

MONTANA STATE UNIVERSITY – Positions

LOGIN at <https://jobs.montana.edu/hr>

For issues with navigating please refer to Navigation Manual

Positions– Creating a Position Description (PD)

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Originators and Hiring Authorities: *must be named on a position description in order to view or edit, work with Human Resources to gain access or view.*

Departmental Budget: *set at department level only 2 colleges currently using this role*

Department Head: *can see everything within their Department*

Dean/Director: *can see everything within their college/division*

Human Resources: *can view everything other than the Human Resources Dept and University Police*

This is the backbone of the system and should be loaded with as much of the position description and Banner information as possible, since this area is the driving force behind the final hiring proposals to create or approve EPAFs and offer letters.

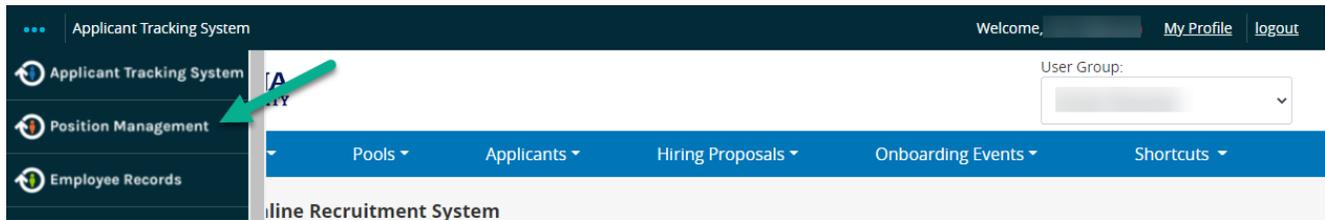
FORMATTING SHORTCUTS & STANDARDIZED LANGUAGE

This is just a sampling for full list go to...

p.(space)text	This is a spaced paragraph
text	Bold Text
*(space)text	Bullet added to this line, repeat for each line needing a bulleted list
#(space)text	Number added to this line, repeat for each line needing a numbered list, do not add and a line break or additional return this will restart the numbering system
** (space)text	Bulleted list inside another bulleted or numbered list
##(space)text	Numbered list within another numbered or bulleted list
text	<i>Italic text</i>
(R)	Registered Trademark symbol
Extra Return	Stops numbered or bulleted lists
Contact info for email hyperlink for Field (For questions regarding this position, please contact:)	XXXXX at 406-994-XXXX or use the chain link icon in editor then select mailto: and xxxxx@montana.edu
Equivalency Statement	# Combination of education and/or applicable experience equivalent to a Bachelor's Degree in XXXX or other related field or experience in XXX.
MT DL language (Position Special Requirements/Additional Information)	Must possess currently or be eligible to obtain a valid State of Montana Driver's license and have an acceptable driving record (less than 12 points).
Physical Demands	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed above are representative of the knowledge, skill, and/or ability required.
Position Special Requirements/Additional Information	This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts Montana State University's rights to assign or reassign duties and responsibilities to this job at any time.

CREATE A NEW POSITION DESCRIPTION

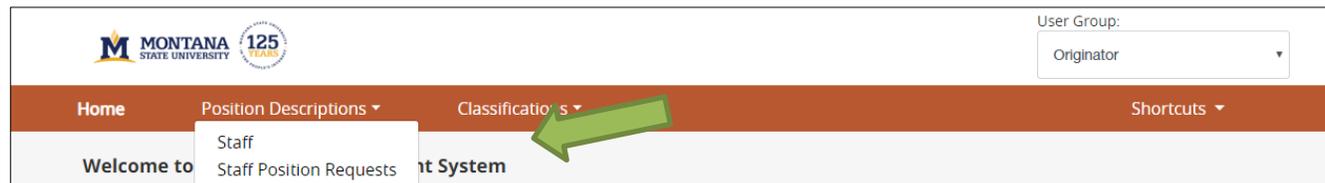
When you first log on, the Hire module (blue) first appears select Positions.



- In the upper right corner, select Position Management module (PM) (orange)



- Roles that have the authority to create a position:
 - Originator
 - Hiring Authority
 - HR Rep
 - Human Resources
- Ensure you are logged in as the appropriate role
- Use drop down arrow to select the appropriate role, screen will automatically refresh with new view.



- Click on Position Descriptions and select "Staff"



- Check to make sure your position doesn't already exist. If you are new to a department, contact HR and they can search your department's position descriptions and assign you to any that you cannot see.
- To create a new position description, click on the "Create New Position Description" button

Position Descriptions / Staff / New Position Description

 New Position Description [Start Position Request](#) [Cancel](#)

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Working Title *

Organizational Unit

Location *

Division *

Department *

- Enter the **Working Title** (Working title will become Posting title when ready for recruitment)
- The three fields under the **Organizational Unit** section are **required** fields; the field cannot be left as “Please Select”; you will receive an error message and will not be able to advance to the next step
- **Location** – click the drop down and select (This is your VP Level)

Division *

Department *

Clone an existing Position Description?
[Filter these results](#)

Please Select...

Please Select...

