Modify a Staff Position

1. Log into the PeopleAdmin system. Initiator will default to the **Applicant Tracking** (blue background) homepage as an **Employee**.
2. Select **Position Management** (orange background) in the right hand dropdown.
3. If you are initiating a positon request on behalf of a supervisor, select **Initiator** as your user role. If you are a **Supervisor** who is also the initiator, you will select the role of **Supervisor**. This role can also initiate actions.
4. You will now receive a message bar confirming the group you are viewing the system as.
5. Hover over the **Position Descriptions** tab and select the **Staff** link.
6. The positions that are available for modification will be displayed. For the position that you want to modify, click on the **Actions** dropdown. Select **View**.
7. Click on the **Modify Position Description** link (there will be a star next to it).
8. Once the modification has been started the position will be locked until you are finished with the modifications. Click the **Start** button.
9. Select the **Reason for Position Modification**. You can use the CTRL key to select multiple reasons. Enter or modify the **Position Justification**. This is only needed if posting the position. Click **Next**.
10. Review the **Classification** details. You can change the classification, if necessary. Click **Next**.
11. Review and make any necessary updates to the **Position Details**. The employee who is currently in the position will be listed. Also indicate whether or not this position should be posted. If it is just being modified without a posting necessary, select No at the end of the page. However, if the posting is being reviewed and modified in order to be posted, select Yes at the end of the page. Click **Next**.
12. Review and update the **Primary Duties and Responsibilities**. Click **Next**.
13. Review and update the **Supervisory Responsibilities**. Click **Next**.
14. Select the **Supervisor** of the position that you are reviewing and modifying. Click **Next**.
15. Review and update the **Applicant Documents** that will be required if the position is being posted. Click **Next**.
16. The **Position Summary** page will be an opportunity for you to make a final review of the data entered. If position changes were made, the user will see the data that was "Currently" within the position and the data that has been updated or changed. Initiator can click on the **Edit** link to make any final edits.
17. All fields should have a green circle with a checkmark indicating all required fields have been completed. An orange circle with an exclamation point indicates that a required field is not completed. The Initiator must click on the **Edit** link and correct the information before submitting.

18. Initiator should click on the **Take Action on Position Request** button and select the action to **Submit to Supervisor**. If submitting as the supervisor, select the action **Submit to HR Classification**.
19. Initiator does have the opportunity to enter **Comments**. Remember these comments become part of the position record and should be position related. Comments are not required. There is also a check box to add this position to your watch list. Please leave this checked. Click the **Submit** button.
20. You will see a message in the information bar that indicates the "Position Request was successfully transitioned."
21. The position has now been moved to the Supervisor for approval or to HR Classification if submitted as the supervisor.
22. Once the appropriate action is completed, the user may **logout** of PeopleAdmin.