Quick Reference Guide: Modifying an Existing Position Description

Instructions: Use the steps below to modify an existing position description. Update examples include position duties, location, equipment/software, 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 Position Title or 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.

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.