Faculty & Staff Recruitment through PeopleAdmin 7

POSITION MANAGEMENT
USER MANUAL V. 1
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Understanding a Position Description

What is a Position Description?

A **Position Description** is a document explaining the duties and responsibilities of a position at the University. Position Descriptions promote equity across campus, set expectations of performance, and also serve as a basis for external postings. All appointed employees have a position description, which is used to determine position classification and pay grade.

Position Descriptions are created for new positions and modified when there is a change in duties or to request a reclassification. Position Descriptions should be written for the position, not for the incumbent and should provide a clear picture of what the duties of the position are to someone who is unfamiliar with the position (e.g. new director or supervisor).
Position Description Workflow & Approvers

There are three user groups within the system that can create/modify a position description: the initiator, reviewer and approvers. Based on the user that begins the action will determine the routings for the action. The below diagram shows the routing for a position description action and the template below to identify the departments approval chain.

![Diagram of position description workflow]

**People In PA7 Approver Groups**

<table>
<thead>
<tr>
<th>Initiative (can create)</th>
<th>Reviewer (can create)</th>
<th>Approver (can create)</th>
<th>University HR</th>
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</thead>
<tbody>
<tr>
<td>Agri HR</td>
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<tr>
<td>University HR</td>
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Proxy: Proxy: Proxy:
Position Details

The following steps provide the overall purpose of the position, including a job summary, minimum qualifications, preferred qualifications, working hours and work location(s). This section will also include the employee’s name, BASIS ID number, and position number once assigned.

1. **Working Title:** This should reflect a title that is specific to the position and not just the classification. This is the title that will be displayed on the career site and on the job boards.
2. **Department Users with Access:** This will determine who has access to create/modify the position.
3. **Job Type:** This field will indicate whether the position is faculty, administrator, staff, or hourly/student. These categories are determined using the job category ID from BASIS.
4. **Faculty Status:** This section will indicate if the position is tenure track, non-tenure track or tenured.
5. **Faculty Type – Academic Modifier:** This section will indicate if the position has an academic modifier such as visiting, clinical, adjunct or research.
6. **Provisional/Regular:** This denotes whether or not a position is funded by soft (i.e., grant) or hard funded monies.
7. **Work Schedule (Staff only):** This section lists the expected working hours. The hours and days should be listed such as 40hrs M-F, or 20hrs M-W-F, occasional nights and weekends, etc.
8. **Eligible for Overtime (Staff only):** Positions will or will not be eligible for overtime based on FLSA guidelines.
9. **Summary of Job Duties:** This section will be used to advertise the position and should provide an overview of the key aspects of the position. It should provide a clear understanding of the duties and responsibilities. This section must be written in a narrative format.
10. **Minimum Qualifications:** This section should list the required education, experience and/or licensure(s)/certification(s) for this position. See Qualifications for more details.
11. **Preferred Qualifications:** This section should list the preferred education, experience and/or licensure(s)/certification(s) for this position. See Qualifications for more details.
12. **Knowledge, Skills & Abilities (KSAs) (Staff only):** The knowledge, skills and abilities necessary to be perform the duties of the position. See Qualifications for more details.
13. **Work Location /Office Location:** This field should list the campus and the name of the building where the majority of the duties will take place. (Building codes are not acceptable)
14. **Position Percent:** This the work percentage for the position. Ex: 100% is full-time.
15. **License(s)/certification(s) (Staff only):** Required licensure(s)/certification(s).
16. **Weather Essential (Staff only):** The department will determine if the position is required to report to work during times of inclement weather.
Qualifications: Education, Experience, Licensure, & Certifications

Description: This section addresses the education, experience, and qualifications necessary to perform the duties required to function at the position’s classification level. There are two types of qualifications: Minimum and preferred.

Minimum Education and Experience or Qualifications
Minimum qualifications include what is minimally acceptable in order to perform the duties of the position. Minimum qualifications for education and experience pre-populate in the PeopleAdmin 7 for classified positions.

