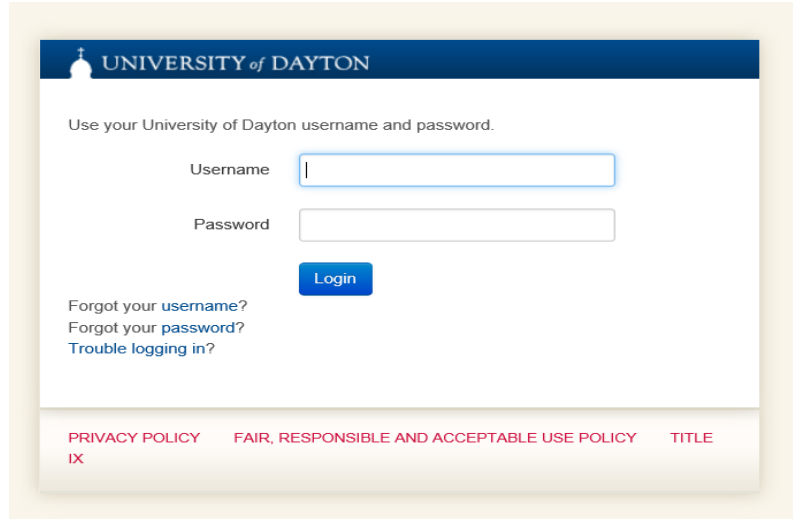


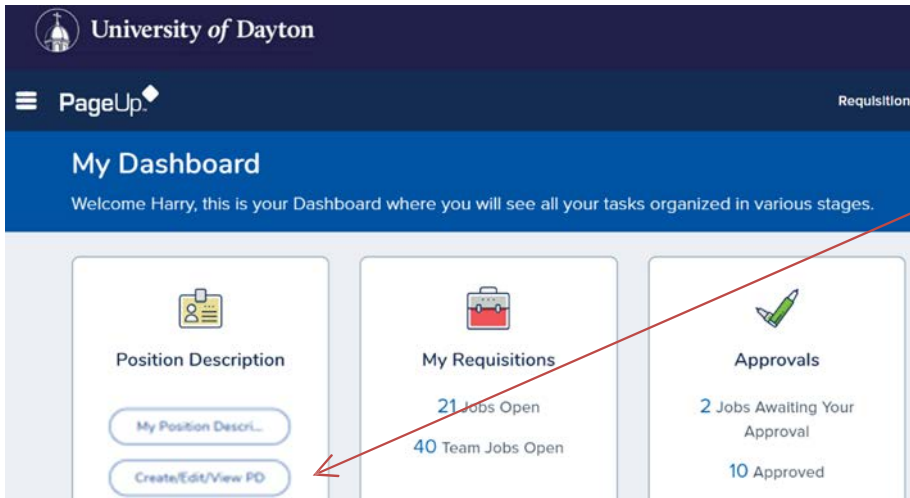
## Creating a Position Description

- To login go to: go.udayton.edu/employment (if redirect doesn't work, use: udayton.dc4.pageuppeople.com)
- You will see the following screen. Login using your UD username and password.

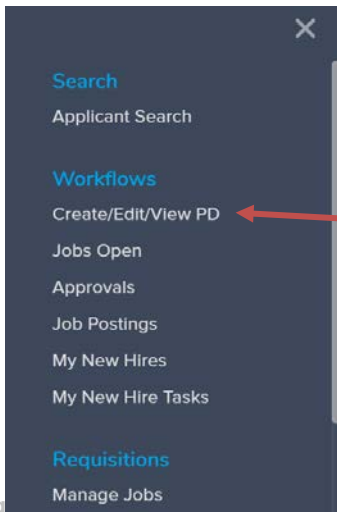


### Access Available Position Descriptions

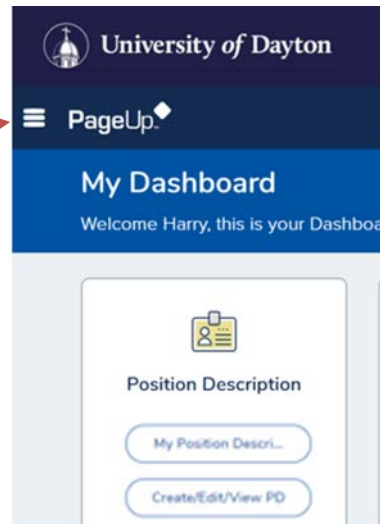
Once logged in, you will be taken to the home screen where you can access your Position Description(s) via the “Create/Edit/View” Position Description link available on the Position Description dashboard tile.



