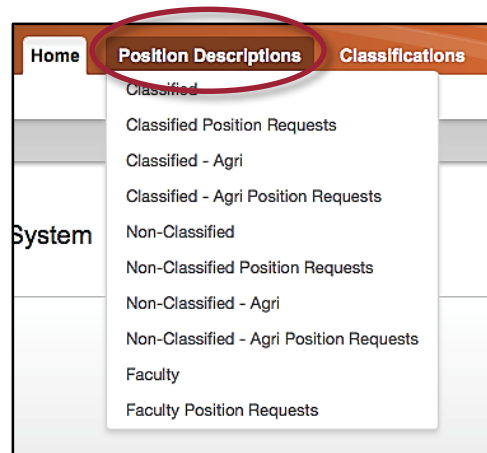


## Quick Reference Guide: Creating a Classified/Non-Classified Position Description

**Instructions:** Use the following steps to **Create a Classified/Non-Classified Position Description** in PeopleAdmin 7. A position description (PD) is a document explaining the duties and responsibilities of a position at the university and determines position classification and pay grade.

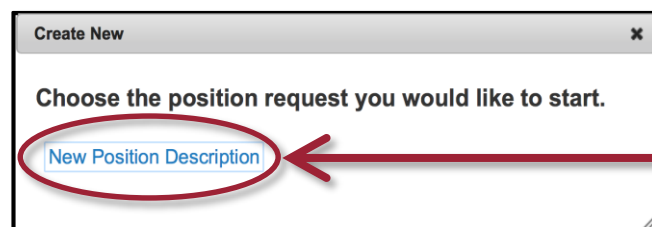
1. Hover over **Position Descriptions** and click the appropriate position type:



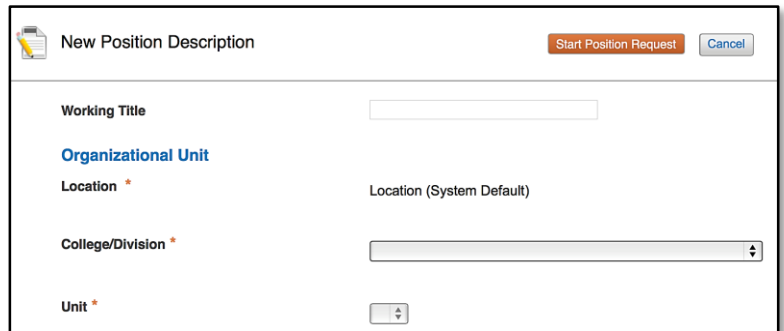
2. Click **Create New Position Description**.



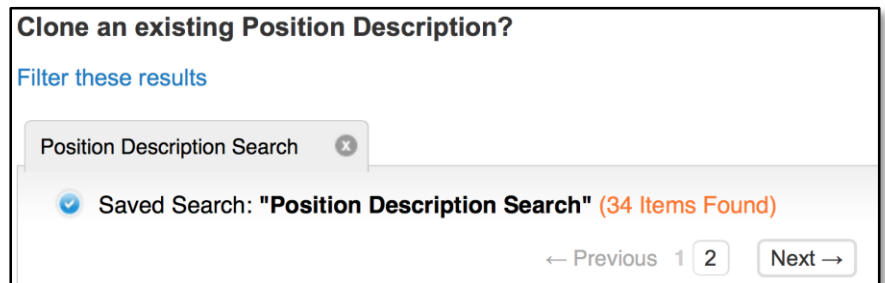
3. Click the **New Position Description** link.



4. Type in the **Working Title**.
5. **Select** the College/Division and Unit.
6. Click **Start Position Request** in the top right corner when finished or proceed to copy from existing, using the note below.



***Note:** You can create a Position Description from an existing Position Description by selecting a radio button next to the Position Descriptions listed below.*

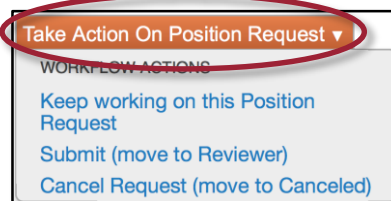
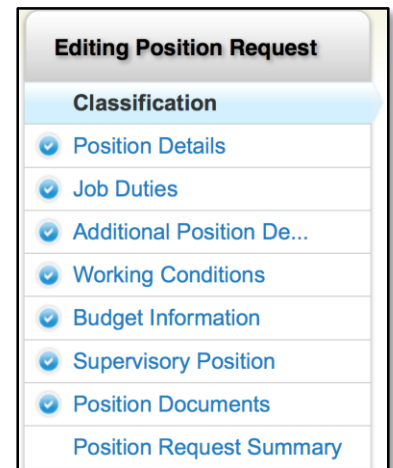


7. Fill in the required fields. For more detailed information, see **Understanding a Position Description User Manual**.

***Note:** The section you are currently viewing will not have a checkmark.*

8. Hover over **Take Action On Position Request** and select the appropriate workflow step for your organizational structure.

***Note:** You can save the **Position Description** for later (Keep working on this Position Request) or, if you are the Reviewer or Approver, return to the appropriate user for revision.*

You should see a green bar appear at the top of the page. A **green bar** means the **Position Description** has successfully been routed for review. The status will also change from draft to the appropriate workflow step. If you see a **red bar** the action you were trying to take was unsuccessful, go back and review the noted sections.

 **Position Request was successfully transitioned**

 **Unit cannot be blank**