Preferred Education and Experience or Qualifications
Preferred qualifications identify additional measurable qualifications that help assess applicant pools. Preferred qualifications are helpful during the hiring process to rate candidates. Screening questions are also derived from preferred qualifications. Preferred qualifications should not include individual characteristics (or soft skills) such as knowledge, skills, and abilities or character traits such as personable, hard worker, or team player that cannot be confirmed by applicant provided documents. If the applicant does not have the listed preferred education and experience or preferred qualifications, the applicant may still be considered for the position.

Questions to ask when determining preferred education and experience or qualifications.
1. What specific experience would place one applicant ahead of others?
2. What education or experience type would be helpful for the position, if not required?
3. What qualification would aid the search committee to rate candidates?

Examples include a more advanced degree, a specific degree field or program of study, or a specific type of experience that is directly related to the duties of the position.
Required Licensure or Certification

This section should include any licensure or certification that is required to perform the duties and may vary by position. The hiring department should also provide the accrediting/certifying group or organization along with the issuing state, if applicable. If the licensure is listed as required, any application without that licensure will be labeled as not qualified.

Examples:
1. Professional in Human Resources (PHR), Human Resource Certification Institute
2. Licensed teacher, State of Arkansas

Preferred Licensure and Certification

Preferred licensure and certification is used to assess candidates that are best licensed or certified for the position. The hiring department should provide the accrediting/certifying group or organization along with the issuing state, if applicable. If the applicant does not have the listed preferred licensure or certification, the applicant may still be considered for the position.

Knowledge, Skills and Abilities (KSA)

Description: This bulleted list should include the knowledge, skills and/or abilities needed to fully function in this position. All KSAs listed should be related to the duties and expectations of the position. This section should not include experience and should have one of the three terms (knowledge, skill, ability) in each bulleted statement.

Examples include:
1. Knowledge of health insurance portability and Accountability Act (HIPAA) and the rules and regulations applied to data security
2. Proficient skill using the MS Office Suite
3. Ability to work in extremely cold temperatures
Job Duties

Duties and Responsibilities

Use the following steps and guidelines to create the duties/responsibilities of this position. These determine the classification.

1. Create a list of all the duties assigned to the position (brainstorm); duties can be a combination of related tasks.
   a. For example, a position could have the various tasks of typing the minutes of a particular meeting – these tasks would be combined to create the overall duty.
   b. Duty: maintaining a record of minutes from a series of meetings.

2. Draft a statement for each duty starting with an action verb. e.g. hire, train, evaluate, discipline and supervise two student office workers and refer to all duties in a gender neutral statement. Ex. “this position will”.

3. Group duties that belong together and provide a job duty label that describes the function of the group (e.g. ‘Advising’ is a set of duties).

4. Determine if the duty is essential to the position. Refer to the Essential Duties and Physical Demands Section.

5. The total percent of all duties must equal 100%. The system will not add up the total automatically.
Essential and Non-Essential Functions

What are Essential and Non-Essential Functions?

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. In order to comply with the nondiscrimination in employment requirements of the ADA (Title 1), it is necessary to identify the essential duties of all jobs and to identify the physical demands associated with performing the essential functions.

Non-essential functions are important to the position; however, could be redesigned or reassigned to other employees, if necessary. A supervisor should carefully examine each position to determine which functions or tasks are essential to performance or non-essential.

Questions to Ask in Determining Essential Duties and Physical Demands

For each duty and each physical demand the Supervisor should ask the following questions of him or herself to determine if the duty or physical demand is essential.

1. Why was this position created?
   - Each position is approved to perform a specific function that was a need within the department. It is that specific function that will be essential to the position.

2. Is the duty and/or physical demand specific to the reason why the position was created and not a general duty added to this position?
   - Each essential duty and/or physical demand will correlate to the specific reason the position was created.
   - Other general duties assigned such as being a “backup” for another employee, provide general assistance for various staffing projects and events and/or other duties as assigned may not be essential.