Click on the “**Create/Edit/View PD**” link to view other available Position Descriptions. Click on the “**My Position Description**” link to view your own position description.



You may also click here to bring up the **Sidebar** navigation option



**TIP: Remember to turn off your internet browser Pop-Up Blocker.**

**Position Descriptions**

After clicking on the “Create/Edit/View PD” link you will be able to view all of the position descriptions to which you have access.

You can search Position Descriptions via any combination of the available **options** to filter your search. Click the **search** button once you have added your **search criteria**.

**Position Description Actions**

In addition to creating a new position description, you have the option to complete a number of actions from this page including:

- Edit your Position Description
- View your Position Description
- Request a Posting (Create a Job Requisition)
- Archive a Position Description  
(This option is greyed out as it is only available to HR.)

Each of your Position Descriptions will have the same PD **actions** available to choose from.

PD No.	Working Title	Position Number	Role Number	Employee Name	Supervisor Name	Date Modified	Approval status	
PD-84	Driver	1234				18 Oct 2018	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Request Posting</a>   <a href="#">Archive</a>

Only **Approved** Position Descriptions may be posted. If your PD is not approved the **Request Posting** link will be greyed out.

**Creating a New Position Description**

If you require a **New Position Description** you can begin this process by clicking the **link at the top** of the Position Description search box.

**Complete your New Position Description**

The screenshot shows a web form titled 'POSITION DESCRIPTION'. It has tabs for 'Position Info', 'Notes', and 'Documents'. The form includes several input fields: 'Working Title:\*', 'Administrative Title (FACULTY ONLY):', 'Position Number:' (with a search icon and a dropdown showing 'No position selected'), 'Benefit Status:\*' (with a 'Select' dropdown), 'If Temporary, Date of Expiration:' (with a calendar icon), and 'Work Schedule:' (with an example: 'Monday thru Friday 8:30 to 4:30'). Red arrows point from a callout box to the 'Working Title:\*' and 'Benefit Status:\*' fields.

Please fill out all applicable fields on the **Position Description**. An asterisks (\*) indicates a mandatory field which must be **completed**.

If you are requesting a brand new position, **do not** complete the position number field, the Office of Human Resources (or the Provost Office for faculty) will assign the new position number upon approval. If you are requesting to replace a position, you may type the position number into this box and click enter – the field will populate with the assigned classification title and the position number (if the field does not already contain the replacement position number). In this instance, please include leading zeros (i.e. 001234).

This close-up shows the 'Position Number' field. The text 'Administrative Assistant' is visible in the input box. Below it, 'Position no: 007011' is displayed. A red circle highlights a small downward arrow icon next to the input box, with a callout box labeled 'Drop Down Arrow' pointing to it.

Please see the “Additional Position Description Options” section at the end of this document for more information on how to edit/update an existing position description.

**Entering Position/Job Duties into Position Description**

In the “Job Duties” section of the Position Description, you may enter in individual job duty for the position by clicking **New**.

The screenshot shows the 'JOB DUTIES' section. It features a table with three columns: '% of time', 'Duties / Responsibilities', and 'Essential / Marginal'. Below the table, there is a message: 'There are no items to show'. A red circle highlights a 'New' button located at the bottom left of the table area.

Enter in the percentage of time the incumbent will spend on this section of duties, followed by details about the duties. Once complete, click **Add**. You may continue adding multiple job duties by clicking **New**. Complete the remainder of this section.

This close-up shows the 'JOB DUTIES' table. The '% of time' column has an input field circled in red. The 'Duties / Responsibilities' column is a large text area. The 'Essential / Marginal' column has a dropdown menu currently set to 'Essential'. A red circle highlights an 'Add' button at the bottom right of the table.

### Approval Process

Once you have completed filing out/editing the Position Description you will need to select the appropriate approval process to follow.

