Quick Reference Guide: Modifying an Existing Position Description

**Instructions:** Use the steps below to modify an existing position description. Update examples include position duties, location, equipment/software, or a new (re)classification. All updates made will be routed for approval through UHR. Please contact Class/Comp for further guidance.

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

2. Search the **Position Title** or locate the **position description** you would like to update.

3. Hover over **Actions** on the right hand side and click **View**.

4. Click **Modify Position Description** on the right

5. Begin modifying the position description by clicking **Start**.
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6. Select your **Purpose of Action** and fill out all the required fields in the PD.

**Reclassification**: If you would like to request a change to the classification of the position, choose this option.

**Update Position Description**: Choose this option if you are NOT changing the classification of the position, only updating its contents.

7. Continue throughout the PD by clicking **Next** and filling out all the required fields.

8. Click **Position Request Summary** when you are finished.

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

9. Hover over **Take Action on Position Request** and select the appropriate workflow for your organizational structure.

*See screenshot below to route to employee*
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To route to an employee, select that option and select their name in the drop down list:

![Image](image.png)

**Note:** Create a shortcut to this transaction in your WatchList by checking the bottom option.

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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**, you will need to go back and review the noted sections.