Auxiliary Services - Event Services

Auxiliary Services - Housing

Auxiliary Services - Information Technology

Auxiliary Services - University Food Service

Auxiliary Services

Financial Services

Human Resources

Office of Sustainability

University Budgets

University Services - Facilities

University Services

- **Division** – click on the drop down and select (Division or College)

Department *

Clone an existing Position Description?
[Filter these results](#)

Please Select...

Please Select...

Budget & IT Services

Campus Mail

Engineering & Utilities

Environmental Services

Maintenance & Operations

- **Department** – click on the drop down and select

Home **Position Descriptions** Classifications | My Profile Help

Tricia Wimbish, you have 0 messages. [logout](#)

Position Descriptions / Staff / New Position Description

 New Position Description [Start Position Request](#) [Cancel](#)



- Click on **“Start Position Request”**

Clone an existing Position Description?

Filter these results

Selected records 0 Clear selection?

	Working Title	Position Number	Department	Status	Supervisor	
<input type="radio"/>	Project Manager	4C5377	Office of the Provost (419001)	Active		Actions ▾
<input type="radio"/>	Manufacturing Specialist - Eastern Montana	4C7899	Montana Manufacturing and Extension Center (414040)	Active		Actions ▾
<input type="radio"/>	Program Manager, Career Pathways/ Dual Enrollment Manager	4M0344	Gallatin College (491200)	Active		Actions ▾
<input type="radio"/>	Compensation Manager (Personnel Officer) - MSU Employees Only	4M1112	HR Recruitment Services (432311)	Active		Actions ▾
<input type="radio"/>	International Credential Evaluation Specialist	4M0639	Office of International Programs (Office of International Programs)	Active		Actions ▾
<input checked="" type="radio"/>	Training Position		Training (XXXXX1)	Active		Actions ▾

- For building a position that you already have a similar approved position there is the **clone** option
- Select the position that you wish to clone
- If multiple pages of positions use **Filter these results**

Search Position Descriptions

Add Column: Add Column

Status: ▾
 ▾
 ▾
 ▾

Department: ▾
 ▾
 ▾
 ▾

Position Number:

Classification Title:

Working Title:

- Enter the known search parameters and hit search
- Will be limited to position within your authority group
- Should you need one outside of your group contact helpdesk for support

- Once position is selected use Start Position Request
- All information from cloned position move over make sure to update with current information

POSITION DETAILS

- Enter the **Justification of Need** (*this is a required field*). Enter the explanation of why the position is being built or modified.
 - **Note: please be detailed in the Justification. Examples:**
 - Employee Name retired/resigned; request to refill vacancy.
 - Creation of new position. New position has been approved by xxxx for Fiscal Year xxxx.

Proposed Salary Range is required for contracted positions to aid in classification, *classified or pay plan positions this field is optional, but gives idea of what department budget is prepared for.*

Approved Salary Range will be filled out by **Human Resources Comp-Classification**.

- **Number of Pays** indicates how many paychecks will get over the payout of their wage/salary (20 or 26)

- Click on the drop down menu for **Contract Term** and select the appropriate option.

- **Union Affiliation** is determined by the CBA's, select appropriate union and Human Resources will verify.

Position Number
List in this format 4M1234. If unassigned Comp-Class will add a position number.

- Enter the **Position Number**, if known. If this is a new position, HR will classify the position and create the position number in Banner and enter it once the position has been created.
 - **4M** indicates Classified Salary (**reports only exception hours**)
 - **4N** indicates Classified Hourly (**reports everyday exact hours**)
 - **4x2xxx** position numbers are for temporary hires, if permanent will need new number.

Appointment Type Please select
 Please select
 Executive
 Classified
 Contracted
 Faculty
 Skilled Craft
 Student
 Work Study
 Non-Tenure Track
 Non-Tenure Track (Pooled)

- Click on the drop down menu for **Appointment Type** and select the appropriate option.

Contract Type Please select
 Please select
 Board of Regents
 MUS
 LOA
 Classified Salary
 Classified Hourly
 Skilled Craft
 Student Worker
 Work-Study
 Fixed Term
 Short Term Worker
 Head Coach
 Gallatin College LOA

- Click on the drop down menu for **Contract Type** and select the appropriate option.

FTE 1.0
 Time Entry Payroll Time Entry
 Please select
 Departmental
 Web Time Entry
 Payroll Time Entry

- Enter correct **FTE** (example 40 hours = 1.0 FTE)
- Click on the drop down menu for **Time Entry** and select the appropriate option.

Timesheet Orgn
Banner timesheet approver number. Use capital letters only (i.e. Z6635A).

- **Timesheet Orgn** is who will be approving the timesheet for this employee, this should be the Zxxxxx number from Banner.

LABOR DISTRIBUTION

LABOR DISTRIBUTION

Save << Prev Next >>

Check spelling

* Required Information

LABOR DISTRIBUTION

- All positions MUST have appropriate approvals prior to posting.
- Dist % totals must add up to 100%

Index

Acct

Dist %

ORG

Remove Entry?

