.
FLSA Status	HR	Employees who are exempt from the Fair Labor Standards Act are not eligible to receive overtime pay. To be considered exempt, a position must meet criteria set by the Department of Labor that demonstrate it is an executive, professional, or administrative position.
Freedom of Action	Dept	A job factor which measures the level of authority a position can exercise and the amount of direction the position receives.
Full or Part Time	Dept	Viewable in the posting. Any appointment regularly scheduled for less than 40 hours per work week is considered part-time.
Fund Account	Dept	*Account number that will be used to fund the position's salary line.*
Fund Account #%	Dept	*Percentage of the fund account number that will be dedicated to the salary line .*
Fund Account for background check	Dept	*Account number that will be used to fund the background check process.*
Guest User	System	TBD

Term	Content Source	Definition
Hiring Proposal	Dept	Formerly called the Pre Employment Monitoring Form (PEMF). Will be completed for each applicant selected for hire. Contains the information that will populate the letter of Intent (such as dates of employment, salary, and any special conditions.
Hours/Days of Work	Dept	(Merit only): The days and hours of the day this position is regularly scheduled to work.
HR Contact	HR	Recruitment team consultant responsible for this position.
Impact on the Institution	Dept	This job factor measures the overall impact a position has on the institution based on the scope and freedom of action.
Indirect Supervision	Dept	Includes assigning or checking work of others, general scheduling, or acting as a project leader over others.
Innovation	Dept	A job factor that measures the extent a position requires resourcefulness, creativity, ingenuity, or inventiveness. It considers the degree of original thinking required.
Internal Interactions	Dept	A job factor that measures the responsibility for working with or through people within the University to get results. This does not include others within an immediate work area or unit. This section should specify who is worked with, the purpose or nature of the contact, and how often it occurs.
Internal Posting	HR	Position is not open to applicants external to the University.
Job Category	System	Category of employment: Faculty, P&S, Merit, Contract, Postdoctoral or Affiliates
Job Duty Label	System	Label assigned to a set of duties, such as "Personnel Supervision."
Justification for Action	Dept	Rationale for why an action is being requested. Some things that might be mentioned in the section would include if the position is part of a series or a reorganization. Justification for why a new position is being created is required for new positions. Reclassifications should state why/how the position has changed.
Knowledge, Skills and Abilities	Dept	Indicates knowledge, skills, and abilities a person would possess/display when proficient in the position.
Leadership	Dept	A job factor that identifies the direct and indirect supervision exercised by a position.
Licensure	Dept	(Optional) Additional professional licensure required. Examples are: Licensed Practical Nurse or Licensed Electrician. Viewable in Merit, P&S and Faculty postings.
Location	Dept	If the physical location of the work is a city other than Ames, please indicate the city name.This is viewable in the posting.
Message	System	This field is managed by HR and will be included at the top of each posting to reflect important information regarding the posting. This message will indicate who can apply (e.g., ISU internal applicants only or external applicants); and whether or not the posting is covered by a collective bargaining agreement. For pool positions the message will state the posting is for multiple positions for the academic year.
Non-exempt (from FLSA)	HR	Eligible for overtime pay, calculated on an hourly basis.
Non-tenured Faculty	Dept	
Note	HR	Used by HR to record needed information and track background checks.
Number of hours	Dept	(Merit only): Total hours scheduled to be worked per work week.
Number of Months Employed Per Year	Dept	(P&S and Merit only) This is the number of months the person in the position is employed per year.
Number of positions	Dept	Expected number of openings to fill with this posting. The options are 1 through 9 or “pool” for an unknown number. This is not viewable in the posting.
Pass Message	HR	The automated message seen by applicants when successfully completing the application process.
Pay Frequency	System	This auto fill field is populated from the Pay Base.
Pay Grade	System	Auto populated based on the University Title selected. The pay grade is linked to the University Title and establishes pay requirements for the position such as minimum and maximum.
Percent of Total Time	Dept	Percent of time spent on each duty. Typically, each section should not exceed 45% and should be at least 5%. The total of percentages for all duties must add to 100%.
Position Number	System	Unique number created by ISU Classification and Hiring System and assigned to each position description. Used for Merit and P&S only.
Posting Announcement Date	Dept/HR	The date the posting is first published on the ISU Classification and Hiring System website for applicants to apply.
Posting end date	Dept	The last date (at midnight) the position is advertised on the ISU Classification and Hiring System website. It can be the same date as the consideration date.
Posting Number	System	Unique number assigned to a posting by the ISU Classification and Hiring System. This number identifies a posting on the ISU job opportunities website. Previously known as “vacancy ID number”.
Pre-employment Screening	HR	Standardized explanation of ISU’s offer policy and background check expectation. This field is viewable in postings.

