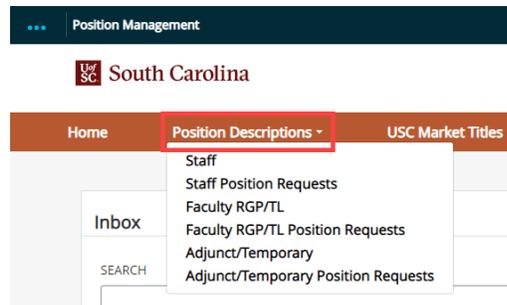


Viewing a Position Description

- 1) Select **Position Management** from the module selector (upper left side of the screen) by first clicking the 3 blue dots.



- 2) Hover over **Position Descriptions** (PDs) in the orange header and select the appropriate position type from the drop down. Position types with PDs are staff, faculty research grant (RGP)/ time-limited (TL) and adjunct/temporary.
 - **Note:** The Position Request options in the drop down are request for newly created PDs and modified PDs.



- 3) Search for the appropriate PD (by position number, name, etc.). Click on the **Actions** drop-down for that position (right side of the screen) to select View.

Staff Position Descriptions

[+ Create New Position Description](#)

To add a new column to the search results, select the column from the drop down list.

Add Column:

Status:

Type of Staff Position:

Department:

Position Number:

Class Code:

Job Level:

Job Family:

Job Function:

Outstanding Actions:

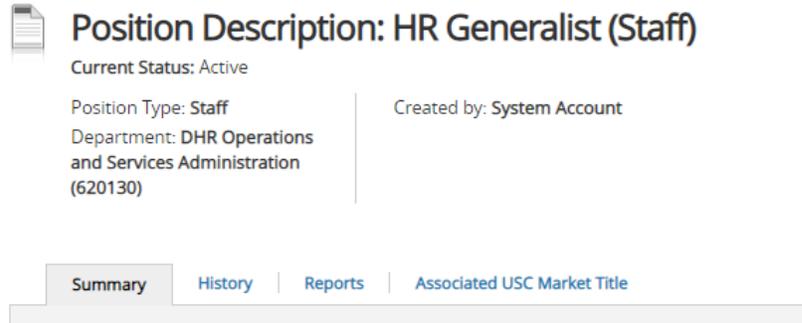
Ad hoc Search Staff - Position Descriptions

Ad hoc Search Save this search? Selected records Clear selection?

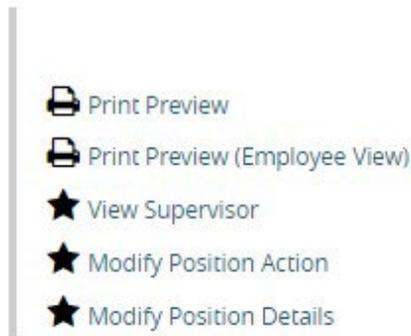
<input type="checkbox"/>	Position Number	Internal Title	Employee Last Name	Employee First Name	Department	Status	Job Family	Job Function	Job Level	USC Market Title	(Actions)
<input type="checkbox"/>	00083211	HR Generalist			DHR Operations and Services Administration (620130)	Active	Human Resources	HR Service Center	P1 - Professional	Human Resources Generalist	<input type="button" value="Actions"/>



- 4) The PD will open automatically to the **Summary** tab, separating each section of the description. You will also have the **History** tab, which details each change that has occurred, and the **Reports** tab, which provides two versions of the PD requiring a signature for their personnel file. The Associated USC Market Title tab is a section in the PD summary as well.



- 5) You also have some options on this screen. On the left top of the Position Summary, you may view the PeopleAdmin delivered PD (which is much longer than those available in the Reports tab), view the Supervisors position description if available, or you may begin a position modification.



