

## Creating Non-Person (Job) Profiles

Non-person profiles are used to store job and position-specific information in HCM. Data stored in profile management can easily be printed, used in queries, and used when creating job postings.

1. Using the NavBar - Navigator, navigate to: **Workforce Development → Profile Management → Profiles → Non-person Profiles**.
2. Click **"Add a Profile"** at the bottom of the page.

Manager Self Service

### Non-person Profiles

#### Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

**Basic Search Criteria**

Type Job Profile

Profile ID

Profile Name

Status

Legacy Profile ID

Search Clear Advanced Search

Select All Deselect All

+ Add a Profile

3. When adding a **NEW** non-person profile, you must first name it using the naming conventions below:

Sample naming conventions below are recommended, but not required. Currently NO security on Job Profiles. Each school will be able to see all Profiles in the system.

We have 12 characters to work with for the JOB Profile ID. Assuming no security, a sample naming convention is attached below.

A) Position Data Match - Sample: 980\_11002211

Character #	Use	Example
1-3	Company	980
4	Space	_
5-12	Position Number	11002211

B) Jobcode / Department Match - Sample: 980\_3100101

Character #	Use	Example
1-3	Company	980
4	Space	_

8-14	Department	3100101
------	------------	---------

C) Job Code only match - Sample: 980\_304X00

Character #	Use	Example
1-3	Company	980
4	Space	_
5-10	Job Code	304X00

4. Once the profile ID is filled in, click the "Add" button.

Non-person Profiles

Find an Existing Value | Add a New Value

Profile ID: 980\_461N00

Add

Find an Existing Value | Add a New Value

5. Hit the magnifying glass next to the "\*Profile Type" box. Choose "JOB".

Non-person Profile

Profile ID: 980\_461N00

\*Profile Type: [magnifying glass icon]

\*Profile Status: Inactive

\*Description: [text box]

Short Description: [text box]

Print | Comments | Profile Actions [Select Action]

Save

Return to Previous Page

Look Up Profile Type

Search by: Profile Type begins with [text box]

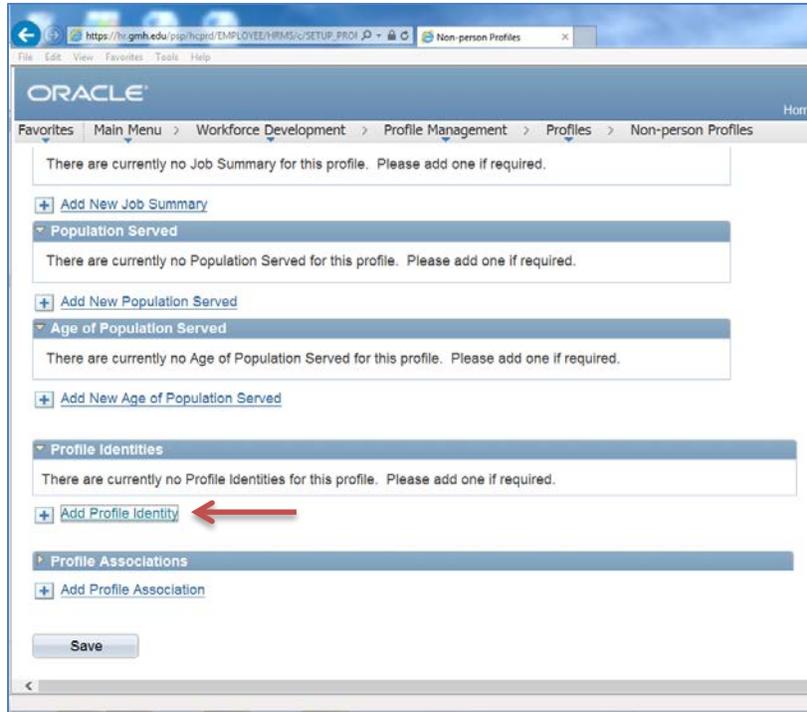
Look Up | Cancel | Advanced Lookup

Search Results

View 100 | First | 1 of 1 | Last

Profile Type	Description
JOB	Job Profile

6. Scroll down to the “Profile Identities” section. Click on “Add Profile Identity”.



7. All Non-Person (Job) Profiles should have a JOB CODE or POSITION NUMBER associated with them. You only need to add a DEPARTMENT if there is a specific department associated with the job description. The ‘Profile Identities’ can also be mismatched. As below.

