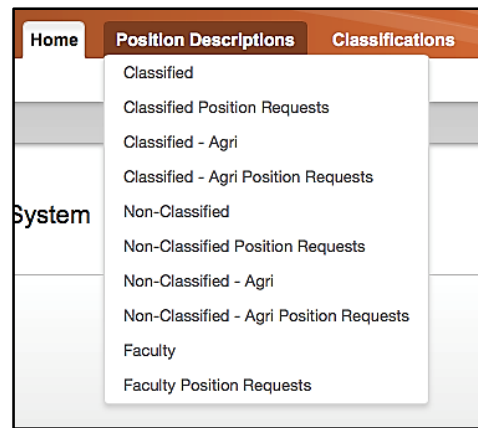


Quick Reference Guide: Modifying an Existing Position Description

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

Ad hoc Search Position Description Search

Saved Search: "Position Description Search" (51 Items Found)
 Actions

← Previous 1 2 Next →

<input type="checkbox"/> 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. 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.