

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.

Applicant Tracking

Position Management

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

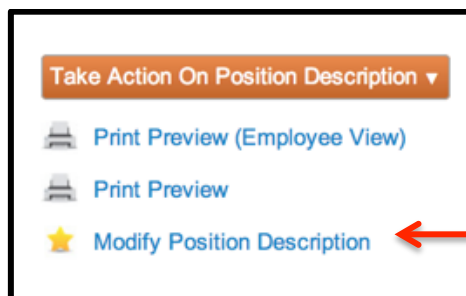
1. Hover over the **Position Description** tab and click the appropriate position type.



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

<input type="checkbox"/> Position Title	Position Number
<input type="checkbox"/> Princess	2012001PD
<input type="checkbox"/> Merit Pd	M008000
<input type="checkbox"/> Admin Assistant	M008001
<input type="checkbox"/> Merit PA Test - 04/10	M008002
<input type="checkbox"/> PD 4.11	M008003
<input type="checkbox"/> Library Assistant I - Jen's Position	M008004
<input type="checkbox"/> magann test	M008001
<input type="checkbox"/> Super Star WG	M008005

3. Click **Modify Position Description**.



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

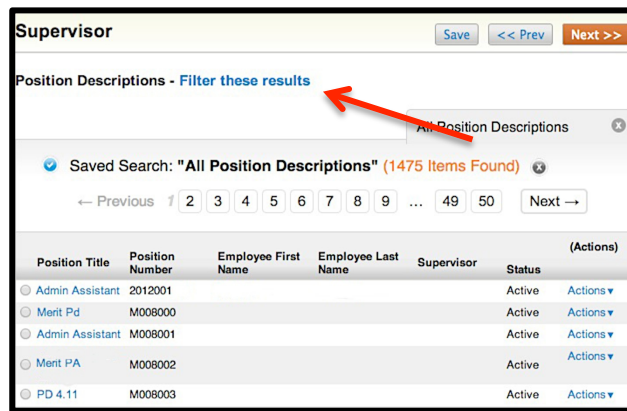
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- Click the **Supervisor** link found within the **Editing Position Request** menu.



- 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.



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

Confirm the Supervisor's Position Description by clicking the Position Title, which will open the full PD in a new tab.

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

- 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.
