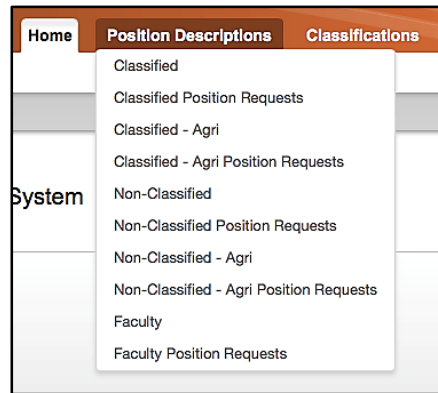


## Quick Reference Guide: Updating a Supervisor on a Position Description

**Instructions:** Use the following steps to update a supervisor to a Position Description. A supervisor will be tied to a specific Position Description (PD) within PeopleAdmin 7, not a person. If a supervisor has moved from their existing PD (hired into another position, reclassified and has different responsibilities, or has separated from the University) the process below will need to occur.

1. Hover over the **Position Description** tab and click the appropriate position type



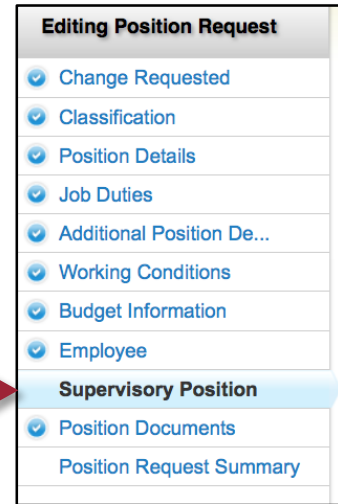
2. Select a **Position Description** to add a supervisor by clicking the title

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
<input type="checkbox"/> Accountant		Math				Active	Actions ▼
<input type="checkbox"/> Accounting Clerk	11111	Vice President For Agriculture			Director	Active	Actions ▼
<input type="checkbox"/> Administrative Analyst	12134	Athletics			Construction Coordinator (Katie Huddler)	Active	Actions ▼
<input type="checkbox"/> Administrative Assistant		Math			Accountant	Active	Actions ▼

3. Click **Modify Position Description**
4. Click **Start** on the following page to begin the modifying process



- Click the **Supervisor** link found within the **Editing Position Request** menu



- Select the radio button associated with the **Position Description** to be seated as a **Supervisor**

*Note: You can filter the Position Descriptions by clicking **Filter these results**. The name field is also helpful to find the correct person; however, do not use this only, as previous incumbents may be listed.*

Position Descriptions - Filter these results

Position Description Search ✕

Saved Search: "Position Description Search" (34 Items Found)

← Previous 1 2 Next →

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Accounting Clerk	11111	Vice President For Agriculture			Director	Active	Actions ▾
Administrative Analyst	12134	Athletics			Construction Coordinator (Katie Huddler)	Active	Actions ▾
Administrative Assistant		Basketball				Active	Actions ▾
Administrative Specialist I	11709	AVC-SA-Dean of Students			Program Manager - Development	Active	Actions ▾
Administrative Specialist I	11709	Buildings & Ground Maintenance				Active	Actions ▾

*\* Confirm the Supervisor's Position Description by clicking the Position Title, which will open the full PD in a new tab.*

- Click **next** to finalize the supervisor

8. Click the **Position Request Summary** section



9. Hover over **Take Action on Position Description** and select the appropriate workflow step



**Note:** In order for the position request to be finalized, it must be approved by HR.

You should see a green bar appear at the top of the page. A green bar means the **Position Description Request** has successfully been routed for review. If you see a **red bar** the action you were trying to take was unsuccessful, go back and review the noted sections.