Creating a New Position Description

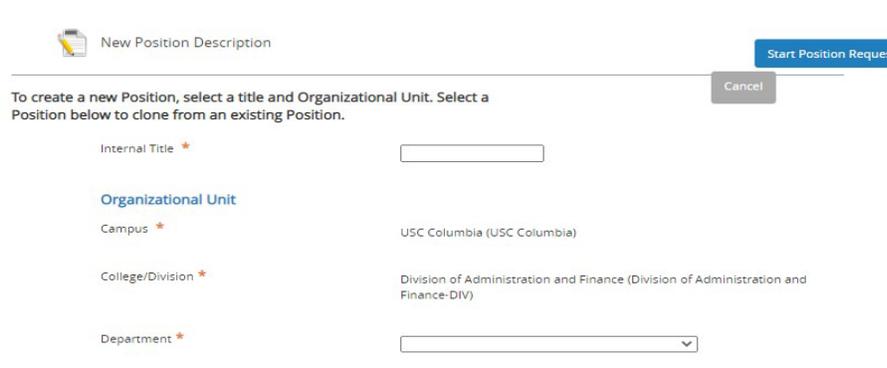
The following user types can create a new position description:

- Initiator
- Department HR Contact
- College/Division HR Contact

1) From the Position Descriptions page, select the appropriate position type for the PD you will be creating. Click **+ Create New Position Description** on the right side of the screen.



2) Complete the **Internal Title** and **Organizational Unit** fields.



3) From here, you can either start with only the USC Market Title fields completed for you, or you may scroll down and Clone an existing position that is very similar to the new PD you are creating.

Saved Searches ▾

Search
More Search Options ▾

Clone an existing Position?

Ad hoc Search Staff - Position Descriptions

Ad hoc Search

Position Number	Internal Title	Employee Last Name	Employee First Name	Classification Code	Department	Status	(Actions)
00003249	Administrative Assistant			AA75	DHR Division of Human Resources (620100)	Active	Actions ▾

Start Position Request

- 4) Click **Start Position Request**. Complete the various required fields on each tab.

Editing Position Request

- ✔ Position Justification
- ✔ USC Market Title Selec...
- ✔ Position Details
- ✔ Funding Information
- ✔ ADA Checklist
- ✔ Seated Employee
- ✔ Supervisory Position
- ✔ Position Documents
- Position Request Summary

- 5) You will notice many fields are starred and highlighted in red. This is to let you know they are required, and you will not be able to move forward with your PD modification until the fields are completed. The text just below the field describes the information needed for that field.

★ Employee's Building Please select ▾

This field is required.

★ Campus Please select ▾

This field is required.

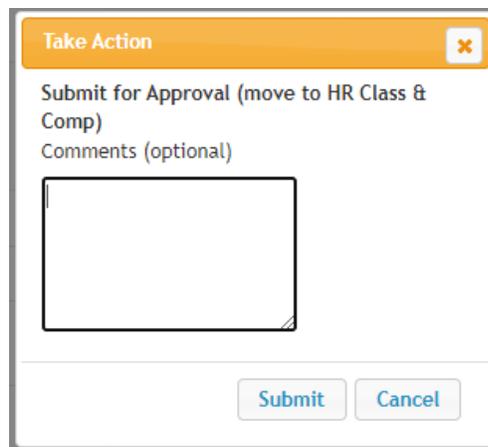
★ Work County Please select ▾

Please select the county where the position is located.
This field is required.

- 6) As you make your way through the tabs, it is important that you either click **Save** before moving to another tab to the left, or click **Save & Continue** to move to the next tab. For example, if you have just completed the Position Details and you click the ADA Checklist tab without saving, the system will give you a warning message asking if you would like to Cancel and return to the current tab and save your work or click **OK** and lose any unsaved information in that section.
- 7) When you have navigated through all the tabs and are on **the Position Request Summary** page, any tabs that have exclamation points next to them indicate that there is required information missing that must be completed before moving forward.



- 8) You can go directly to that tab to complete these required fields by selecting the Edit button/blue pencil icon next to the tab title.
- 9) Once completed, from the **Position Request Summary** page, hover over Take Action on Position Request, and select the appropriate next step in the workflow.
 - A Take Action box will pop up and allow you to add comments to accompany your request. The comments will then appear in the email message sent to the next approver in the workflow and become a **permanent part of the position description record that cannot be removed.**



- Once the position has been approved by Classification and Compensation, you will receive an email notification, and will then be able to view the completed position description.

Modify an Existing Position Description

For further insight on which Modify Position form to use, reference this [Quick Guide](#).

- 1) In the **Position Management** module, select the appropriate position type from the **Position Description** drop-down box.
- 2) Search for the position description you would like to modify (search by position number, name, etc).
- 3) The **Position Description Summary** is displayed with actions on the upper right-hand side of the screen.



