

### **Implementation instructions for completing a position description for a current employee:**

- Please follow the instructions below if you are completing a position description for a **current employee**. It is VERY IMPORTANT that you DO NOT use the Create NEW position function for current employees.
- You can check to see if the "shell" for a current employee is in the system by following the instructions below (using the SEARCH function in #3).

To access position descriptions for current employees:

1. Click on "Begin New Action" under "Position Descriptions" located on the left hand menu.
2. Click on "Start Action" under "Modify Existing Position Description".
3. After clicking "Start Action" you will be directed to a search screen. You can search for a specific position description by completing any of the search criteria fields (position number, CWID, Employee First Name, Employee Last Name, etc.). It is recommended to search either by position number or the employee's last name. Also, if you are performing a search only search by one of the criteria listed, not multiple. If you want a listing of all position descriptions in your assigned organization(s) do not complete any of the search fields, simply click "Search". You can sort the list by Classification Title, Position Class Code, Position Number, CWID, or Employee First or Last Name by clicking on the triangle next to the label you wish to sort by. There should be a position description for each current employee in your assigned organization(s) with the exception of some temporary employees or positions that were being recruited prior to the position description module going live on December 1st.
4. After locating the position description, click "Start Action" located under Classification Title.
5. For each position description, you need to modify the position description by filling in the details requested on each tab, such as Position Details; Proposed Job Duties; Testing, Licensing & Background Verification; Fiscal Responsibilities; Supervisory Scope; Physical Demands and Supplemental Documentation.
6. Enter the word "IMPLEMENTATION" under the "Modification Justification" tab – the use of this descriptor will be used only for the initial phase of loading current employee's position descriptions. A more detailed explanation will be required for future change requests.
7. Some basic information has already been loaded into the system in order to get you started; however, you will need to proceed through the tabs, entering the pertinent information before submitting the position description for approval. This information should be accurate as possible, however, please remember that the initial effort to get position descriptions loaded is not an opportunity to reclassify a position. When all of the information has been entered, select the appropriate approval level on the position description summary page; click "Continue" and the "Confirm". Be sure to click "Confirm" otherwise your action is not completed. Incomplete position descriptions will be returned to the department for completion before final approval is given.

#### *Important Information to Remember:*

- In order for a department to recruit for a position opening, they must have an APPROVED online position description in the online system.
- Remember to check your information if using cut/paste. Some letters/symbols do not convert correctly. These need to be corrected before sending through for approval.
- ALL current employee position descriptions should be completed in the online system by no later than May 30, 2008
- The Position Description module is only for staff positions. It will not be used for faculty nor students.
- If you are unable to locate a "shell" for a current employee you will need to create a NEW position description. Use the Quick Guide for Creating a Position Description to get you started. The Quick Guide link is located on the left hand side menu. When completing the position description, on the Position Details tab at the bottom there is a text box for "Comments to Human Resources". Please include a comment that indicates that the position description is for an existing/current employee and what that employee's name is.

If you have questions or problems, please contact your HR Partner or contact HR at 348-8213.