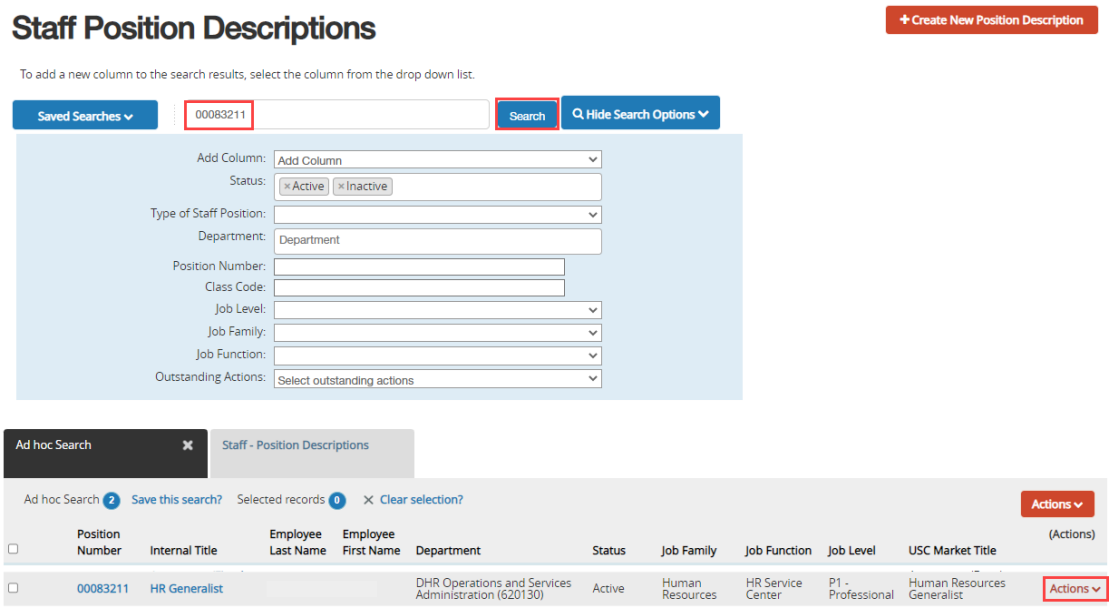
Viewing a Position Description

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.



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

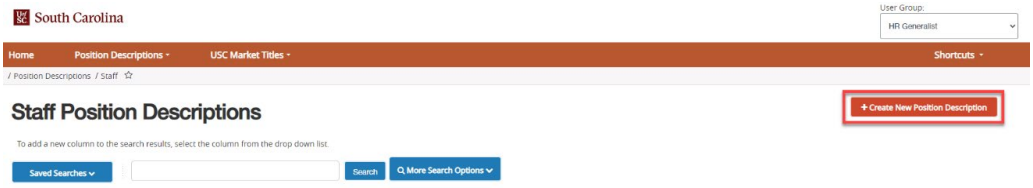
Summary, you may view the PeopleAdmin delivered PD (which is much longer than those available in the Reports tab), view the Supervisors position description if available, or you may begin a position modification.

Creating a New Position Description

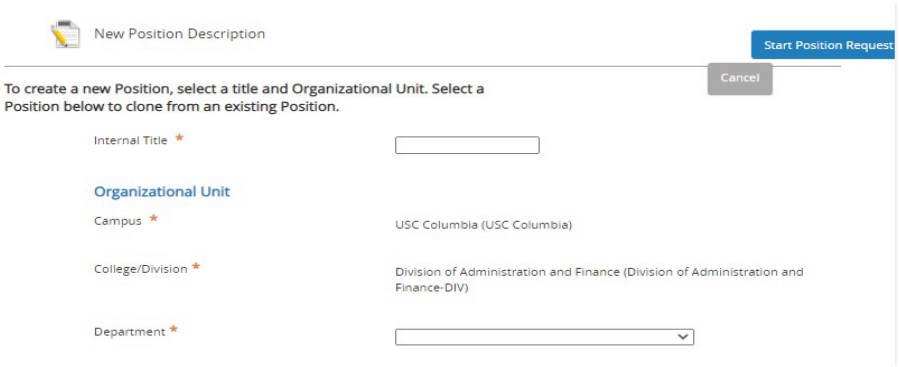
The following user types can create a new position description:

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

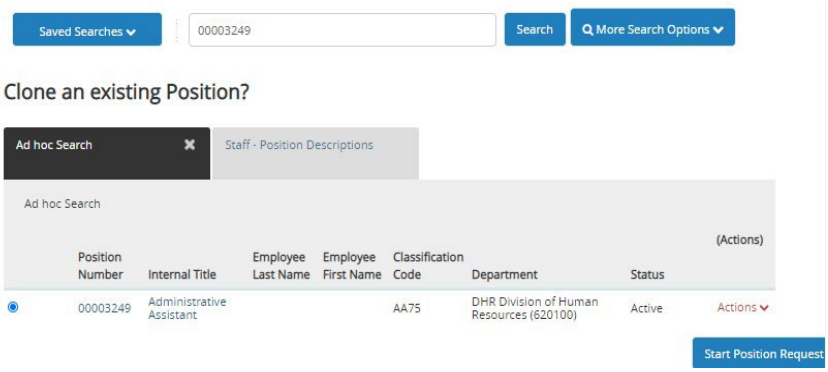
1) From the Position Descriptions page, select the appropriate position type for the PD you will be creating. Click **+ Create New Position Description** on the right side of the screen.