Add LABOR DISTRIBUTION Entry

- Enter the Labor Distribution to build the position in Banner. This should reflect how the employee's paycheck will be charged and how the position should be budgeted in NBAPBUD.
- Add the Labor Distribution information by clicking on the **Add Labor Distribution Entry** button
- Enter the Index number
- Select the Account Number from dropdown.
 - **Staff Classified 61125**
 - **Contracted 61124**
 - **Faculty 61123 (position type not currently built in PM)**
 - **NTT 61123N (position type not currently built in PM)**
- Enter the % of distribution (all entries must equal 100%)
- If there is a split distribution, click on the **Add Labor Distribution Entry** to add as many entries as needed to equal 100% (**the system does not calculate the total labor distribution**)
- Enter the ORG
- **To remove** an additional entry, check **Remove Entry?**
- Click **Next**

WHAT IS THE FINANCIAL IMPACT OF THIS POSITION?

- Estimated Annual Salary This field is required.
*Hourly Salary * Hrs/Mo * # of pays*
- Estimated Benefits This field is required.
Link to Calculator File name: "/>

- This section should reflect how much this position will/could cost MSU.

- **Estimated Annual Salary** – Use targeted maximum salary (i.e. if department is looking to hire in the \$50-\$60k range, this should reflect \$60k)
 - Entering a number here does not mean that the salary is approved by HR. It indicates the maximum salary for which you’ve identified funding.
- **Estimated Benefits** – Flat health care of \$12,648 (if eligible) plus associated taxes. Use linked calculator to determine the cost or contact your Budget Manager. If you have further questions, contact the University Budget Office for guidance.
- **Estimated Total Cost** - Sum of above two lines (salary + benefits)
- **Number of Vacancies** – Default should be “1”
- **Total Funding Required** – Estimated total cost * number of vacancies

WHERE IS THE FUNDING COMING FROM?
Please fill out one or a combination of sections A, B, C, D, or E.

Please fill out applicable sections in their entirety; incomplete forms will not be processed and will be returned. Total funding identified below should equal the "Total Funding Required" from previous section, exception being if benefits are already funded via an existing position.

A. Institutional Investment Funding
Funds approved as part of the annual reallocation and investment process for general fund dollars.

MSU Budget Request ID
or Investment Title Contact unit Finance Manager if don't know.

Salary Funding Approved \$

B. CURRENT UNRESTRICTED Labor Funding
Labor Funds (as many as needed)

Position #

Budgeted \$ Amount
Per NSAPBUD

Remove Entry?

[Add B. CURRENT UNRESTRICTED Labor Funding Entry](#)

C. CURRENT UNRESTRICTED Operations Funding
Operations Funds (as many as needed)

Index

Account

\$ Amount

Remove Entry?

[Add C. CURRENT UNRESTRICTED Operations Funding Entry](#)

- The "WHERE IS THE FUNDING COMING FROM" section should reflect how you have secured budget for the position. Total funds identified should be equal to the "Total Funding Required" field from the prior section; a possible exception to this is when funding via existing positions. In this situation, please contact your Budget Manager or the University Budget Office for guidance.
- You can select one or a combination of sections A through E
 - Please complete all fields in appropriate section(s). Otherwise, form will be returned to you.
- A. Institutional Investment – Complete if funding for this position was approved via the annual reallocation & strategic investment process
- B. Unrestricted Labor Funding – Complete if taking budget from a different position(s) to fund this position
- C. Unrestricted Operations Funding – Complete if taking budget from an operations account to fund this position

Other Funding

Grant Funds

IDC Funds

Restricted GR Funds

Designated Funds

Auxiliary Revenue Funds

Agency Funds (MAES, Extension, FSTS)

If have Position # from suite for re-use, enter here:

OTHER COMMENTS
Please enter any additional information you believe would be helpful in explaining the funding answers given above:

Other Comments

- D. Other Funding – Select any other applicable funding types
- Any comments as needed

Only CLS and Student Success have currently assigned anyone Departmental Budget authority, if in any other departments please do not move to the Departmental Budget Optional workflow state.

- If in one of the departments listed above and there are errors on funding section use * in any required funding fields so action can be moved forward.

POSITION DESCRIPTION

* Working Title	<input type="text"/>	<i>Proposed Title-May need to be modified by HR</i>
Position Contact	<input type="text"/>	<i>Whom can HR contact for questions?</i>
Department	Training	

- The **Working Title** will populate from the beginning; it is still editable and HR may need to adjust if title used already exists in the pay plan for a different type of position.
- **Position Contact** is needed for if Comp-Class needs to call and get more details regarding the position
- **Department** will carry through from original setup.

Role Within Department	<input type="text"/>
------------------------	----------------------

- *How does position fit into the department.*
- *Department Org Chart is required for upload under Internal Position Documents.*

- **Role Within Department** how does this position's duties fit into the department.

* Essential function of the position	<input type="text"/>
--------------------------------------	----------------------

This field is required.

Describe in 1-2 sentences.

- *Principal, main, major, or most important function of the employee's job as a whole.*
- *This may or may not be the function that requires the most time.*

- **Essential function of the position** information critical for classification.

* Minimum Qualifications	<input type="text"/>
--------------------------	----------------------

This field is required.

