Modifying a Position Approval

Edit position description or budget allocation, unseat an employee, change supervisor

Check your settings

☑ Initiator (User Role) ☑ Position (Module) * ☑ Position Approvals (Tab): "Faculty and Professional Staff"

1. Find position and click on the **Position Title**
2. On the next screen, click on **Modify Position Description**
3. Click **Start**

4. **Complete** or **edit** details in the **Editing Position Request** tabs.

Position Justification is a required field and should indicate things like: jd update effective <date>, existing position – description missing.

Position Budget Information: This should be the position's org code.

Training Requirements: It is key to ensure this information is complete based on the position. This information is used to ensure that the proper training is provided both for new hires and the annual compliance training.

Supervisory Position: this should be the direct supervisor.

Position Documents: Anything you would like to see attached to this position for the future, ie email string of how the position came about, how budgeting as determined etc.

Position Request Summary: please review closely before moving the position through the approval chain. We do require that the designated dept head and the Senior Administrator approve new or very re-vamped job descriptions. If there are only minor changes or the Sr Leader has already approved the position in another format, please contact HR and we will move directly to us for final review.

* To change Modules simply click on the 3 blue dots in the upper left corner of the screen: