Position Management Quick Steps

Quick Easy Steps to View and Modify Position Descriptions

**Viewing a Position Description**

Step 1. Hover over Module Indicator (Upper right side of the screen) and select **POSITION MANAGEMENT** from the drop-down

Step 2. Hover over Position Descriptions tab and select position type from the drop-down box.

Step 3. Search for the appropriate position description (by position number, name, etc).

Step 4. Hover over Actions drop-down (right side of the screen) select View.

**Modify an Existing Position Description**

Step 1. Hover over Module Indicator (Upper right side of the screen) and select **POSITION MANAGEMENT** from the drop-down

Step 2. Hover over Position Descriptions tab and select position type from the drop-down box.

Step 3. Search for the appropriate position description to modify (by position number, name, etc).

Step 4. Hover over the Actions drop-down (right side of the screen) select View.

Step 5. Review Summary and select Modify Position Description (right side of screen).

Step 6. System prompts **Start Modification Action**. The position description will be locked until the action has been completed. Select **Start**.

Step 7. Complete the various required fields on each tab of the request.

Step 8. When all the tabs have been completed and you are on the Action Summary page, the tabs that have exclamation points next to them indicates that there is required information missing that must be completed before changing the status of the description action.

Step 9. Further, complete these required fields by selecting the Edit button next to the tab title.

Step 10. From Action Summary page, Hover over **Take Action on Action**, select the appropriate next step.
Use to locate Position Descriptions actions that are in process

Step 1. Hover over Module Indicator and select POSITION MANAGEMENT from the drop-down

Step 2. Hover over Position Descriptions tab and select AP Position Requests, Classified Staff Position Requests, Faculty Position Requests or 1500 hr. Wage Position Requests from the drop-down box.

Step 3. The system page reflects the listing of actions that are currently in progress.