▼ Profile Identities		Personalize   Find   View All   [Print] [Grid]				First	1-2 of 2	Last
Profile Identity Option	Set ID	Key 1 Value	Description	Edit Identity	Delete			
JOB_CODE	98000	461N00	Intermediate IT App Support Pr					
POSITION		10008149	Intermediate IT Database Profe					

[+ Add Profile Identity](#)

- a. To add a JOB CODE, choose “Job Code” from the drop down menu.

Profile Identity

Add a profile identity that links the profile to a specific business entity supported by the profile type. Select OK to apply changes and return.

Details Find | View All First 1 of 1 Last

Profile Identity Job Code

\*Set ID

\*Job Code

Description

Effective Date 12/04/2017

Status Active

OK Cancel

- b. Click on the magnifying glass next to “Set ID” and choose the applicable school info. (Select the 5-character value associated with your school)

Job Profile Non-person Profile

Look Up Set ID

40000	Georgia Gwinnett College
40A	Salaried
40B	Benefits Billing
40C	Temporary Staff
40H	Staff - Hourly
420	GA Southwestern State Univ
42000	GA Southwestern State Univ
43000	Kennesaw State University
48000	Savannah State University
51000	Valdosta State University
53000	University of North Georgia
54000	University of West Georgia
57000	Abraham Baldwin Agri. College
61000	Atlanta Metro State College
62000	Bainbridge State College
63000	College of Coastal Georgia
69000	Dalton State College
70000	Darton State College
72000	East Georgia State College
73000	Georgia Highlands College
76000	Gordon State College
83000	Middle GA State University
88000	South Georgia State College
980	Board of Regents (USG)
98000	Board of Regents (USG)
98A	Salaried
98B	Benefits Billing
98F	10 Month Faculty
98M	Pending Faculty
99000	Retiree's
AUS	Australia
BEL	Belgium Table Sets

Profile Identity

Add a profile identity that links the profile to a specific business entity supported by the profile type. Select OK to apply changes and return.

Details Find | View All First 1 of 1 Last

Profile Identity Job Code

\*Set ID

\*Job Code

Description

Effective Date 12/04/2017

Status Active

OK Cancel

- c. Click on the **magnifying glass next to “Job Code”** and find the job code for the description you are building.

Look Up Job Code

Search by: Code begins with 461N

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 1 Last

Code	Description
461N00	Intermediate IT App Support Pr

- d. Add an **effective date** to the profile identity. *NOTE: In order to locate the job code in the lookup box, the EFFECTIVE DATE on the PROFILE IDENTITY PAGE must be ON or AFTER the date the job code became “ACTIVE” in PeopleSoft. You can locate that information on the JOB CODE TABLE if needed. The importance of the effective date would also be significant when adding a department if a new department was created in the organization.*

Profile Identity

Add a profile identity that links the profile to a specific business entity supported by the profile type. Select OK to apply changes and return.

Details

Profile Identity Job Code

\*Set ID 98000

\*Job Code 461N00

Description Intermediate

Effective Date 12/01/2017

Status Active

OK Cancel

Calendar

December 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Current Date

8. Once all fields are completed, click **“OK”**.

Profile Identity

Add a profile identity that links the profile to a specific business entity supported by the profile type. Select OK to apply changes and return.

Details Find | View All First 1 of 1 Last

Profile Identity Job Code + -

\*Set ID 98000

\*Job Code 461N00

Description Intermediate IT App Support Pr

Effective Date 12/01/2017

Status Active

OK Cancel

9. If you need to add one or multiple departments to the profile as identities, do so by following the instructions in 7a - 8 above, but choose “Department” instead of “Job Code”. The same goes for position data.
10. Once all identities have been added, you can start building your profile. **Begin at the top.** Change the “\*Profile Status” to “Active”. *(NOTE: This step can only be done after one or more Profile Identities have been added.)*

← Job Profile Non-person Profile

---

**Non-person Profile**  
 Profile ID 980\_461N00  
 Profile Type JOB Job Profile  
 \*Profile Status **Active**   
 \*Description   
 Short Description

