Quick Reference Guide: Updating a Supervisor on a Position Description

**Instructions:** Use the following steps to update a supervisor to a **Position Description**. A supervisor will be tied to a specific **Position Description** (PD) within People Admin, not a person. If a supervisor has moved from their existing PD (**hired into another position, reclassified and has different responsibilities, or has separated from the University**) the process below will need to occur.

1. Hover over the **Position Description tab** and click the appropriate position type.

2. Select a **Position Description** to add a supervisor by clicking the title.

3. Click **Modify Position Description**.

4. Click **Start** on the following page to begin the modifying process.

- Hiring Manager
- Dept. Chair/Director
- Dean/AVP
- President/Senior VP
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5. Click the **Supervisor** link found within the **Editing Position Request** menu.

6. Select the radio button associated with the **Position Description** to be seated as a **Supervisor**.

   **Note:** You can filter the **Position Descriptions** by clicking **Filter these results**. The name field is also helpful to find the correct person, however, do not use this only, as previous incumbents may be listed.

7. Click **next** to finalize the supervisor.

8. Click the **Position Request Summary** section.

9. Hover over **Take Action on Position Description** and select the appropriate workflow action.

   **Note:** In order for the position request to be finalized, it must be approved by UHR.
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You should see a green bar appear at the top of the page. A green bar means the Position Description 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.