- *Minimum experience and/or education required for an applicant to be considered.*
- *List 3 to 5 qualifications of the core competencies for this position.*
- *Objective and measurable (experience based and not subjective abilities or characteristics).*

- **Minimum Qualifications** if a candidate does not possess we cannot even consider.

• Preferred Qualifications

This field is required.

- Additional experience and/or education that will enhance their performance in the position.
- Add 3 -5 preferred qualifications

➤ **Preferred Qualifications** not required but would enhance the positions capabilities.

• Physical Demands

This field is required.

List any physical requirements not covered by the ADA standard language (i.e., outside work conditions, exposure to chemicals, blood borne pathogens, dust or fumes, climbing ladders, etc.). Include "with or without reasonable accommodation" as appropriate.

➤ Add appropriate ADA wording

➤ Any additional demands that candidate would need to be aware of.

Special Requirements/Additional Information

Note any unique requirements pertinent to this position that applicants need to know (i.e., shifts, working evenings or weekends, travel, special licensing, contingent funding, etc.)

➤ Add standard language

➤ Add any additional special information needed regarding the position.

• Current Employee

This field is required.

List incumbent or most recent employee. If a new position, enter VACANT.

➤ Even if this position has been empty for awhile please indicate last employee.

• This position has supervisory duties?

▼

This field is required.

If Yes, list the number of FTE supervised (Employees & Student Workers)

➤ **This position has supervisory duties?** Pick yes or no from dropdown.

➤ List the number of FTE that is being supervised.

Duties Detail

Click Add button to open a box for each duty group

Duty

Duty Details

Specifications and responsibilities associated with duty. What do you do? For what purpose? For whom?

Duty Type

Average % of time

Remove Entry?

Add Duties Detail Entry 

- **Duties Detail** is the tool for classification of the position.
- Utilize this tool, enter each duty/responsibility, this is where you can be specific.
- Select **Add Duties Detail Entry** to open these fields
- **Duty** indicate the category of duty example: Customer Service or Finance
- **Duty Details** can list all the detailed entries needed.
- **Duty Type** dropdown for primary or secondary (to distinguish regular daily vs quarterly for example)
- **Average % of time** estimation how much of their week would be spend doing this duty group.
- The percentage of time for all duties combined must equal 100%. The system does not calculate the total percentage of time.
- Use the **Add Duties Detail Entry** to keep adding different types of duties or primary from secondary.
- This is a tool **ONLY**; the applicant will not see this information.
- This can be printed off for a new employee, so they have a specific duties list.

If not recruiting immediately the rest of this page can be skipped select Next>>

Vacancy Details

No further details needed in the next section if NOT recruiting for this position.

Brief Position Overview

In 3 to 4 short sentences, create a brief summary of the position that will entice the applicant to apply for this position.

- **Brief Position Overview** is brief explanation to appear to the applicant when they first see the posting advertised.
- **According to University Communications, this should be 23 words or less** (400 characters or less)
 - **describe WWIFM** (“What’s In It For Me?” as it relates to what’s in it for the candidate; why should they apply?)
- **Recommendation – make this language exciting so the viewer wants to see more and apply!**

General Statement	<div style="border: 1px solid black; height: 40px;"></div>
	<i>Summarize the purpose of this position.</i>
Duties and Responsibilities	<div style="border: 1px solid black; height: 40px;"></div>
	<i>List brief overview of essential duties and responsibilities of the position. The duties and responsibilities listed here will be visible to applicants. List details (essential and secondary duties) in Classification Tool Section below.</i>

- Brief summary of the Job and department.
- Enter the **Duties and Responsibilities** this area should be general for posting, for specifics use the **Duties Details** to make a complete list.

Successful Candidate Abilities	<div style="border: 1px solid black; height: 40px;"></div>
	<i>Bulleted list of abilities (soft skills) that an employee needs to be successful. Interviews and Reference calls will be needed to verify or confirm these skills and abilities.</i>

- The **Successful Candidate Will** – enter the desired information into this section.
- Focus should be the “soft skills” that will need and interview or reference check to validate.

Originator	<div style="border: 1px solid black; padding: 2px;">Select Some Options</div>
Hiring Authority	<div style="border: 1px solid black; padding: 2px;">Select Some Options</div>

- Click in the **Originator** box and select the appropriate person who will serve as the Originator for this action, if more than one is working on this there can be more than one that can be added.
- Click in the **Hiring Authority** box and select the appropriate person who will serve as the Hiring Authority for this action. Be sure to know the requirements of your college for who should be Hiring Authority.
- **Note: if the employee who will serve in the roles of Originator or Hiring Authority are not in the drop down list, please have Dean’s office email ATShelpdesk@montana.edu to authorize addition of authority. **The system may take up to ten minutes to update before the employees show as an option in the Originator and/or Hiring Authority fields.****

FLSA DETAILS and CLASSIFICATION SELECTION

FLSA Details	Save	<< Prev	Next >>
FLSA Details			
FLSA Status			

- **FLSA** is determined by Comp-Class this field will be viewable, but not editable.

