Quick Reference Guide: Modifying an Existing Position Description

**Instructions:** Use the steps below to modify an existing position description. Update examples include position details, job duties, supervisor, budget information, or a new (re)classification. All updates made will be routed for approval through University Human Resources. Please contact Class/Comp for further guidance.

1. Make sure that you are in the **Position Management module**, and then hover over **Position Descriptions** and click the appropriate position type.

2. Search the **Positions** to locate the position description you would like to update.

3. Hover over **Actions** on the right hand side and click **View**.

4. Click **Modify Position Description** on the right.
5. Begin modifying the position description by clicking **Start**

6. Complete the **Change Requested** questionnaire

   **Reclassification:** If you would like to request a change to the classification of the position, choose this option

   **Update Position Description:** If you are just updating the position description select all areas that will be updated

7. Continue throughout the PD by clicking **Next** and filling out all the required fields

8. Click **Position Request Summary** when you are finished

   **Note:** Completed sections will be denoted by a blue checkmark next to the section title (located on the left). The section that you are currently viewing will not have a checkmark.

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

   ![Take Action On Position Request](image)

   Route the modified position description through the approval chain for review/approval.

   **Note:** Create a shortcut to this transaction in your WatchList by checking the bottom option.

   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 Current status will also change from **draft** to the appropriate workflow step. If you see a **red bar**, you will need to go back and review the noted sections.