

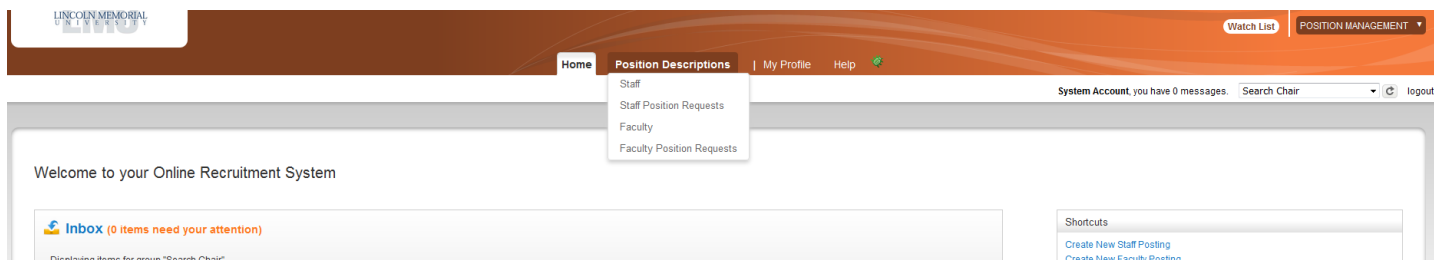
Quick Steps for Viewing & Modifying a Position

Viewing a Position Description

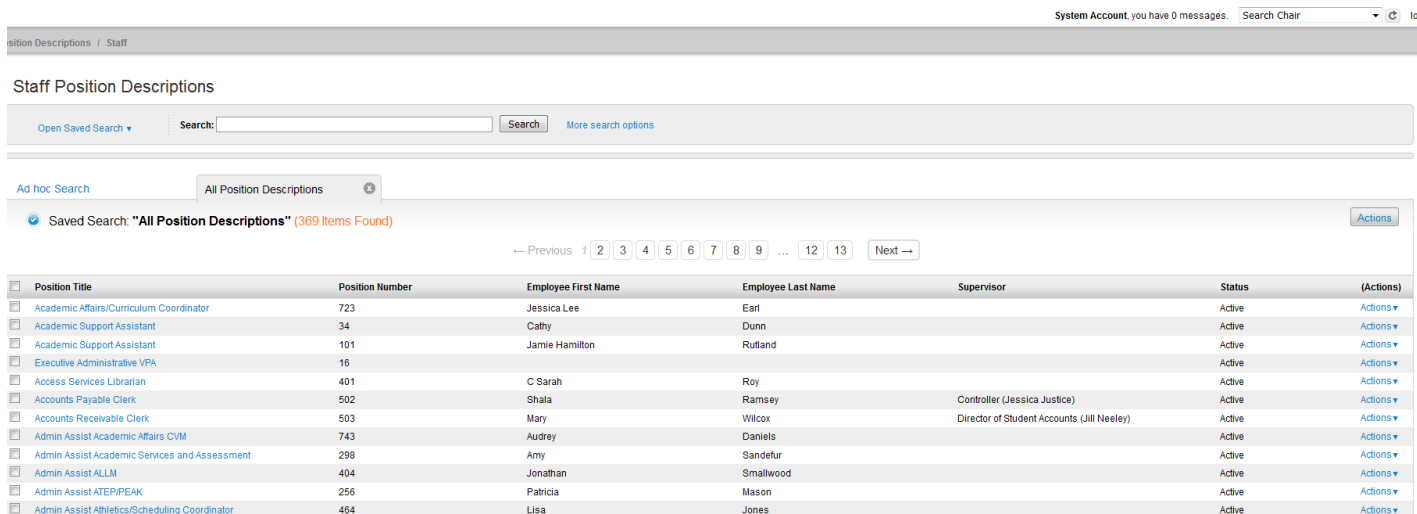
Step 1. To view Staff positions hover over Module Indicator and select

POSITION MANAGEMENT from the drop-down (upper right side of the screen) .

Step 2. Hover over Position Descriptions tab and Staff from the drop-down box.



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



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

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

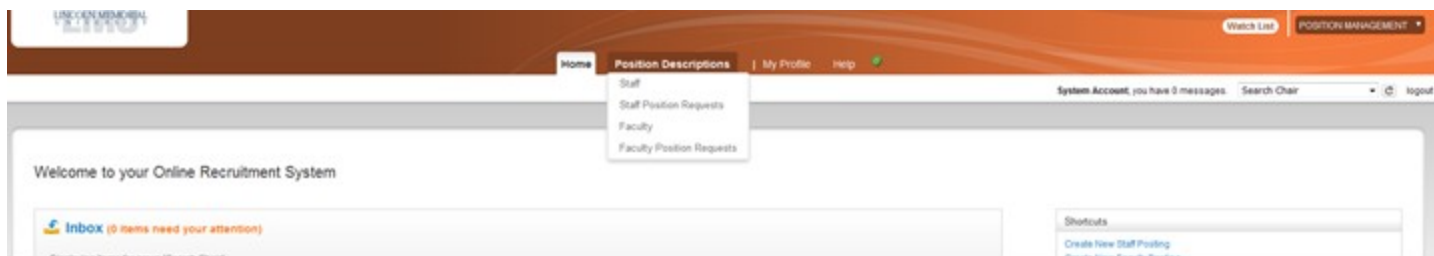
Step 2. Toggle over Position Descriptions tab and select employment group from the drop-down box.

Modify an Existing Position Description

Step 1. To modify Staff hover over Module Indicator and select

POSITION MANAGEMENT from the drop-down (upper right side of the screen) .

Step 2. Hover over Position Descriptions tab and staff group from the drop-down box.



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

A screenshot of the 'Staff Position Descriptions' search results page. The page shows a search bar with the text 'All Position Descriptions' and a search button. Below the search bar, there is a table of search results. The table has columns for 'Position Title', 'Position Number', 'Employee First Name', 'Employee Last Name', 'Supervisor', 'Status', and '(Actions)'. The table contains 13 rows of data, each representing a position description. The first row is 'Academic Affairs/Curriculum Coordinator' with position number 723, employee name Jessica Lee Earl, and status 'Active'. The last row is 'Admin Asst Athletics/Scheduling Coordinator' with position number 464, employee name Lisa Jones, and status 'Active'. There are also pagination controls at the bottom of the table, showing 'Previous', '1', '2', '3', '4', '5', '6', '7', '8', '9', '...', '12', '13', and 'Next'.

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

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

Step 6. System prompts Start Modify Position Description 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 are on the Action Summary page, the tabs that have exclamation points next to them indicate 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, toggle over **Take Action** on Action, and select the appropriate Action.

Follow the workflows:

Modify Staff Position

