How Do I?
Modify an Existing Graduate Assistant Position Description

PeopleAdmin

1. Login to the PeopleAdmin System with your W# and university password.
   Make sure you use a capital W when entering your login ID. When you log in, you will see a page listing all your current postings. If you have no current postings, it will state, "No Active Postings."

2. Select **Begin New Action** under Position Descriptions on the left side of the page.
   A Begin New Action box will display your options.

3. Select **Start Action** from below Modify Existing Graduate Assistant Position Descriptions.
   A Search Positions to Begin Action On box displays.

4. In the Official Job Code Title field, select the job title you are modifying from the dropdown menu.
   If you know it, you can search by the position number instead by keying the position number of the job you are modifying into the Position Number field.

5. Click the **Search** button.
   If you searched by job title, a list of all jobs with that job code to which you have access will display. If you searched by position number, just that position will display.

6. Locate the record of the graduate assistant whose job description you are modifying and select **Start Action**, located below the title in the Official Job Code Title field.
   A box containing several tabs will display. The Current Classification tab will be highlighted to show you the tab you are currently working on.

7. Review the information on the Current Classification tab to ensure it is correct.

8. Click the **Continue to Next Page** button.
   The Current Job Description tab is now highlighted.

9. Review the current job description.

10. Click the **Continue to Next Page** button.
    The Proposed Classification tab is now highlighted.

11. Review the job classification.

12. If the current job classification is correct, click the **Continue to Next Page** button.

13. To make changes to the current job classification, click the **Change Classification** button.
    A Search Classifications box will display above the current job classification.

14. Select the desired new job classification from the dropdown menu in the Official Job Code Title field.
    The new job classification will display above the Search Classifications box.

15. To accept the new classification, click **Select and Continue** below the official job title.
    The new job classification is now located in the Official Job Code Title field on the Proposed Classification tab.

16. Click the **Continue to Next Page** button.
    The Position Details tab is now highlighted.

17. Complete the desired information on the page.
    All of the fields you are able to change contain either dropdown menus from which to select an option or a white box into which you can key information.

18. In the Department information section, select your name in the Not Selected box and move it to the Selected box by clicking the **>** button to ensure you are able to access this position request again.

This applies to the "Hiring Manager" user. Dept Head, Dean/Director, and all other higher level users will not be located here and DO NOT need to be selected. You may select additional Hiring Manager users and move them in the same manner as needed.

19. When you have completed the necessary information on this page, click the **Continue to Next Page** button.
The Proposed Job Duties tab is now highlighted.

20. If no list of job duties and the percentage of time spent on each is listed, click the **Add New Entry** button.
An Add New Entry box displays.

21. Add job duty information to the Add New Entry form.

22. Click the **Add Entry** button.
An Existing Entries form displays to show all of the job duties and the percentage of time spent on each currently associated with that position number.

23. If the percentage is less than 100%, click the **Add New Entry** button to add additional job duties and the percentage of time spent on each.

*It is recommended that you add an entry for "Other Duties as Assigned" for 3-5% of the employee's job duties. **Note:** You have links available to View, Edit, and Delete all entries prior to proceeding to the next screen.*

24. When you have completed the list of required duties and the percentages for each, click the **Continue to Next Page** button.
The Physical Requirements tab is now highlighted.

25. When you have completed all of the desired fields on the Physical Requirements page, click the **Continue to Next Page** button.
*The Supplemental Documentation tab is now highlighted. Use this page to attach any documents you would like to be part of the position record. These documents will not be part of the posting reviewed by applicants. If you do not have any documents to attach, click the **Continue to Next Page** button.*

26. To attach a document, select **Attach** from the Attach / Remove field of the document type to be attached.
*You will have the option to select a **Browse** button to locate the desired file for uploading or a text box in which to paste the document. Once you have used the desired option, click the **Attach** button. You will be returned to the main Supplemental Documentation page. **Note:** There is a 2MB limit on the file size to be scanned and attached.*

27. Click the **Confirm** button to attach the document.
*You will now have the option to view the document you have attached by selecting **View** from the View Document field. Your document displays in .pdf format.*

28. Repeat this process for attaching any additional documents. When you are done, click the **Continue to Next Page** button.
The Comments tab is now highlighted.

29. If desired, complete the Hiring Manager's Comments field by keying in information the hiring manager feels the next level approver needs to know.
Make sure to <u>include the date you made the comment and your name or initials</u>. This will help the next level reviewer identify who made these comments when reviewing the summary.

Note: Once you have completed the document and sent it on to the next level, you cannot go back in and make changes to your comments. If you notice an error after you have sent it on to the next level that needs corrected, you can either ask the next level person to make the correction or contact Human Resources to make the correction at the HR level.

30. Click the **Continue to Next Page** button.
The completed Position Request summary form will display.

31. Review the information on the form to ensure its accuracy.
*If you see something incorrect, you can select **Edit** at the top of the page to return to the Current Classification tab, from which you can select the tab containing the information you need to edit. You can also print the form if desired using the Printer-Friendly link at the top of the page.*
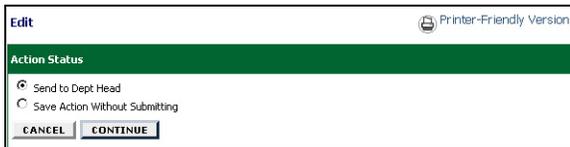
32. If the form is incomplete, you can select the radio button next to Save Action Without Submitting and click the **Continue** button to return to it later with additional information.
Note: If you return to the position request and want to save it again, your option will just be "Save." This is not an error and does continue to save the action without submitting forward for review/approval.

33. If the form is complete, you can select the radio button next to Send to Dept Head and click the **Continue** button and then the **Confirm** button.
*You will get a message that the Action has been successfully changed to Sent to Dept Head. The department head will receive an e-mail message advising him or her that action needs taken on the position request. **Note:** If this action was created by a department head, he or she will select the radio button next to Send to Sponsored Research (if this is a grant-funded position) or Send to Dean of Graduate School (if this is not a grant-funded position)..*