3. Could another employee perform the duty/physical demand without changing the scope and/or classification of either position?
   - If the duty and/or physical demand can be reassigned without changing the responsibility level, percentage of duty, and/or classification then it may not be essential.

4. If no, then could the duties be performed with a reasonable accommodation?
   - For questions about reasonable accommodations, contact the Office of Equal Opportunity and Compliance, titlevii@uark.edu, (479) 575-4019
Uses of the Essential Functions

A supervisor’s judgment as to which functions are essential and the written job description will be considered in matters involving the following:

- workplace accommodation process
- workers’ compensation
- Family Medical Leave Act
- performance management
- organizing work units, and in
- investigations by third parties as it relates to litigation and/or claims of discrimination

For vacant and newly established positions, compliance requires that an up-to-date job description including information determining physical demands, physical activities, visual acuity, and working conditions be approved prior to recruiting/advertising to fill the position.

Essential Duties and Physical Demands should be reviewed periodically to determine if they have changed or evolved over time. If you have questions on disability issues please contact the Office of Equal Opportunity and Compliance, (479) 575-4019 or the completion of the job description, please contact HR at (479) 575-5351.

Determining Essential Duties

Classified/Non-Classified

1. When adding the Job Duties to the Position Description, the Supervisor should review the duties necessary to successfully perform the requirements of the position.

2. Once it is determined what duties will be assigned to this position, the Supervisor should determine whether those duties are specific to the position, meaning those duties could not be assigned to another individual because they would effect the ability of the unit to run efficiently.
Example:

1. An HEI Program Coordinator is expected to
   a. Oversee the scholarship renewal program, which requires recipients to earn points to qualify for renewal
   b. Annually develop events and programs and collaborate with staff to provide involvement opportunities for scholars
   c. Regularly solicit scholar stories to feature in communications
   d. Provide special reports/assignments
   e. Provide general assistance for various staffing projects and events
   f. Assists in preparation and the promotion of departmental achievements
   g. Perform other duties as assigned by supervisor

2. This position was specifically created to assist with scholars in all aspects. As such, the duties outlined in a, b, c and d all correlate specifically to the overall duties of the position and therefore should be essential. Whereas, e, f, and g may be asked of the employee in this position, but these duties could be assigned to another employee and not affect the classifications of either position or the ability to perform the overall specific duties of the position.

Classified/Non-Classified

1. When determining physical demands, a Supervisor must do so with regards to if the employee would be able to perform the duties with or without reasonable accommodation or if the duties could be assigned to another employee.

Example:

1. An Administrative Specialist 1 is expected to be the first line of communication to all walk-ins, answer phone calls, ensure written communications are delivered to other departments on campus, and stock department workroom.
   - In determining the physical demands of this position, a Supervisor should not make the determination in regards to their own abilities or conventional ideals of how the requirements would be performed.
   - Although the Administrative Specialist 1 would have a desk in area of which this employee would work, it is not required for this individual to sit to be able to answer questions or welcome walk-ins. This employee would be able to successfully perform these duties while standing or with the reasonable accommodation of a standing desk. Therefore, sitting nor standing should be listed as an essential physical demand on this position.
   - In delivering communications to other department on campus, this could be accomplished through walking, but it could also be completed by use of wheel chair, intercampus mail and other
forms of delivery. As such, walking would not be an essential physical demand of this position.

- To ensure that the workroom is stocked, the Administrative Specialist 1 will be required to have paper delivered for the copier and/or printer. Although this individual would be responsible for ordering the paper, does this individual necessarily have to be the one to lift the reams of paper to be placed into the copier and/or printer? Duties such as replacing the paper could easily be performed by anyone within the unit without affecting the classification of either position. Therefore, lifting would not be an essential physical demand of this position.

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**Faculty Example:**

- An Assistant Professor is expected to perform the following duties and responsibilities:
  - Teach graduate and undergraduate level courses on the Fayetteville campus and online courses in the state of Arkansas;
  - Participate in student advisement and mentoring, including service on graduate student advisory and dissertation committees;
  - Conduct research projects both individually and in collaboration with other faculty;
  - Publish the results of scholarship in refereed venues;
  - Obtain external funding to support research and curriculum development endeavors; and
  - Provide service to the department, college, university, community, and profession.

