Quick Reference Guide: Creating a P&S Position Description

Instructions: Use the following steps to create a new P&S Position in People Admin. A position description (PD) is a document explaining the duties and responsibilities of a position at the University. All full and part-time P&S and Merit employees have a PD, which is used to determine position classification and pay grade.

1. Hover over Position Descriptions and click P&S.

2. Click Create New Position Description on the top right.

3. Select New Position Description in the box that appears.

4. Fill out the required information, or Clone an Existing Position Description by checking the radio button next to a desired Position Title.

5. Click Start Position Request when ready to move on.

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- Hiring Manager
- Dept Chair/Director
- Dean/AVP
- President/Senior VP
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6. Fill in the required information and click **Next** to move on to the next section. For more detailed information, see **Writing a Position Description Job Aid**.

**Note**: Completed fields will be denoted by a blue checkmark next to the section title (located on the left). The section you are currently viewing will not have a checkmark.

7. Hover over **Take Action On Position Request** and select the appropriate **Workflow** for your organizational structure.

You should see a green bar appear at the top of the page. A green bar means the **Position Request** has successfully been routed for review. The Current status will also change from **draft** to the appropriate workflow step. If you see a red bar the action you were trying to take was unsuccessful, go back and review the noted sections.