Classification Selection	Save	<< Prev	Next >>
HR USE ONLY			
Classifications - Filter these results			

- Classification should be added by Comp-Class, click **Next**
- If building for an incumbent select the classification title the current employee has

INTERNAL POSITION DOCUMENTS

- This allows the ability to attach any documents that are pertinent to this request (ie. – organizational chart, emails, any other documents). **The applicant will NOT see these documents.**
- To upload an organizational chart, hover on the down arrow by the word “Actions”, select:
 - Upload New
 - Create New
 - Choose Existing
 - Add by URL

Upload New:

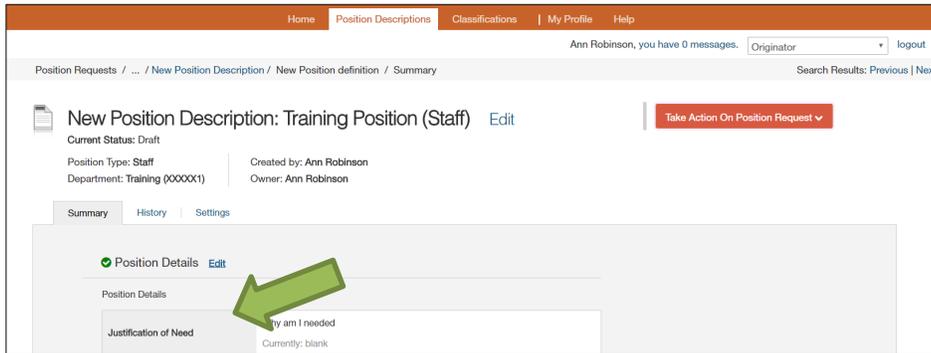
- Name – will pre-populate; you are able to edit
- Description – enter a brief description
- Click on Choose File to upload from your computer
- Click Submit, this will start upload, continue on with the process while uploading.
- “Additional Document” – this provides the ability to attach any other documents that should be included for this request (ie – emails, additional notes, etc.)
- Click **Next**

POSITION SUPERVISOR and SUPPLEMENTAL QUESTIONS

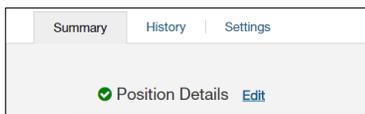
- ***This is currently not required***
- Select what position number that supervises the position you are requesting; click the circle next to the appropriate Working Title
 - ***Note: The supervisor position may not be listed as the system is new; if the appropriate supervisor position is not listed at this time, click next without selecting a position. Eventually, when all of the job descriptions are added to the system, the supervisory positions will be listed and can be added to the job description at a future date.***
- When supervisor position description is tied to an employee position description that will give them the view of their direct report's position description
- Click **Next**

- For those rare positions that want/need to make sure that everytime the position is filled that specific questions be asked from the candidates, they can be added.
- **Generally this would be skipped for the PD and added as needed to a vacancy.**

SUMMARY



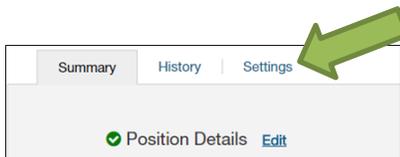
- The Summary allows you to review all of the entered information; you have the ability to edit any section by clicking on the **Edit** link to any of the sections.



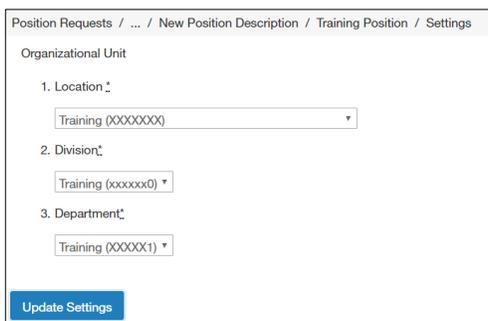
- The green circle with a check mark indicates the section contains all of the required information.



- The orange circle with an exclamation mark indicates additional information is required in that section.
- Click **Edit** to complete the section.

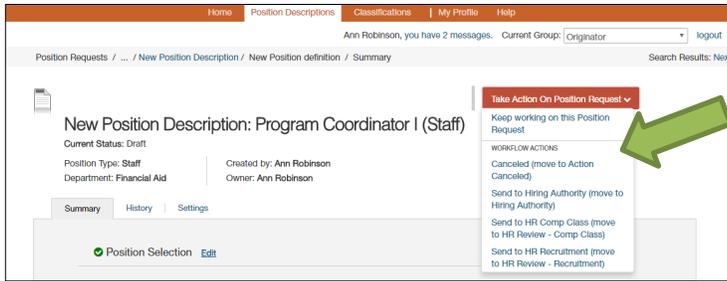


- If the Location, Department and/or Division needs to be changed, click the **Settings** tab.