---

 Print  Comments Profile Actions [Select Action]  

---

**Job Summary**  
 There are currently no Job Summary for this profile. Please add one if required.  
 Add New Job Summary

**Job Duties/Responsibilities**  
 There are currently no Job Duties/Responsibilities for this profile. Please add one if required.  
 Add New Job Duties/Responsibilities

**Required Qualifications**  
 There are currently no Required Qualifications for this profile. Please add one if required.  
 Add New Required Qualifications

**Preferred Qualifications**  
 There are currently no Preferred Qualifications for this profile. Please add one if required.  
 Add New Preferred Qualifications

**Physical Requirements**  
 There are currently no Physical Requirements for this profile. Please add one if required.

- Then, put the full, official **JOB TITLE** in the **\*Description field** – this is **required**. Make sure you get this information from the job code table so that it matches across all of PeopleSoft. The short description field is not mandatory, but may be used.

**Non-person Profile**  
 Profile ID 980\_461N00  
 Profile Type JOB Job Profile  
 \*Profile Status **Active**   
 \*Description **Intermediate IT App Support Pr**   
 Short Description **IntTApSpPr** 

---

 Print  Comments Profile Actions [Select Action]  

- Do nothing with the “Profile Action” field.

13. Add the Job Summary from the job description by clicking “Add New Job Summary”.

The screenshot shows the 'Non-person Profile' page for Profile ID 980\_461N00. The profile type is 'JOB' and the status is 'Active'. The description is 'Intermediate IT App Support Pr'. Below the profile information, there is a 'Job Summary' section that is currently empty, with a message stating 'There are currently no Job Summary for this profile. Please add one if required.' A red arrow points to the '+ Add New Job Summary' button located at the bottom left of the Job Summary section.

14. In the **\*Title** box, type “**Job Summary**”. Copy and Paste (or type) general information about the position into the **Job Summary** box. You have 1325 free form characters. If too long for one entry, you can always add another job summary with another 1325 characters.

Then Click “**OK**”.

The screenshot shows the 'Add New Job Summary' dialog box. The profile ID is 980\_461N00 and the profile type is 'JOB'. The dialog box contains a 'Details' section with a '\*Title' field containing 'Job Summary' and a 'Job Summary' text area containing the text: 'This is a professional position involving project and end user support of administrative information systems for 25 Colleges and Universities included in the GeorgiaFIRST Financials model throughout the state of Georgia which based at the...'. A red arrow points to the 'OK' button at the bottom left of the dialog box.

15. Now you can move on to **Job Duties/Responsibilities**. Here you’ll be adding the Job Responsibilities and Duties from the job description by clicking “**Add New Job Duties/Responsibilities**”.

**Non-person Profile**

Profile ID 980\_461N00  
 Profile Type JOB Job Profile  
 \*Profile Status Active  
 \*Description Intermediate IT App Support Pr  
 Short Description IntTApSpPr

Print Comments Profile Actions [Select Action]

---

**Job Summary** Personalize | Find | View All | First 1 of 1 Last

Title	Job Summary
Job Summary	This is a professional position involving project and end user support of administrative information systems for 25 Colleges and Universities included in the GeorgiaFIRST Financials model throughout the state of Georgia while based at the central Information Technology System (ITS) office in Athens, Georgia. This high exposure role requires an ambitious and energetic analyst.

+ Add New Job Summary

**Job Duties/Responsibilities**

There are currently no Job Duties/Responsibilities for this profile. Please add one if required.

+ Add New Job Duties/Responsibilities

16. Notes for Responsibilities/Duties entries:

- Each individual duty/responsibility will be its own row.
- Precede each row with a '-' to serve as a 'bullet' with one space, then text.
- If there are multiple lines within a single duty, use the return key, then enter the next line.
- Do not use the Tab key or any special characters.

**Copy and Paste (or type) the body of the each individual duty into both boxes.** The title serves only to help you identify each duty on the main profile page. Only the second, longer description will show on the print out document (i.e. new job description).