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.



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

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.

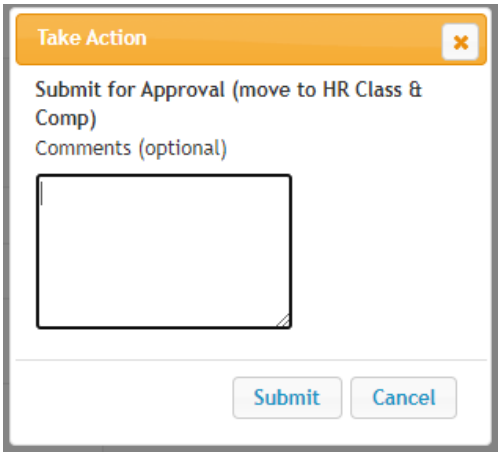
6) As you make your way through the tabs, it is important that you either click **Save** before moving to another tab to the left, or click **Save & Continue** to move to the next tab. For example, if you have just completed the Position Details and you click the ADA Checklist tab without saving, the 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.

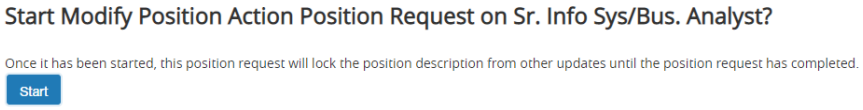
1) In the **Position Management** module, select the appropriate position type from the **Position Description** drop-down box.

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**.



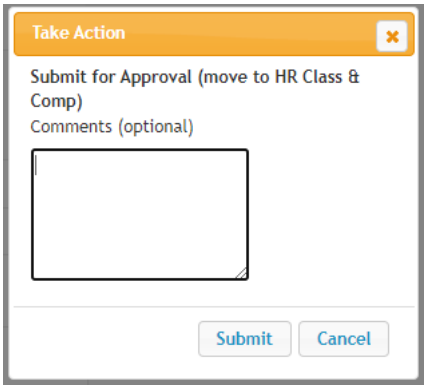
3) Complete the various required fields on each tab of the request.
   - The Modify Position Action form will open and looks very similar to when you created a new position description.

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 imputing 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.**



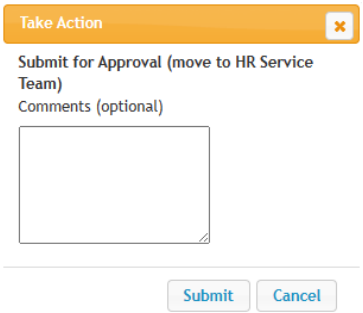
6) Once the position has been approved by Classification and Compensation, you will receive an email notification, and will then be able to view the completed position description.

Modify Position Details

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

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.**



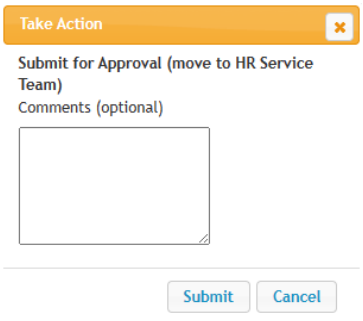
   - Once the position has been approved by HR Service Team, you will receive an email notification, and will then be able to view the completed position description.

Update Supervisor/Vacate Position

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

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.

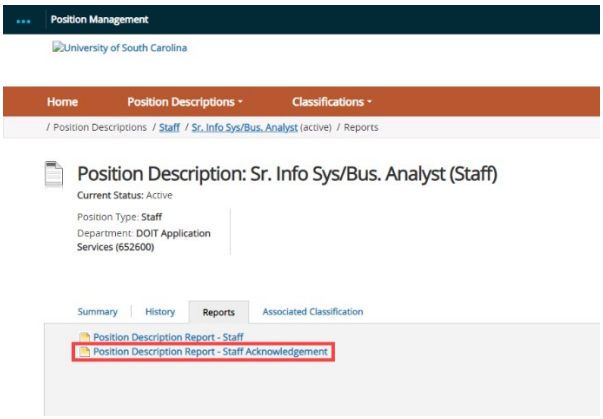
4) Once complete, from the Position Request Summary page, hover over the Take Action button on the Position Request and select the appropriate next step in the workflow.
    - A Take Action box will pop up and allow you to add comments to accompany your request. The comments will then appear in the email message sent to the next approver in the workflow and become a **permanent part of the position description record that cannot be removed.**

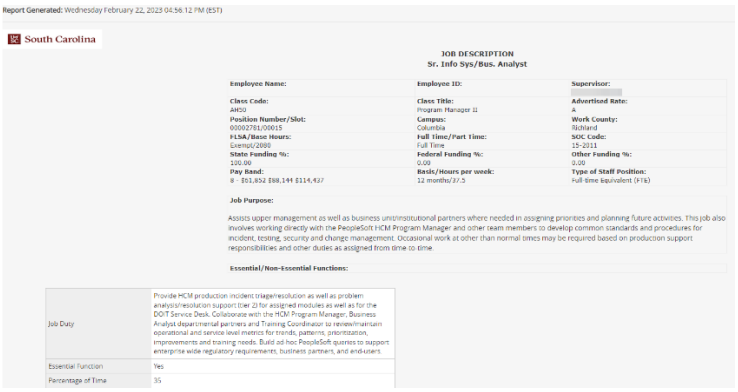


    - Once the position has been approved by HR Service Team, you will receive an email notification, and will then be able to view the completed position description.

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.





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.