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.