When you are finished completing all fields for the first duty, you will click **“Apply and Add Another”** at the bottom of the screen, to move on to the next page and duty, until you reach the very last duty/responsibility on the job description. At that point you will click the **“OK”** button.

Non-person Profile

**Add New Job Duties/Responsibilities**

Profile ID 980\_461N00 Intermediate IT App Support Pr  
 Profile Type JOB Job Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Find | View All First 1 of 1 Last

\*Title - Act as PeopleSoft Financial Systems functional subject matter exper

Job Duties/Responsibilities - Act as PeopleSoft Financial Systems functional subject matter expert to the university end-users as well as other business analysts within assigned business process area /PeopleSoft General Ledger, Financial Reporting and

OK Cancel Apply and Add Another

17. Once all duties have been entered, you can then move on to the **Required Qualifications**. In this section you'll be adding the REQUIRED Job Qualifications (Education, Experience, and Skills/Certifications/Licenses) from the job description.

Click the **“Add Required Qualifications”** blue underlined hyperlink.

The screenshot shows the 'Job Profile' page for a 'Non-person Profile'. It features three main sections: 'Job Summary', 'Job Duties/Responsibilities', and 'Required Qualifications'. The 'Required Qualifications' section is currently empty, displaying the message: 'There are currently no Required Qualifications for this profile. Please add one if required.' A red arrow points to the 'Add New Required Qualifications' link at the bottom of this section.

18. **Cut and paste (or type) any REQUIRED qualifications (education, experience, licensures, etc.)** from the job description into the corresponding boxes in PeopleSoft. Click **“Apply and Add Another”** at the bottom of the screen to enter an additional qualification, if applicable. Once you have reached the very last REQUIRED qualification on the job description, you will click the **“OK”** button.

The screenshot shows the 'Add New Required Qualifications' dialog box. It displays the profile ID (980\_461N00) and profile type (JOB). The 'Details' section contains a text box for the qualification title, which has been populated with '- Over three (3) years of related experience required.' A red arrow points to the 'Apply and Add Another' button at the bottom of the dialog, which is highlighted in orange. Another red arrow points to the 'OK' button on the left.

19. Once all the required qualifications have been entered, you can then move on to the **Preferred Qualifications**. In this section you'll be adding the PREFERRED Job Qualifications (Education, Experience, and Skills/Certifications/Licenses) from the job description.

Click the “Add Required Qualifications” blue underlined hyperlink.

The screenshot shows the 'Non-person Profile' page with three main sections: 'Job Duties/Responsibilities', 'Required Qualifications', and 'Preferred Qualifications'. Each section has a table of items and a '+ Add New' link. A red arrow points to the 'Add New Preferred Qualifications' link at the bottom of the 'Preferred Qualifications' section.

Job Duties/Responsibilities	
Title	Job Duties/Responsibilities
- Provide first level production support for the universities throughout the	- Provide first level production support for the universities throughout the state of Georgia.
- Act as PeopleSoft Financial Systems functional subject matter expert to the	- Act as PeopleSoft Financial Systems functional subject matter expert to the university end-users as well as other business analysts within assigned business process area (PeopleSoft General Ledger, Financial Reporting and Budgeting).
- Act as functional driver for technology development requests including project	- Act as functional driver for technology development requests including projects, enhancements, upgrades, patches, break fixes, etc., within assigned business process area.
- Provide strategic system analysis of business and user needs; create business	- Provide strategic system analysis of business and user needs; create business cases; document requirements; design solutions; create functional specifications; maintain change documentation; create and execute test plan and test scripts; create and coordinate communications; act as implementation coordination for multi-functional initiatives within assigned business process area.
- Consider current and future business implications, leverage technology	- Consider current and future business implications, leverage technology development and redesign business processes to improve how University System does business.

+ Add New Job Duties/Responsibilities

Required Qualifications	
Title	Job Duties/Responsibilities
- Baccalaureate degree required.	
- Over three (3) years of related experience required.	

+ Add New Required Qualifications

**Preferred Qualifications**

There are currently no Preferred Qualifications for this profile. Please add one if required.

+ Add New Preferred Qualifications

20. **Cut and paste (or type) any PREFERRED qualifications (education, experience, licensures, etc.)** from the job description into the corresponding boxes in PeopleSoft. Click “**Apply and Add Another**” at the bottom of the screen to enter an additional qualification, if applicable. Once you have reached the very last PREFERRED qualification on the job description, you will click the “**OK**” button.