Term	Content Source	Definition
Preferred Education and Experience	Dept	The standards that are desired for a candidate to be successful for the position. Used to distinguish and rate applicants (those who meet Required Qualifications). This text field is viewable in Faculty and P&S postings.
Preferred Licensure(s)/Certification(s)	Dept	The licenses or certifications the ideal candidate would possess. Used to distinguish applicants further for interview selection.
Primary Employing Department	System	Official name of the primary home department.
Proposed End date	Dept	Last date of employment for a Term appointment, contract, or temporary position.
Proposed Start Date	Dept	Anticipated Start Date that may be an approximate date until confirmed by an accepted offer of employment.
Quick Link	System	Unique hyper link created by the ISU Classification and Hiring System to directly link applicants to a specific posting.
Required Advertising Period	HR	Number of days a posting is required ~~are~~ to be advertised.
Credentialing Agency	Dept	Agency with whom UHR should confirm licensure/credentials.
Required Education and Experience	System (P&S)/Dept (Faculty)	Auto populated based on University Title selected for P&S positions. Sets the minimum standards (quantifiable) that a person needs to be qualified for the position. A candidate not meeting the minimum qualifications must be coded as “Not Qualified.” Viewable in the P&S posting. Viewable in a Faculty posting.
Required Licenses(s)/Certificate(s)	Dept	The licenses or certifications required to perform the essential duties of the position. These would include professions which are required to have a license to practice. A candidate that doesn’t possess the required license or certification will be coded as "not qualified."
Required Qualifications	System	Auto populated based on University Title selected for Merit positions. Sets the minimum standards (quantifiable) that a person needs to be qualified for the position. The standards for Merit positions are approved by the Board of Regents. A candidate not meeting the minimum qualifications is not qualified for the position. Viewable in the Merit posting.
Salary	System	Auto populated based on University Title selected. This auto fill field will display “commensurate with qualifications and experience” in the posting for Faculty and P&S. This field will display the Entry Hourly rate for the classification for Merit.
Scope	Dept	Job factor which measures the latitude of decision making authority for a position.
Series		A set of related classifications that represent a natural progression. i.e. Accountant I, Accountant II, etc. A position may be posted as a series with two possible levels. For example: Program Coordinator I/II or Assistant, Associate, or Full Professor.
Shift	Dept	(Merit only): The shift of the position as defined in the Collective Bargaining Agreement. Will either be 1st, 2nd or 3rd.
Special Qualifications	HR	Additional required qualifications which must meet definition of the Collective Bargaining Agreement and must be approved by HR.
Summary of Duties	Dept	This is a summary of the duties and responsibilities of the position described in full sentences in the posting. It will NOT include ISU information or department title. This field should include specific position expectations and responsibilities sufficient to describe the position.
Supervisor's Email	Dept	Email address of supervisor for the posting. This information will be used for the electronic Letter of Intent and probationary emails for Merit staff.
Supervisor's Name	Dept	Name of supervisor for the posting. This information will be used for the electronic Letter of Intent and probationary emails for Merit staff.
Supplemental Required Education	Dept	Additional minimum standards (quantifiable) added by the hiring department that must be met in order to be considered qualified for the position. Examples include specific fields of study or specific type of experience required.
To Ensure Consideration Date	Dept	The earliest date (at midnight) that the Department may close the posting for applications. Applicants applying by this date must be considered for the position. If the web end date is later, applications received after the consideration date may or may not be reviewed. This field is viewable in postings.
Total FTE Supervised per University Title Selected	Dept	Converted total of supervisee's hours. For example a full time employee is 1.0 FTE. Two half time (0.5) employees are equal to 1.0 FTE.
Total Head Count per University Title Selected	Dept	Number of people supervised by a position regardless of the number of hours they work.
University ID Number		The nine digit identification number assigned by the University to each employee that is used for identification.
University Title		Classification title assigned to each position.
University Title Supervised		Classification title of positions supervised.
Waiver	Dept	Select this if you are requesting a waiver to the open search policy or wish to fill the position non-competitively, as an exception to the University’s recruitment policy.

Term	Content Source	Definition
Waiver - Business Rationale	Dept	(If “yes” was selected in the previous question.) Business reason for the filling of the position via a non-competitive process. Thisis not viewable in the posting.
Waiver - name of hire	Dept	For Waiver, name of intended hire(s): Candidate or candidates’ name(s) who is requested by the department to fill the posting without advertising. This is not viewable in the posting.
Work Unit	Dept	Specific area that has the open position. Used for Merit Posting, Viewable on posting.
Working Title	Dept	Unofficial title used to more accurately describe the nature of the duties performed. The working title must not misrepresent the authority or the function of the position and must not be an existing university title. For example: A “Program Manager I”(university title) could have a working title of “Transportation Safety Liaison”, but could not have a working title of “Director” as it is an existing university title.
Pay Base	HR	This field is located in the hiring proposal and will populate the Electronic Payroll Action (EPA). It is equal to Base of Employment plus (for P&S and Merit) the Number of Months employed per year . Example: H10 is an employee with an H base of employment who is employed for 10 months out of the year.