Modify Position Action

- 1) Click the Modify Position Action option.
- 2) The system will display the following prompt click **Start**.

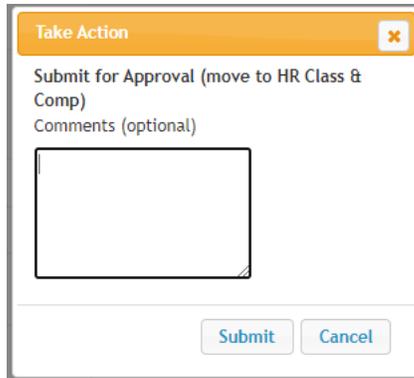
Start Modify Position Action Position Request on Sr. Info Sys/Bus. Analyst?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

- 3) Complete the various required fields on each tab of the request.
 - The Modify Position Action form will open and looks very similar to when you created a new position description.

Additional fields you will be required to complete are:

- **There must be a justification for Position Modification. Please explain the request to modify the position, comparable positions, priority, requested salary, current salary adjustments (if applicable), requested effective date, and total compensation.**
 - Once these required fields are completed, you will be able to modify any fields on the PD (as applicable to the modification request).
 - You also have the options of inputting additional Comments to HR to provide any information that may be useful in the analysis of the requested action.
 - When all the tabs have been completed/updated as necessary and you are on the Position Request Summary page, any tabs that have exclamation points next to them indicate that there is required information missing that must be completed before moving forward.
 - You can go directly to that tab to complete these required fields by selecting the **Edit** button next to the tab title.
- 4) Once complete, from the Position Request Summary page, hover over the Take Action button on Position Request, and select the appropriate next step in the workflow.
- 5) A Take Action box will pop up and allow you to add comments to accompany your request. The comments will then appear in the email message sent to the next approver in the workflow and become a **permanent part of the position description record that cannot be removed.**



- 6) Once the position has been approved by Classification and Compensation, you will receive an email notification, and will then be able to view the completed position description.

Modify Position Details

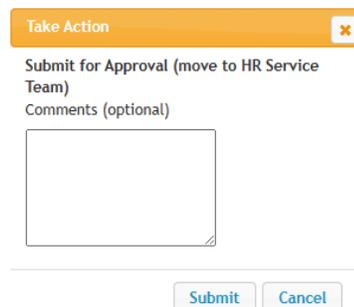
- 1) Click the Modify Position Details option.
- 2) The system will display the following prompt. Click **Start**.

Start Modify Position Details Position Request on Administrative Assistant?

Once it has been started, this position request will lock the position from other updates until the position request has completed.

Start

- 3) Complete the various required fields on each tab of the request.
 - The Modify Position Details Action form will look similar to the Modify Position Action form. ***This quick form should only be used if the body/function of position description itself is up to date. Job purpose, job duties, and qualifications do not appear on this form.***
 - When all the tabs have been completed/updated and you are on the Position Request Summary page, any tabs that have exclamation points next to them indicate that there is required information missing that must be completed before moving forward.
 - You can go directly to that tab to complete these required fields by selecting the Edit button next to the tab title.
- 4) Once complete, from the Position Request Summary page, hover over the Take Action button on the Position Request and select the appropriate next step in the workflow.
 - A Take Action box will pop up and allow you to add comments to accompany your request. The comments will then appear in the email message sent to the next approver in the workflow and become a **permanent part of the position description record that cannot be removed.**



Take Action

Submit for Approval (move to HR Service Team)

Comments (optional)

Submit Cancel

- Once the position has been approved by HR Service Team, you will receive an email notification, and will then be able to view the completed position description.

Update Supervisor/Vacate Position

- 1) Click the Update Supervisor/Vacate Position option.
- 2) The system will display the following prompt. Click **Start**.

