Quick Reference Guide: Creating a Merit Position Description

Instructions: Use the following steps to Create a Merit Position Description in People Admin 7. 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 select Merit.

2. Click Create New Position Description.

3. Click the New Position Description link.

For more information, see the Understanding a Position Description Job Aid or Creating a Merit Position Description Job Aid.

Hiring Manager
Dept. Chair/Director
Dean/AVP
President/Senior VP
Provost
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4. Type in the official university title (Classification) in the Position Title field.

5. **Modify** the division, college/unit, or department if needed.

6. Click **Start Position Request** in the top right corner when finished or proceed to copy from existing, using the note below.

**Note:** You can create a Position Description from an existing Position Description by selecting a radio button next to the Position Description.

7. Fill in the required fields. For more detailed information, see **Writing a Position Description Job Aid** or **Creating a Merit Position Description Job Aid**.

**Note:** The section you are currently viewing will not have a checkmark.
8. Hover over Take Action On Position Request and select the appropriate workflow for your organizational structure.

Alternatively, you can save the Position Description for later (Keep working on Position Request) or return to the Hiring Manager for revision.

You should see a green bar appear at the top of the page. A green bar means the Hiring Proposal has successfully been routed for review. The 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.