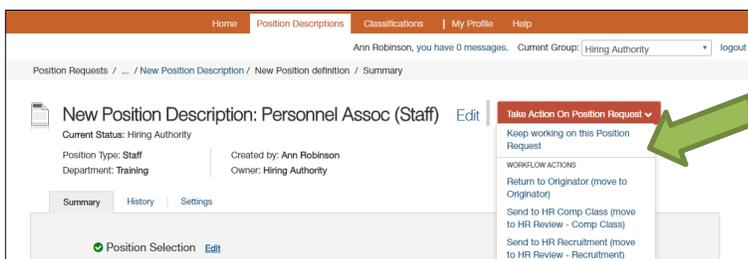
- Make any necessary changes for the Location, Division and/or Department
- Click **Update Settings**

ORIGINATOR ROLE OPTIONS



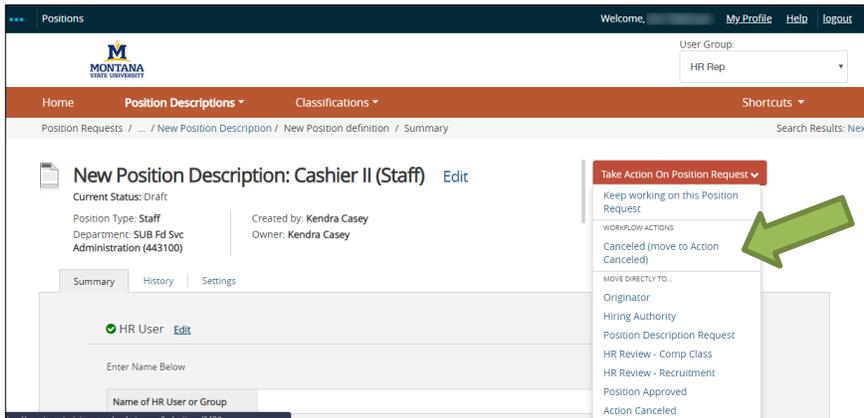
- In the **Originator** role, the following options are available in the **Take Action on Position Request** button once the information has been reviewed and is correct (Click on the drop down arrow to select the appropriate action):
 - **Keep Working on the Position Request** – allows additional edits/additions/add notes.
 - **Cancelled (move to Action Canceled)** – cancels the action (this does not delete the position from the system, merely deactivates the position or position modification).
 - **Send to HR Comp-Class or Send to HR Recruitment**
 - sends the position to HR for review and approval.

HIRING AUTHORITY ROLE OPTIONS



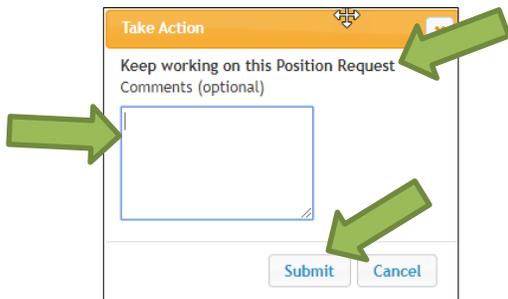
- In the **Hiring Authority** role, the following options are available in the **Take Action on Position Request** button once the information has been reviewed and is correct (Click on the drop down arrow to select the appropriate action):
 - **Keep Working on the Position Request** – allows additional edits/additions/add notes.
 - **Cancelled (move to Action Canceled)** – cancels the action (this does not delete the position from the system, merely deactivates the position or position modification).
 - **Return to Originator (move to Originator)** – if the Hiring Authority wants Originator to make changes, this option move the position back to the Originator to make those changes.
 - **Note: the Hiring Authority has the ability to edit the position as well instead of sending it back.**
 - **Send to HR Comp-Class or Send to HR Recruitment**
 - sends the position to HR for review and approval.

HR REP ROLE OPTIONS



- In the **HR Rep** role, the following options are available in the **Take Action on Position Request** button once the information has been reviewed and is correct (Click on the drop down arrow to select the appropriate action):
 - **Keep Working on the Position Request** – allows additional edits/additions/etc.
 - **Cancelled (move to Action Canceled)** – cancels the action (this does not delete the position from the system, merely deactivates the position).
 - **Send to Hiring Authority (move to Hiring Authority)** – sends the position to the Hiring Authority for review and approval.
 - **Send to HR (move to HR Review)** – sends the position to HR for review and approval.

Once an action has been selected, the following message box will appear:



- **Note: the Take Action language will vary depending on what action is selected.**
- Add any comments for the next user, if approving position type “Approved”
- Click Submit



- The blue bar indicates that the position was successfully transitioned and was added to the watch list.
- Click the Home tab or the MSU logo to return to the Home Screen

CHANGES TO A SUBMITTED POSITION DESCRIPTION

Ad hoc Search 1 Save this search? Selected records 0 × Clear selection? Actions ▼

Working Title	Department	Position Number	Position Request Name	Position Request Workflow State	Last Status Update	Actions ▼
Training Front Desk	Training	4M9999	New Position Description: Training Front Desk	HR Review - Comp Class	December 05, 2016 at 10:58 AM	Actions ▼

- If a position has been transitioned into ownership of another role, example above.
- Contact current owner to return it to you as Originator.

Working Title	Department	Position Number	Position Request Name	Position Request Workflow State	Last Status Update	Actions ▼
Business Operations Analyst	University Business Services - Finance Systems Support		New Position Description: Business Operations Analyst	Originator	August 04, 2015 at 04:01 PM	Actions ▼
Finance Business Analyst	Campus Planning, Design & Construction		New Position Description: Finance Business Analyst	Originator	April 05, 2016 at 10:52 AM	Actions ▼

- Click on the working title to open.

