Create or Modify a Position Description

People Admin 7 Quick Guide

Accessing Position Descriptions:

1. The Inbox shows Position Descriptions waiting for action by you.
2. The Watch List shows Position Descriptions you have saved there.
3. Select **Faculty or Staff** from the Position Descriptions tab at the top to locate other existing Position Descriptions or to create a new one.

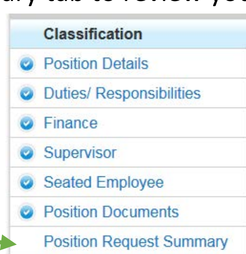
Create a New Position Description

1. In the upper right, click Create New Position Description.
2. Click New Position Description.
3. Fill in
   a. Operating Title (ALL CAPS)
   b. Campus
   c. Division
   d. Department
4. In the upper right, click Start Position Request

Edit an Existing Position Description

1. Search for the Position Description using the search bar. Click More Search Options to search by position number.
   Search: [ ] Search
2. Click the title of the Position Description in the list.
3. In the upper right, click Modify Position Description.
4. Click Start.

5. Navigate the Position Description using the tabs on the left, and/or the Next >> button.
6. Fill out appropriate fields, including all required fields, denoted with * .
7. Navigate to the Position Request Summary tab to review your changes and submit.



8. Hover over the Take Action On Position Request ▾ and select one of the following:

Your User Role	*Available Actions*
Department User	**Submit for Approval to Department Authority** or **Submit for Approval to Finance**
Department Authority	**Approve and Submit to Finance** or **Return to Department User**
Campus HR	**Approve and Create Position** or **Return to Finance** or **Move Directly To...** any previous user