The screenshot shows the 'Add New Preferred Qualifications' dialog box. It displays the profile ID (980\_461N00) and profile type (JOB). Below the details is a table for adding qualifications. A red arrow points to the 'Title' field, another to the 'Preferred Qualifications' field, and two more to the 'OK' and 'Apply and Add Another' buttons at the bottom.

Non-person Profile

### Add New Preferred Qualifications

Profile ID 980\_461N00      Intermediate IT App Support Pr  
Profile Type JOB      Job Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details	
Title	Preferred Qualifications
*Title - Over five (5) years of related experience is preferred.	- Over five (5) years of related experience is preferred.

OK      Cancel      Apply and Add Another

21. Once all the preferred qualifications have been entered, you can now move on to the **Physical Requirements**. In this section you’ll be adding the any physical requirements for the job.

Click the “Add New Physical Requirements” blue underlined hyperlink.

**Job Profile** **Non-person Profile**

- Consider current and future business implications, leverage technology

- Consider current and future business implications, leverage technology development and redesign business processes to improve how University System does business.

+ Add New Job Duties/Responsibilities

**Required Qualifications** Personalize | Find | View All | [grid icon] | [print icon] | First | 1-2 of 2 | Last

Title

- Baccalaureate degree required.

- Over three (3) years of related experience required.

+ Add New Required Qualifications

**Preferred Qualifications** Personalize | Find | View All | [grid icon] | [print icon] | First | 1-2 of 2 | Last

Title

- Master's degree is preferred.

- Over five (5) years of related experience is preferred.

+ Add New Preferred Qualifications

**Physical Requirements**

There are currently no Physical Requirements for this profile. Please add one if required.

+ Add New Physical Requirements 

22. Click on the magnifying glass next to the Content Item ID box. Choose the applicable Physical Requirement from the list. Click “Apply and Add Another” at the bottom of the screen to enter an additional physical requirement, if applicable.

Non-person Profile

**Add New Physical Requirements**

Profile ID 980\_461N00 Intermediate IT App Supp  
Profile Type JOB Job Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without continue adding additional items.

Details

\*Effective Date 12/06/2017 

\*Content Item ID  

0%-33%  
 34%-66%  
 67%-100%

OK Cancel **Apply and Add Another**

Look Up Content Item ID

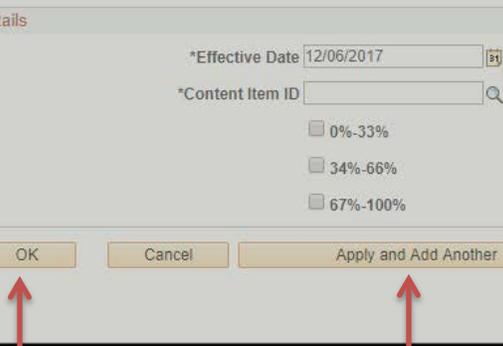
Search by: Description begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First | 1-4 of 4 | Last

Description	Content Item ID	Content Group Type	Content Group
Ability to Hear (with/without aid)	01000	(blank)	(blank)
Ability to See (with/without aid)	01100	(blank)	(blank)
Sitting	01200	(blank)	(blank)
Walking	01300	(blank)	(blank)



Once Selected Enter the % required for the physical requirement. Once you have reached the very last physical requirement on the job description, you will click the “OK” button

Non-person Profile

### Add New Physical Requirements

Profile ID 980\_461N00 Intermediate IT App Support Pr  
Profile Type JOB Job Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Find | View All First 1 of 1 Last

\*Effective Date 12/06/2017

\*Content Item ID 01000 Ability to Hear (with/without aid)

0%-33%  
 34%-66%  
 67%-100%

OK Cancel Apply and Add Another

23. Once all the physical requirements have been entered, you can now move on to the **Individual Background Product**. In this section you'll be adding the any competencies for the job.

Click the “Add New Individual Background Product” blue underlined hyperlink.