1. **Essential Duties**
   - For this example, all of the duties listed are essential to the position. In a general context, if the duties are required for tenure and promotion the may be considered essential to the position. This will vary depending on the type of faculty position being advertised.

2. **Essential Physical Demands**
   - Physical demands will have to be determined based on the requirements within each discipline. In a general context, there will be very few essential physical demands of faculty positions.
Additional Position Details

This section will include additional details which are necessary to complete various tasks assigned to the position.

1. Communication Skills: This conveys the level of communication (reading, writing and speaking) required to perform duties.
2. Personal Contact: This explains the level of both internal and external interaction the position will have while performing the duties.
3. Responsibilities:
   a. Supervisory Responsibility: This describes the level of supervision the position provides to any subordinate positions.
   b. Decision Making Responsibility: This section describes the level of decision making for the position which could have little if any impact on the University or cause major impacts on the University.
   c. Budgetary Responsibility: This section describes the level of budgetary responsibilities for the position. Positions may have little to no budgetary duties through major monetary responsibilities which impact the entire campus.
   d. Complexity, Judgment, Problem Solving: This section describes the level of intricacy in which the position interacts with other individuals and departments and is required or not required to use personal judgment in their daily tasks. This may range from very structured duties to very broad responsibilities with little oversight or direction.
Working Conditions

This section includes the physical conditions of the workplace as well as the expected schedule and physical demands on the position in order to complete the essential functions for the position.

1. Physical Conditions: This describes the work environment where the majority of the duties take place. An office setting may provide pleasant work conditions while construction may provide an unpleasant work environment.

2. Schedule: This describes the expected times/days that the position is required to work. This could be routine work hours with little variation as well as highly irregular hours which require the employee to report unexpectedly as well as on nights, weekends and for special events.

3. Demands/Deadlines: This section describes the expected stress level associated with the position in relation to deadlines, interactions with persons and situational stress.

4. Shift Differential: This indicates whether or not the position is eligible for shift-differential pay.

5. Essential Functions – Physical Demands: These are the necessary physical demands that an employee must be able to perform, with or without reasonable accommodation, to accomplish the basic job duties for the position.
   a. Bending – Is bending essential to perform tasks? If so, how frequently is the position required to bend? (daily, weekly, occasionally)
   b. Driving – Is driving required to perform duties in this position? (This does not include infrequent trips)
   c. Eyesight – Is unimpaired vision required to perform the essential functions of the position? If yes, what tasks required unimpaired sight?
   d. Exposure – Is exposure to extreme environmental (internal or external) conditions required to perform the essential functions of the position?
   e. Hearing – Is unimpaired hearing required to perform the essential functions of the position? Why does the position require hearing?
   f. Lifting – Is lifting required to perform the essential duties of the position? If yes, what is the weight of the heaviest object lifted?
   g. Pushing – Is pushing required to perform the essential duties of the position? If yes, what is the heaviest object pushed?
   h. Repetitious Movement – Is repetitious movement required to perform the essential functions of this position? If yes, explain the nature of the movements.
   i. Sharps – Is handling of sharp instruments or tools required to perform the essential duties of this position?
   j. Sitting – Is sitting required to perform the essential functions of the position?
   k. Standing – Is standing required to perform the essential functions of the position?
   l. Walking – Is walking required to perform the essential functions of the position?
   m. Other Physical Activities – Please describe any other physical activities that are required for the employee to complete the essential job functions.

6. Background Checks – If any questions about background checks, please contact HR Classification/Compensation.
Essential Functions – Physical Demands

When determining physical demands, a Supervisor must do so with regards to if the employee would be able to perform the duties with or without reasonable accommodation or if the duties could be assigned to another employee.

