**Request for Review (Significant Change in Duties/Role Change)**

Use this checklist when making major changes to position duties which may affect the position’s role assignment and/or requests for in-band adjustments. It is used only for existing position descriptions already entered into PeopleAdmin. Positions modified under this checklist are routed through the approval process.

| Login to PeopleAdmin by going to the Human Resources home page and clicking on the PeopleAdmin link under **Quick Links** or by logging into the RU portal; click on the Employee tab and clicking on the PeopleAdmin link under **Quick Links** on the right hand side of the screen. The username and password is the same as your RU login information. |

On the Welcome screen, check the welcome message to make sure you are in the correct user type for the action you want to do. For example, to begin an action you will need to be in user type level 1, level 2, etc. rather than Evaluating Supervisor. To change the user type, click on **Change User Type** under the **Admin** section on the left side of the screen. Select the appropriate user type and click **Change Group**.

| On the Welcome screen, click **Begin New Action** under the **Position Descriptions** heading on the left side of the screen. |

| Click the **Start Action** link under **Modify Existing Position Description**. |

| The position can be searched using multiple identifiers, i.e. role title, position number, working title, employee ID number, employee first name, or employee last name. The information must be entered exactly as it is on the position description. Enter information in one field and click **Search**.  

**TIP:** Employee Last Name or Position Number is often the most readily available position identifiers. |

| Select the position to be modified by clicking **Start Action** under the role title. The position will be displayed as a series of 10 tabs.  
The first two tabs display the approved classification and current job description. These tabs cannot be user modified.  
The third tab lists the current role assignment. If you are requesting a formal review for a possible role change, click **Change Classification**. Enter a role code for the proposed classification or select the role title from the drop down list and click **Search**. Click **Select and Continue** under the proposed role title and then |
If you are not requesting a formal review for a possible role change, proceed to the fourth tab, **Position Details** to begin modifications.

**TIP:** Users can propose a different classification but HR will select the most appropriate classification based on a formal review of the position description.

**POSITION DETAILS.** Review the position details carefully, making changes as necessary. Items with an * (asterisk) are required before the system will allow you to continue to the next page. However, always review and update all data items to ensure a complete and accurate position description. Make sure to select the appropriate action on the drop down list on **Purpose of Action.** When modifications are complete click **Continue to Next Page >>.**

**TIP:** Employee Name, Position Number, and Role Title are updated by HR only.

**TIP:** If the working title and/or supervisor are changing ensure documentation has been submitted to HR to change those data elements in Banner and State data systems.

**TIP:** If an individual’s name is not listed for Department User Access that means the individual has not been granted PeopleAdmin access. See the checklists for User Access to PeopleAdmin for guidance.

**TIP:** If the designated supervisor’s name is not listed in the drop down menu he/she may not have PeopleAdmin user access or departmental access to the particular department.

**BUDGET INFORMATION.** If needed, FOAP changes can be made on the Budget Information tab by clicking **Edit.** Enter the entire four part FOAP. If no changes are necessary then click **Continue to Next Page >>.**

**MAJOR RESPONSIBILITIES OF THE POSITION.** Review and/or edit the percent of time and job duties/responsibilities on the **Major Responsibilities of Position** tab by clicking **View** or **Edit.** You may also add or delete entries. When finished click **Continue to Next Page >>.**

**TIP.** Percent of total work time for all work tasks must equal 100%.

**TIP.** To facilitate the performance planning and evaluation process, position descriptions for classified employees should list at least 5 major responsibilities of the position. PDs for A/P Faculty should list 5 to 8 major responsibilities (ref A/P Faculty Handbook).

**TIP.** Changes to work tasks may prompt an update of the employee’s performance plan.
**EMPLOYMENT CONDITIONS.** Review and/or edit employment conditions and requirements at this tab. When finished click Continue to Next Page >>. Each item listed should be addressed with a positive response for each “radio button.”

**SUPPLEMENTAL DOCUMENTATION.** Organizational charts or memos of justification may be attached on this tab. If there are no attachments click Continue to Next Page >>.

**REQUISITION FORM.** This tab is completed only when the action is to advertise the position. Since the action is request for review, just click on Continue to Next Page >>

**COMMENTS.** On the Comments tab, enter comments that explain what action is being requested. For example, *There have been significant changes to the position responsibilities. The incumbent is now responsible for xxx. Requesting a review for possible role change or in-band adjustment. Justification memo attached.* When finished, click Continue to Next Page >>.

*TIP.* This is an extremely important tab. Please provide an explanation of what data elements are being changed and/or updated. A brief descriptive statement helps facilitate the approval process and lets everyone in the approval process know exactly what is going on and what their required action may be.

On the View Modify Existing Position Description Summary screen, review the modified position description. If additional changes are needed, click Edit which brings you back to the tabs. When you finish modifying the position description, click on Submit Action to Level x and click Continue.

You will then click Confirm and will see a message indicating the status of the Action has successfully been changed to Action Submitted to Level x.

*TIP.* The action has not been submitted until the confirmation is displayed.

*TIP.* All actions requesting review must be routed through the approval process. Each level of the approval process will receive a system generated email notifying them of action to be taken as the action is submitted to higher levels.

*TIP.* The status of the action can be reviewed by clicking on Search Actions under Position Descriptions section. Search by any position identifier (employee name or position number) and ensure that the Action Submitted to Level 2, 3, Budget, Sponsored Programs, and HR boxes are checked. Click Search.

*TIP.* Once the action is sent to HR, the assigned HR Generalist will review the changes and determine the appropriate classification or if an in-band adjustment is warranted based on the change in position duties.