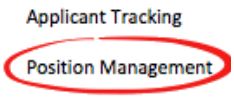
Quick Reference Guide: Creating a P&S Position Description

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.

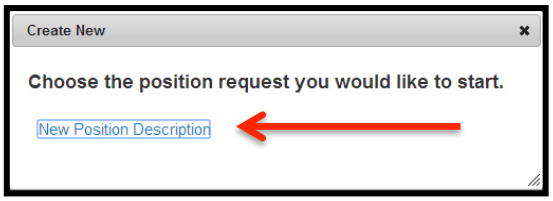


- ✓ Hiring Manager
- ✓ Dept Chair/Director
- ✓ Dean/AVP
- ✓ President/Senior VP

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.**

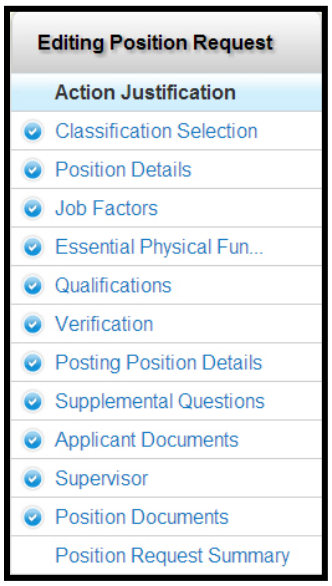
Working Title	Position Number
Lisa Frank Expert I (RLA)	008000
Speech Writer - CA	008000
Training Manager - KK	008001
Pony Stickers Rock WG	008002

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

Quick Reference Guide: Creating a P&S Position Description

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.