Modifying an Existing Position Description:

1. Verify you are in the Position Management module and either Hiring Manager, Chair/Director, or AVP/Dean user group.

2. Hover over Position Descriptions menu and select appropriate employee classification.

3. Search for and select the position description you wish to update.

4. Click the Modify Position Description link within the position summary (upper right hand corner).

5. Click on the modify position description page.
6. The following is a list of the sections within the Modify Position Description Action that will need to be completed. The sections that have a check mark next to the section indicate all required fields have been completed.

- Position Justification
- Position Details
- FOAP Details
- Employee
- Supervisory Position

Position Documents
- Position Request Summary

Enter your reason for position modification.

Update position details.

Identify funding sources for this position. Grant funding is also identified in this section.

If you are preparing the position description for posting due to a vacancy, you can vacate the current employee that is currently linked to the position description.

Select supervisor’s position from list.

Upload optional supporting documents for the new position action.

On the Position Request Summary page, prior to taking action, you will review for accuracy all of the information you entered into the request or make additional edits if necessary.

7. To take action, hover over the Take Action on Position Request button at the top right hand corner of the page and select one of the following:

- Keep working on this Position Request
- Workflow Actions:
  - Submit (move to Chair/Director)
  - Submit (move to AVP/Dean)
  - Submit (move to Vice President)

*Please note, to save this request and submit it later, please select ‘Keep working on this action.’ If there are additional approvers within the department, you will need to select the appropriate action per the workflow.*

8. You will receive a Take Action pop up window which will send an email in Outlook to the next approver to notify them they have an action pending. You can enter any comments you want before submitting, but please note comments will be tied to the historical record of this action. If you want to include the action on your watch list, check that box before clicking Submit.

9. You will receive a green bar on the top of your page that will state the action was successfully transitioned.