New Position Description: Business Operations Analyst (Staff) Edit Take Action On Position Request ▼

Current Status: Originator

- Click on Edit to start applying any changes.

Take Action On Position Request ▼

Keep working on this Position Request

WORKFLOW ACTIONS

- Send to Hiring Authority (move to Hiring Authority)
- Send to HR Comp Class (move to HR Review - Comp Class)
- Send to HR Recruitment (move to HR Review - Recruitment)

- To add notes, but not transition to new ownership select **Keep working...**
- Make sure to transition to new ownership to complete the approval process.

Take Action On Position Request ▼

Preview

Add to Watch List

Take Action On Position Request ▼

Preview

Remove from Watch List

- Click on banner icon to add or remove position to the Watch List

WATCH LIST

Scroll down to the Watch list



Watch List **11**

Postings (9) Hiring Proposals (1) Position Requests (1)

Title	Type	Current State	State Owner	Creator
New Position Description: new fields	Staff	Draft		

- Click on the Position Requests tab
- Scroll down to the bottom; the position just created will be listed
- Title – indicates the title of the position created
- Type – indicates the type of position (Staff, Faculty, Student)
- Current State – indicates what user role the position currently resides with
- State Owner – indicates the current workflow state owner of the position
- Creator – indicates the person who created the position
- If the position has been placed in the Watch List, the Current State and State Owner will update as the position moves through the system.

REMOVING POSITION REQUEST FROM WATCH LIST

To remove a position from your Watch List:

- Click on the “Watch List”

Watch List **11**

Postings (9) Hiring Proposals (1) Position Requests (1)

Title	Type	Current State	State Owner	Creator
New Position Description: new fields	Staff	Draft		

Postings

Unwatch Postings

<input type="checkbox"/>	Job Title	Type	Current State	State Owner	Creator	Actions
<input type="checkbox"/>	Program Liaison	Staff	Screen - Open	Search Manager		Actions
<input type="checkbox"/>	Administrative Associate II	Staff	Budget	Budget		Actions

Hiring Proposals

Unwatch Hiring Proposals

<input type="checkbox"/>	Job Title	Applicant Name	Type	Current State	State Owner	Creator	Actions
<input type="checkbox"/>	Custodian I	Laurel Lance	Staff	Verbal Accepted order BG - HR Rep	HR Rep		Actions

Position Requests

Unwatch Position Requests

<input type="checkbox"/>	Job Title	Type	Current State	State Owner	Creator	Actions
<input type="checkbox"/>	new fields	Staff	Draft			Actions

- Check off the box of any actions that no longer need to be watched
- Select the correct unwatch option button



- Validation box confirms you wish to remove from watch list.
- Select OK
- The position will be removed from this area



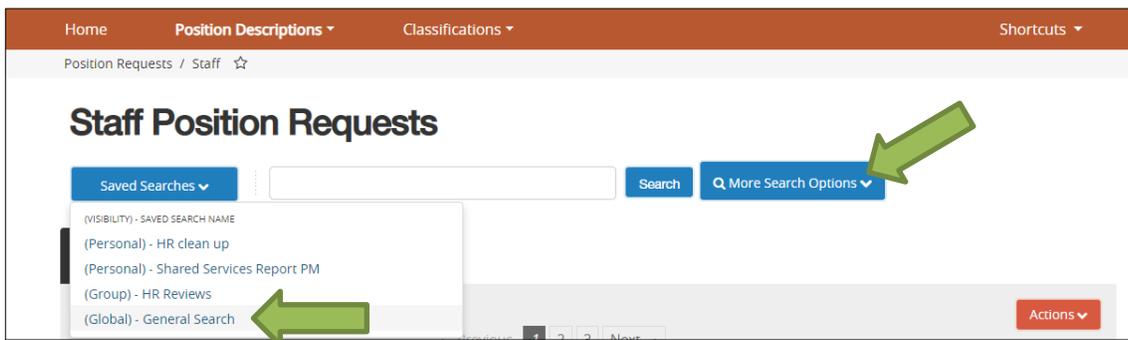
- The upper bar indicates that the Posting was removed from your Watch List.
- When finished, click the **logout** button or close browser.