Example:

An Administrative Specialist 1 is expected to be the first line of communication to all walk-ins, answer phone calls, ensure written communications are delivered to other departments on campus, and stock department workroom.

- In determining the physical demands of this position, a Supervisor should not make the determination in regards to their own abilities or conventional ideals of how the requirements would be performed.
- Although the Administrative Specialist 1 would have a desk in the area of which this employee would work, it is not required for this individual to sit to be able to answer questions or welcome walk-ins. This employee would be able to successfully perform these duties while standing or with the reasonable accommodation of a standing desk. Therefore, neither sitting nor standing should be listed as an essential physical demand on this position.
- In delivering communications to other departments on campus, this could be accomplished through walking, but it could also be completed by use of wheelchair, intercampus mail and other forms of delivery. As such, walking would not be an essential physical demand of this position.
- To ensure that the workroom is stocked, the Administrative Specialist 1 will be required to have paper delivered for the copier and/or printer. Although this individual would be responsible for ordering the paper, does this individual necessarily have to be the one to lift the reams of paper to be placed into the copier and/or printer? Duties such as replacing the paper could easily be performed by anyone within the unit without affecting performance. Therefore, lifting would not be an essential physical demand of this position.
Budget Information

This section contains all information on the funding for the position.

1. CCN – This is the cost center the position will be paid from. This must be a 15 digit number. Only one CCN can be added. If additional cost centers are needed, those will be changed within BASIS using a Distribution Change (DC).
2. CCN Name – This is the name of the cost center.
3. Additional Funding Information – This text box can be used to add comments if necessary about the funding.

Provisional Positions

Provisional Positions – Provisional positions are those which are typically soft funded through external sources such as grants or foundation accounts and are temporary in nature. If the position is to be provisional, you must mark it as such and complete the additional budget information. This information is required prior to issuing a PSB.

1. Purpose of the Grant/Contract/Program – This is a brief synopsis of what the overall scope of the grant/program is designed to accomplish. This is NOT about the individual position.
2. Grant Number – This is the information that would be associated with the grantor if they issue specific grant numbers.
3. Funding Amount – This is the total amount of the award. Ex. If the award is $200,000 per year for five years, the total amount listed would be $1,000,000.
4. Grant Name – This is the specific name of the grant, if given by the grantor.
5. Award Date – This is the origination of the grant.
6. End Date – This is the expected end date for the project. (Note: Even if grant is for multiple years, each position must be renewed on an annual basis.)
7. Funding Agency – This will be the primary sponsor/grantor. Ex. NSF, NIH, NASA, etc.
8. Additional Information – This area can be used if needed for additional details on the position/grant.
Supervisory Position

Supervisory Position – This is the supervisor who will directly oversee this position.

If you are not finding the supervisor is the list of employees you may need to filter your search results to search for employees in a different position type (Non-Classified or Faculty).

1. Click on Filter these results
2. Choose the Position Type
3. Click Search to refresh results

Position Documents

Position Documents – In this tab, you are able to attach any other documents pertaining to the creation/editing of the position such as a justification memo, organizational chart, department head approval, etc.
Step by Step Instructions: Creating a Classified/Non-Classified Position Description

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.

   ![New Position Description](image1)

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

   ![Clone an existing Position Description?](image2)

7. Fill in the required fields. For more detailed information, see **Writing a Position Description Job Aid**.

   **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 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.

   ![Editing Position Request](image3)

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](image4)  
![Unit cannot be blank](image5)
Step by Step Instructions: Creating a Faculty Position Description

Beginning Position Description Request

1. Log on to PeopleAdmin 7
2. Click on Position Management module

3. Click on Position Descriptions, and Select Faculty

4. Click on Create New Position Description

5. Select New Position Description as the position request you would like to start
6. Enter the **Working Title** of the desired position  
7. Select the appropriate **College/Division** from the drop down menu  
8. Select the appropriate **Unit** from the drop down menu  
9. Click on **Start Position Request**  

![New Position Description](image)

