This document provides definitions of document types that can be uploaded into PeopleAdmin.

Document	Module	Definition
Biomechanical Job Analysis	Position	**Completed for all UNH positions and all trades positions for other institutions**. Information on this form describes the physical requirements for the job (provided to health care providers for workers compensation, medical leaves, ADA cases, etc.)
Cover Memo	Position	Is helpful by providing context for the position (summarizing evolution and significance/scope of the position responsibilities, etc).
Departmental Approval Documents	Position	Provide required written approval for creating/reclassifying/advertising the position, as required by the institution/department.
IT Supplement	Position	This form is to be completed for all PAT information technology positions.
Organizational Chart(s)	Position	The updated organizational chart is to be attached for all positions. Org charts are to include the "official College/University classification title" for each position. Operating title and employee names are optional on the org chart.
PDQ AMS Supplement	Position	This form is to be completed for PAT positions for which at least 25% of the staff member's time involves supervision of status employees.
Additional Information/Comments	Position	This space can be used to upload any additional documents relevant to the position.
Supplemental Information	Position	This space can be used to upload any additional documents relevant to the position.
Other	Position / Posting	This space can be used to upload any additional documents relevant to the position.
Other 2	Posting	This space can be used to upload any additional documents relevant to the position.

Note: PeopleAdmin accepts many file type, including .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg., png, .xls, and .xlsx.

All files uploaded will be automatically converted to .pdf format.