SEARCHING FOR POSITION DESCRIPTION

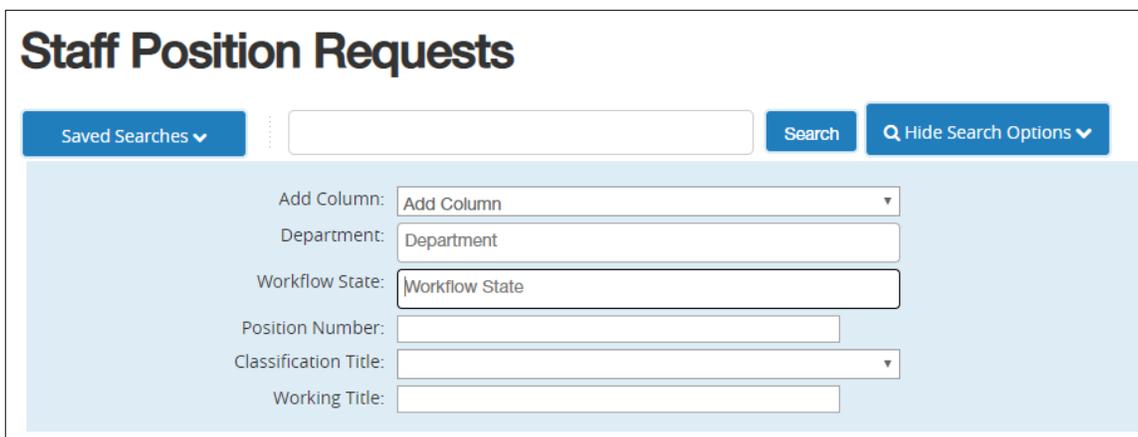
Once a Position request or modification has been started the Position will be found in **Staff Position Requests**



- Select Staff Position Requests (anything that has not gone through final approval will live here)
- Any Draft (started) positions will appear in this section instead of Staff
- View will be limited by your departmental and role authority
- Any historical approved versions will be viewable under **Staff Position Requests**



- Select Saved Searches dropdown and choose General Search, if that is not your current view
- There is a keyword search that will search for **Working Title**
- **More Search Options** will give more specific look up options



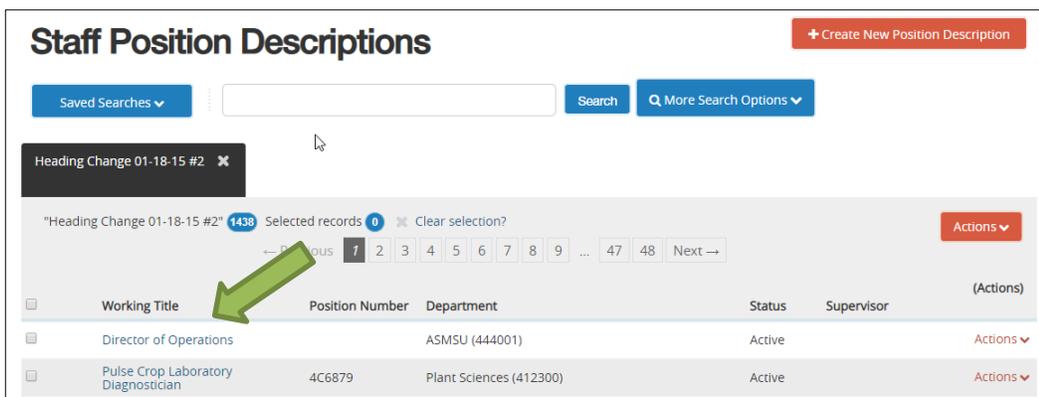
- Use Department, Position Number or use dropdown for Classification Title or Workflow State to narrow your search.
 - Position Number search does not always work, use in **Search** unless the position is approved, **once** approved use **Position Number** field.

MODIFYING POSITION DESCRIPTION

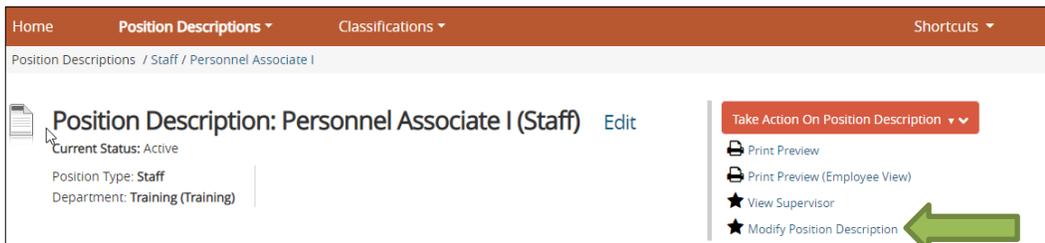
When changes are required on an approved position



➤ **Select Staff**



➤ **Search for the previously approved version of the position**



➤ **Select Modify Position Description**



- Warning and confirmation that request will lock the position and that you do want to modify.
- **Select Start**
- This will open the position for editing
- Once this is started the position will need to be selected from the **Staff Position Requests** section.
- If a Hiring Proposal is started on a position number no modifications are allowed until Hiring Proposal is accepted or declined.

The screenshot shows the 'Editing Position Request' interface. On the left, a sidebar lists navigation options: HR User, Employee, Position Details (highlighted), LABOR DISTRIBUTION, Position Description, FLSA Details, Classification Selection, Internal Position Docu..., Position Supervisor, Supplemental Questions, and Position Request Summary. The main area is titled 'Position Details' and contains a 'Check spelling' link, a 'Required Information' section, and a 'Reason for Modification' section. A dropdown menu for 'Reason for Modification' is open, showing options: In Range Progression, Progression, Reclassification, Update JD - No Refill, and Update Refill (checked). Navigation buttons 'Save', '<< Prev', and 'Next >>' are visible at the top right.

- Under Position Justification please select reason for the modification, to aid Comp-Class or Recruitment in approving modification.
- Once all changes completed make sure to move to **Send to HR Comp-Class** or **Send to HR Recruitment** to complete the review.