Start Update Supervisor/Vacate Position Position Request on Maintenance Technician?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

Start

- 3) Complete the various required fields on each tab of the request.
 - This is the shortest position modification form and is only to be used to update a supervisor or vacate a position. ***This quick form should only be used if the body/function of position description itself is up to date. Job purpose, job duties, and qualifications do not appear on this form.***
 - When all the tabs have been completed/updated and you are on the Position Request Summary page, any tabs that have exclamation points next to them indicate that there is required information missing that must be completed before moving forward.
 - You can go directly to that tab to complete these required fields by selecting the Edit button next to the tab title.
- 4) Once complete, from the Position Request Summary page, hover over the Take Action button on the Position Request and select the appropriate next step in the workflow.
 - A Take Action box will pop up and allow you to add comments to accompany your request. The comments will then appear in the email message sent to the next approver in the workflow and become a **permanent part of the position description record that cannot be removed.**



Take Action

Submit for Approval (move to HR Service Team)

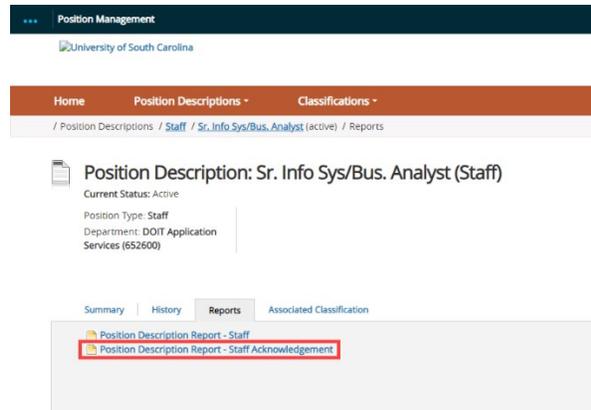
Comments (optional)

Submit Cancel

- Once the position has been approved by HR Service Team, you will receive an email notification, and will then be able to view the completed position description.

Position Description Acknowledgement

For existing employees who were initially created a PD for their existing position, or you have modified their current PD for, there is a report available in the system to be used for the employee and supervisor to sign, acknowledging the PD. To access the reports, follow the steps for Viewing the Position Description, then click the **Reports** tab.



The screenshot shows the 'Position Management' interface for the University of South Carolina. The breadcrumb trail is: Home > Position Descriptions > Classifications > / Position Descriptions / Staff / Sr. Info Sys/Bus. Analyst (active) / Reports. The main heading is 'Position Description: Sr. Info Sys/Bus. Analyst (Staff)'. Below this, it shows 'Current Status: Active', 'Position Type: Staff', and 'Department: DOIT Application Services (652600)'. The 'Reports' tab is selected, and two reports are listed: 'Position Description Report - Staff' and 'Position Description Report - Staff Acknowledgement', with the latter highlighted in red.



The screenshot shows the 'Position Description Report - Staff Acknowledgement' for a Sr. Info Sys/Bus. Analyst. The report is dated Wednesday, February 22, 2023, 04:56:12 PM (EST). It includes a table with the following data:

JOB DESCRIPTION Sr. Info Sys/Bus. Analyst		
Employee Name:	Employee ID:	Supervisor:
Class Code: AKSO	Class Title: Program Manager II	Advertisement Rate: A
Position Number/Slot: 00002981/00015	Location: Columbia	Work Country: Richard
FLSA/Basic Hours: Exempt/2080	Full Time/Part Time: Full Time	Sec. Code: 15-2211
State Funding %: 100.00	Federal Funding %: 0.00	Other Funding %: 2.00
Pay Band: R - BS182 \$58,144-\$114,427	Basic/Hours per week: 12 months/37.5	Type of Staff Position: Full-time equivalent (FTE)

Job Purpose:
Assists upper management as well as business/uninstitutional partners where needed in assigning priorities and planning future activities. This job also involves working directly with the Regional HCM Program Manager and other team members to develop common standards and procedures for incident, testing, security and change management. Occasional work at other than normal times may be required based on production support responsibilities and other duties as assigned from time to time.

Essential/Non-essential Functions:

Job Duty	Essential Function	Percentage of Time
Provide HCM production incident triage/resolution as well as problem analysis/resolution support (i.e. for assigned modules) as well as for the DOIT Service Desk. Collaborate with the HCM Program Manager, Business Analysts, operational partners and Training Coordinator to review business operational and service level metrics for trends, patterns, prioritization, improvements and training needs. Build ad hoc PeopleSoft queries to support enterprise-wide regulatory requirements, business partners, and end-users.	Yes	35

- 1) When you click either report, it will open in a system view. From here, You may select Save as PDF and/or you can print to your local printer for the employee and supervisor to sign.
- 2) For existing employees, the signed PD should be forwarded to the Division of Human Resources to be added to the employee's personnel record.