

Position Management Steps

EHRA Non-Faculty

Steps to View, Update/Reclassify, and Create Position Descriptions

Viewing a Position Description

- Step 1** Click on the three circles in the upper left side of the screen and select **POSITIONS** from the drop-down menu.
- Step 2** Click on the **Position Descriptions** tab and select **EHRA Non-Faculty** from the drop-down box.
- Step 3** Search for the appropriate position description (by position number, name, etc.).
- Step 4** Click on the title of the position.

Creating a New Position Description – Assistant/Coordinator

- Step 1** Click on the Position Descriptions tab and select **EHRA Non-Faculty**.
- Step 2** Click on the orange **Create New Position Description** Box in top right corner.
- Step 3** Enter the appropriate information and select **Start PD Action**.
- Step 4** When all the tabs have been completed, the system will move to the PD Action Summary page.
If there is missing required information in a section, an exclamation point shows next to the tab title. All sections must be completed prior to moving the PD Action to the next stage. Complete any sections containing the exclamation point by selecting the Edit button next to the tab title.
- Step 5** From the Action Summary page, hover over the orange **Take Action on PD Action** button and submit to **EHRA HR Compensation**.

Update/Reclassify Position Description – Assistant Coordinator/Supervisor

- Step 1** Click on the three circles in the upper left side of the screen and select **POSITIONS** from the drop-down menu.
- Step 2** Click on the **Position Descriptions** tab and select **EHRA Non-Faculty** from the drop-down box.
- Step 3** Search for the appropriate position description to modify (by position number, name, etc.).
- Step 4** Click on the title of the position.
- Step 5** Review summary and select **Modify Position** (star in the upper right side of the screen).
- Step 6** Click **Start**.
- Step 7** When all the tabs have been completed, the system will move to the PD Action Summary page.
If there is missing required information in a section, an exclamation point shows next to the tab title. All sections must be completed prior to moving the PD Action to the next stage. Complete any sections containing the exclamation point by selecting the Edit button next to the tab title.
- Step 8** From the Action Summary page, hover over the orange **Take Action on PD Action** button and submit to **EHRA HR Compensation**.
- Step 9** Add any comments in the Comment Box, keeping in mind comments become a permanent part of the recruitment record and cannot be removed. The position will be added to the Watch List by default.

- Step 10** Once the position has been reviewed, HR Class & Comp will move the position back to Department Budget Approver for review. The position can be found on the Home page either in the Inbox under the PD Action tab or in the Watch List under the PD Action tab.

Update/Reclassify/New Position Description – Department Budget

- Step 1** Click on the three circles in the upper left side of the screen and select **POSITIONS** from the drop-down menu.
- Step 2** Click on the **Position Descriptions** tab and select **EHRA Non-Faculty PD Actions** from the drop-down box.
- Step 3** Click on the position title to bring up the position description. Review the summary page for details about the new position. As Department Budget Approver, only certain tabs are editable.
- Step 4** Click **Edit** next to the Position Funding section on the summary page. Edit any details and include any comments necessary. Click **Next**.
- Step 5** Click on **PD Action Summary** from the navigation tabs on the left hand side of the screen. Review information one last time.
- Step 6** From the Action Summary page, hover over the orange **Take Action on PD Action** button and select **Approve** to move to **Division Approver**. Add any comments in the Comment Box, keeping in mind comments become a permanent part of the recruitment record and cannot be removed. Be sure to click the Add to Watch List box prior to sending the position to the next stage if you want to follow the status of the position.

Update/Reclassify/New Position Description – Division Approver

- Step 1** Click on the three circles in the upper left side of the screen and select **POSITIONS** from the drop-down menu.
- Step 2** Click on the **Position Descriptions** tab and select **EHRA Non-Faculty PD Actions** from the drop-down box.
- Step 3** Click on the position title to bring up the position description. Review the summary page for details about the position.
- Step 4** Once review is complete, hover over the **Take Action on PD Action** (orange button, upper right side of the screen) and select **Approve** to move to **University Budget**. Add any comments in the Comment Box, keeping in mind comments become a permanent part of the recruitment record and cannot be removed. Be sure to click the Add to Watch List box prior to sending the position to the next stage if you want to follow the status of the position.

Update/Reclassify/New Position Description – University Budget

- Step 1** Click on the three circles in the upper left side of the screen and select **POSITIONS** from the drop-down menu.
- Step 2** Click on the **Position Descriptions** tab and select **EHRA Non-Faculty PD Actions** from the drop-down box.
- Step 3** Click on the position title to bring up the position description. Review the summary page for details about the new position.
- Step 4** If it is a new position, an exclamation point will appear next to the Position Details tab. Click on **Edit**.
- Step 5** If a new position, fill out the position number in the red box. Click **Next**.
- Step 6** Edit Position Funding tab if needed, if not, click the **PD Action Summary** from the navigation tabs

on the left hand side of the screen. Review information one last time.

Step 7 Once review is complete, hover over the **Take Action on PD Action** (orange button, upper right side of the screen) and select **Approve** to return to **EHRA HR Compensation**. Add any comments in the Comment Box, keeping in mind comments become a permanent part of the recruitment record and cannot be removed. Be sure to click the Add to Watch List box prior to sending the position to the next stage if you want to follow the status of the position.

NOTE: Position will transition to HR and HR will begin the posting process.