

How to MODIFY A POSITION

1. From the home screen, click into the "Position Descriptions" tab, and select "Staff/Major Administrator".
2. Click the "Job Description Number" for the position to which you wish to make modifications.

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Home **Position Descriptions** Classification Titles | My Profile Help

Staff / Major Administrator

Conor Wildt, you have 0 messages. Hiring Managers [dropdown] logout

Position Descriptions / Staff / Major Administrator

Staff / Major Administrator Position Descriptions Create New Position Description

Open Saved Search Search: [input] Search More search options

Position Descriptions

Saved Search: "Position Descriptions" (2 Items Found) Actions

Job Description Number	Position Description Title	Last Name	First Name	Department	Status	Created Date	(Actions)
892	Compensation Specialist	Wildt	Conor	Consulting and Client Services - D061	Active	November 19, 2014 at 12:42 PM	Actions
00043	HR Generalist			Human Resources - D449	Active	March 18, 2015 at 11:55 AM	Actions

3. Select "Modify Existing Staff Position Description", and begin the modification process. Be sure to note that initiating a modification will lock the PD until it has moved through the phases of approval.

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Position Descriptions / Staff / Major Administrator / HR Generalist

Position Description: HR Generalist (Staff / Major Administrator)
Current Status: Active
Position Type: Staff / Major Administrator
Department: Human Resources - D449

Print Preview (Employee View)
Print Preview
View Supervisor
Modify Existing Staff Position Description

Summary History

Classification Title
None specified.

Position Information

Employee Information

First Name	
Middle Name	
Last Name	
Banner Id	
Start Date	
Email Address	
Campus Phone	

4. Indicate the type of modification that is taking place, such as Incumbent Re-classification, JD Update, or Vacant Re-Class.

The screenshot shows the 'Editing Position Request' form in the PeopleAdmin system. The form is titled 'Requisition Type' and includes a 'Check spelling' link. The 'Requisition Information' section contains several fields: 'What type of requisition is this?' with a dropdown menu showing options like 'Job Description Update', 'Vacant Reclassification', and 'Incumbent Reclassification'; 'How long position been vacant?' with a text input field; 'Previous incumbent name' with a text area; 'Previous incumbent Banner class title' with a text input field; 'Previous incumbent Banner ID' with a text area; 'Position Status' with a dropdown menu; and 'Is this part of an approved reorg?' with a dropdown menu. The left sidebar shows a navigation menu with options like 'Classification Title', 'Position Information', 'Job Requirements', etc. The top navigation bar includes 'Home', 'Position Descriptions', 'Classification Titles', 'My Profile', and 'Help'.

6. *Classification Title* should not be edited; this is a field which contains information assigned by Compensation. If you feel the position is in need of a title change, please contact compensation outside of the system.

5. Proceed with updating the Position Description, in the same way you would for creating a new position. As always, ensure that all sections of the Request are satisfactorily completed.

- See CREATE NEW POSITION work guide for further detail regarding the sections of the Request.