Please click the **drop down**, and select the relevant **approval process** from the list.

**Faculty PD Approval** = All faculty positions  
**Staff (Academic) PD Approval** = Any staff position in divisions that report to the *Provost Office*.  
**Staff PD Approval** = Any staff position that reports to divisions *other than* the Provost (e.g. Athletics, Student Development, Advancement, Finance & Administration)

### Selecting Approvers

Once you have chosen the appropriate approval process, you will need to select the appropriate users (according to role/department) who are required to be involved in the approval process of your new PD.

You can either type the **approvers name** into the field, or use the **lookup** field to search. *Please Note: Certain approver names will pre-populate (i.e. Compensation, Budget Office).*

### Using the Approver Search Fields

Using the search field option will allow you to search the PageUp User Base for the appropriate approver to include in your Position Description Approval process.

You can use the name **search boxes** to filter through the users in the PageUp System. Click the **search** button once you have entered a name and the list will update.

First name	Last name	E-mail
AffirmativeAction	Office	AA@udayton.edu
Alex	Polzella	polzellaa1@udayton.edu

### Make a Note

Once you have completed filing out the Position Description, please be sure to click on the Notes tab located at the top of the Position Description. Here you may make a note to include any pertinent information that the PD approvers may need to know/reference in order to approve the position.

Click on the **Notes Tab**, then click the drop down to **Select** to add a note to the Position Description. Notice, you may also **add a document** as well (i.e. Position reclassification Request Memo).

## Submit your Position Description

Approval process:\*

3. Dean/VP:

4. Budget Office:

5. Compensation:

HR Representative:\*

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*).

Once you have completed your approval process click the **Submit** button below to begin the official approval process.

Please fill in all mandatory fields marked with an asterisk (\*).

**POSITION DESCRIPTION**

Employee Information:

Working Title:\*

Administrative Title (FACULTY ONLY):

Position Number:

Benefit Status:\*

If Temporary, Date of Expiration:

If you have missed any **mandatory fields** you will be prompted to complete the **missing fields** denoted with a **red asterisk**.

Once all missing fields are completed, please scroll to the bottom of the position description and click **Submit**. This will **initiate the approval process** by sending emails requesting approval from each approver in the order in which they are listed, one at a time. The creator of the position description will be notified by email once all approvers have approved the position description. If an approver declines the position description approval request, the creator of the position description will be notified, including a justification as to why it was declined.

**PLEASE NOTE:** The job requisition process is now separate from the position description creation and approval process. To request to post your position you must click on the “Request Posting” link which will be available once your position description has been approved and will be found on both the approved PD as well as on your Position Descriptions home page. Please consult the instructions for “**Creating a Job Requisition**” to obtain additional information.

**Additional Position Description Options**

**Editing/Updating an Existing Position Description**

To edit an existing PD, you must click on the “Edit” link next to the applicable position.

PD No.	Working Title	Position Number	Role Number	Employee Name	Supervisor Name	Date Modified	Approval status	
PD-84	Driver	1234				18 Oct 2018	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Request Posting</a>

Click on the “Edit” link to modify/update a position description.

Once you click “Edit” you will be taken directly to the Position Description. In order to modify the position description, you will need to scroll down to the bottom of the Position Description where you will click on the “Update PD” button.

**APPROVALS**

search Chair:

hiring Manager:\* Harry Hire

approval process:\* Staff PD Approval

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1. Department Head/Chair: Peters ✓ Approved 5 Oct 2018

2. Unit Budget Manager: Manager ✓ Approved 5 Oct 2018

3. Dean/VP: Employment Manager ✓ Approved 5 Oct 2018

4. Budget Office: Virginia Dowse ✓ Approved 5 Oct 2018

5. Compensation: Teshia Ligon ✓ Approved 5 Oct 2018

You will be prompted to confirm that you would like to “restart the approval process”. By clicking “OK”, your screen will refresh and you will now be able to access the position description box fields and begin updating the position description.

udayton.dc4.pageuppeople.com says

Are you sure you want to restart the approval process?

**This concludes the training document for “Getting Started.” If you have questions, please contact the Office of Human Resources for Staff positions or the Provost Office for Faculty positions. Thank you!**