**Completing the Position Request Form**

1. Select the classification from the Approved Classifications table, click **Save**, and click **Next**.

![Classifications - Filter these results](image)

**Note:** The menu on the left hand side of the screen shows each section, and the section of the position description you are working in will not have a checkmark. To move to another section, simply click on the title bar.
2. Enter the Position Details by completing the appropriate fields, and click **Next**

3. **Add Job Duties**
   a. Click on **Add Job Duties Entry**, select the type of duty
   b. Complete information for each applicable duty area
   c. This includes percentage of total time, whether or not the duty is essential, and specific responsibilities. Click on **Add Job Duties Entry** to add additional job duties
   d. Check entries to ensure that the Percent of Total Time equals 100
e. Click **Next** when all job duties have been added

4. Select the appropriate entry for the **Working Conditions (Physical Conditions and Demands/Deadlines)**.

5. Enter the Essential Functions – Physical Demands.

   *Note: For more detailed information, see Essential Duties and Physical Demands.*

6. Select the yes/no from the drop down menus for Red Flag Training, MVR Check, Background Checks, Criminal Background, Financial, and Substance Abuse Testing. Click **Next**.

7. Enter Budget Information and indicate if this position is a Provisional Position. If yes, complete the information for Provisional Positions. Click **Next**.
8. Review the Summary information. Click **Edit** to make any changes.

9. Next, click **Take Action on Position Request**. Select the appropriate action to move the Position Description through the approval process.

*Note:* After moving the position, 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.
Step by Step Instructions - Modifying an Existing Position Description

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. Select your Purpose of Action and fill out all the required fields in the PD.

Reclassification: If you would like to request a change to the classification of the position, choose this option.
**Update Position Description:** Choose this option if you are NOT changing the classification of the position, only updating its contents

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 for your organizational structure

To route to an employee, select that option and select their name in the drop down list

**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.
Cloning a Position Description

Human Resources offers the option for users (with appropriate access) to duplicate an existing position description (PD) that has been approved in PeopleAdmin 7 (PA7). It is called **Cloning a PD**.

What are the benefits of cloning a PD?

- Takes less time than creating a unique position description
- Can be used to maintain internal consistency
- Can reduce turnaround time for approvals

When should a PD be cloned?

- When hiring multiple people for the same position
- When adding a new position that is identical to an existing position
- When creating a new position description that is similar to an existing approved position

How is a PD cloned?

To clone an existing approved PD, follow these steps:

1. Log into PeopleAdmin 7 with your **user ID and password** and navigate to the **Position Management** module
2. Hover over **Position Descriptions** and click on the appropriate position type
3. Click **Create New Position Description** and click the blue **New Position Description** link
4. Scroll down to select the **radio button** of the appropriate **Position Description** to clone

**Note:** *By clicking Filter these results, you can narrow down the search*

5. Click **Start Position Request** in the upper right corner
6. Complete all required fields indicated with a red box and route through the workflow steps as appropriate

What are additional considerations before routing?

All fields within a PD will pull from the cloned PD including the position number. This means users will need to review the PD and change information as appropriate for the requested action. Note in the comments when transition through the approval process that this is a cloned PD and note the position number it was cloned from.
Approving a Position Description

**Instructions:** Use the following steps to Approve a Position Request in PeopleAdmin 7. After you approve a Position Request, you will move the Position Description to the next workflow state.

1. Click the Position Requests tab in the Inbox.

2. Click the Position Request you wish to view.

3. Review the Position Description summary.

   **Note:** Click edit to make any necessary changes.

4. Hover over Take Action On Position Request and select the appropriate workflow state for your organizational structure.

   **Note:** If you are an Initiator, your action will be sent to Reviewer. A Reviewer can send to the Approver or return to the Initiator for changes. An Approver can submit to HR or return to the Reviewer or Initiator for changes.

Submit means you have approved the Position Request. Return means the position request is not approved and needs revising. Be sure to note in the comments box an explanation for your action.

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 the action you were trying to take was unsuccessful, go back and review the noted sections.