Job Profile Non-person Profile

Add New Job Duties/Responsibilities

#### Required Qualifications

Personalize | Find | View All | First 1-2 of 2 Last

Title	
- Baccalaureate degree required.	🗑️
- Over three (3) years of related experience required.	🗑️

+ Add New Required Qualifications

#### Preferred Qualifications

Personalize | Find | View All | First 1-2 of 2 Last

Title	
- Master's degree is preferred.	🗑️
- Over five (5) years of related experience is preferred.	🗑️

+ Add New Preferred Qualifications

#### Physical Requirements

There are currently no Physical Requirements for this profile. Please add one if required.

+ Add New Physical Requirements

#### Individual Background Product

There are currently no Individual Background Product for this profile. Please add one if required.

+ Add New Individual Background Product

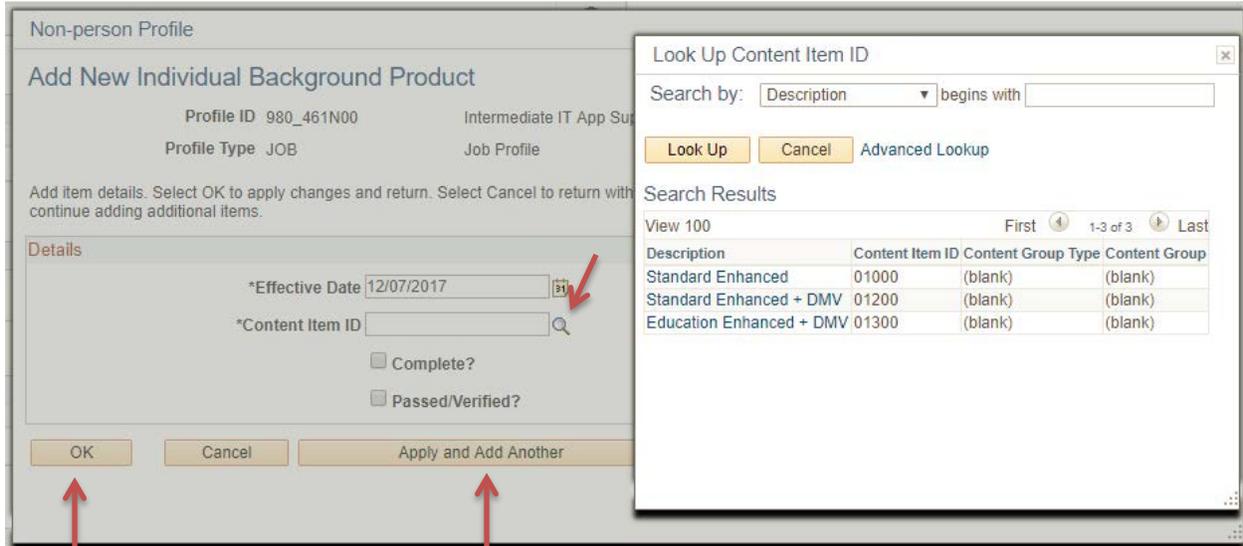
#### Profile Identities

Personalize | Find | View All | First 1 of 1 Last

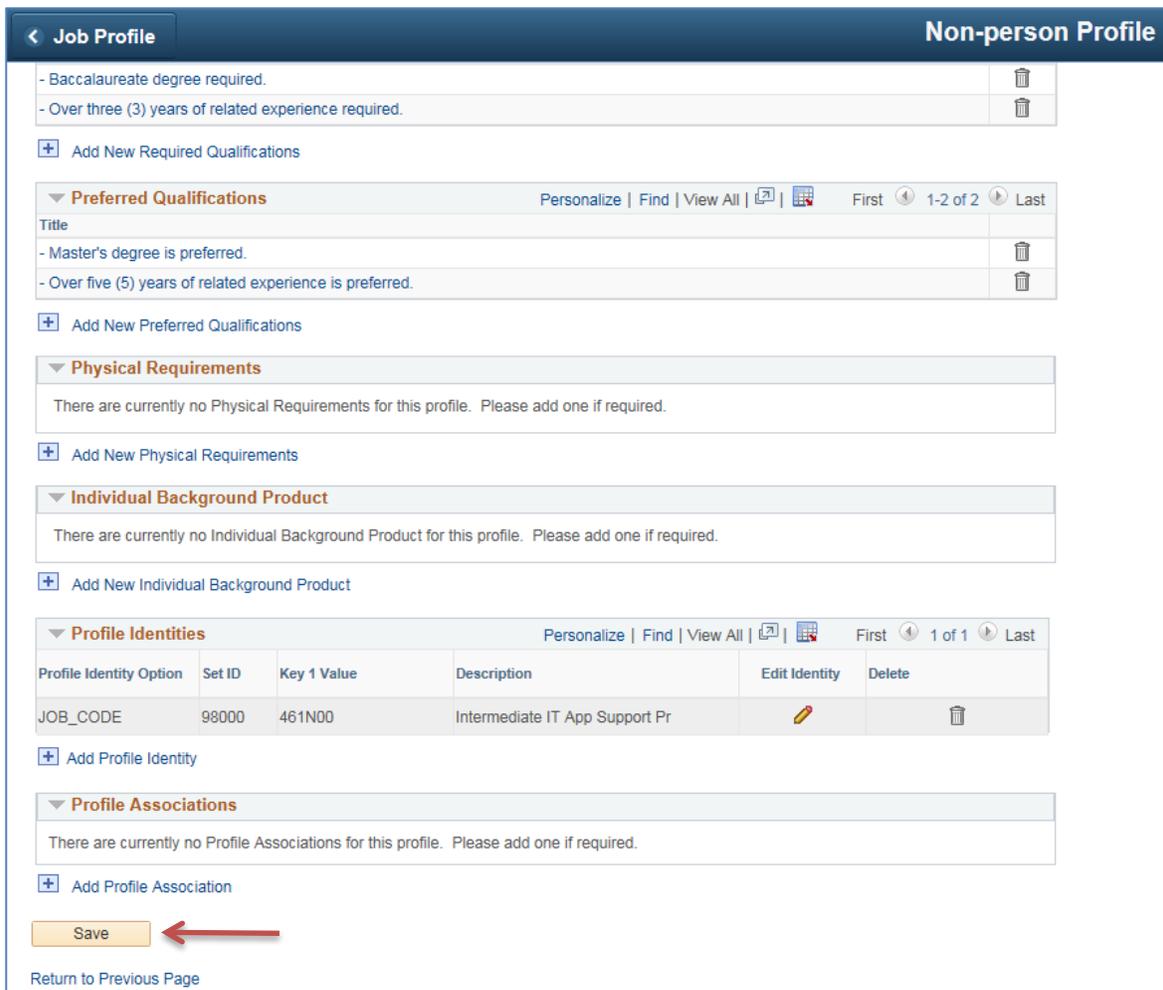
Profile Identity Option	Set ID	Key 1 Value	Description	Edit Identity	Delete
JOB_CODE	98000	461N00	Intermediate IT App Support Pr	✎	🗑️

+ Add Profile Identity

24. Click on the magnifying glass next to the Content Item ID box. Choose the applicable competency from the list. Click “Apply and Add Another” at the bottom of the screen to enter an additional competency, if applicable. Once you have reached the very last competency on the job description, you will click the “OK” button.



25. You are now finished building the non-person (job) profile. At the bottom of any tab, Click “Save”.



26. Once saved, you will receive a notification stating: **“You have successfully saved those profile changes which do not require approval.”**

Non-person Profile

Profile ID 980\_461N00

Profile Type JOB Job Profile

\*Profile Status Active

\*Description Intermediate IT App Support Pr

Short Description IntTApSpPr

Print Comments Profile Actions [Select Action]

You have successfully saved those profile changes that do not require approval.

**Job Summary** Personalize | Find | View All | First 1 of 1 Last

Title	Job Summary
Job Summary	This is a professional position involving project and end user support of administrative information systems for 25 Colleges and Universities included in the GeorgiaFIRST Financials model throughout the state of Georgia while based at the central Information Technology System (ITS) office in Athens, Georgia. This high exposure role requires an ambitious and energetic analyst.

27. To print the profile, click on the print icon. This will generate a .pdf file in a new tab.

**Note**

Profile history can be pulled in the BOR\_JOB\_PROFILE\_AUDIT query