

[Updating a Position Description]

The reasons why you may need to update a position description include special pay increases, significant change in Duties and/or to update a position so as to more closely match the job duties.

Use this instruction guide for

- ✓ The position action: updating a position description

Do not use this instruction guide for

- X Adding a new position (see **Add a Position** instruction guide)

Security Roles

You need either the Originator or Approver security roles to perform the actions described in this guide:

- ✓ The Originator Roles
UF_HR Department Hiring
UF_HR View/Inquiry
- ✓ The Level 1 Approver Role
UF_HR_Level 1 Approver
UF_HR_APPR_POSN1
UF_HR View/Inquiry

Ask your Department Security Administrator (DSA) to request the role(s) for you in myUFL.

Before you begin:

- ▶ Complete and save the Position Description Form – located at http://www.hr.ufl.edu/class_comp/forms/unifiedposition.rtf

Navigation:

- ▶ Log in to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
- ▶ Navigate to Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

Procedure:

To Search

- ▶ Enter the Position Number
- ▶ Click **Search**

In the **Description** tab

- ▶ Click the plus sign + to Add a Row
- ▶ Enter **Effective Date** (i.e. today's date)
- ▶ Use the magnifying glass to look up the **Reason**
- ▶ Select **Position Data Update (UPD)**
- ▶ Click the **Detailed Position Description** link. Paste in the position description based upon the Unified Position Description Form that you completed earlier
- ▶ Click **OK**



In the **Uf Hr Position Dta** tab

- ▶ Check any relevant boxes for **Health Assessment Requirements** and **Background Checks**

In the **Specific Information** tab

- ▶ Click the Education and Government heading to expand the section
- ▶ Confirm that **FTE** is correct (or change if necessary)

Note: If FTE is incorrect, you should also check the **Standard Hours** field on the **Description** tab

- ▶ Click **Save**

Note: Upon saving, you may receive warning messages referring to the following issues:
'Reports to position has not been entered...' or
'No Health Requirements has been checked...'
Click OK to continue

Initiate the approval process workflow for the position action

After completing a position action, you will need to initiate it into workflow. A position action that is completed and saved becomes effective only after it is approved by level 1 and level 2 approvers. Begin the approval process by initiating workflow.

- ▶ Navigate to **Organizational Development > Position Management > UF_HR_APPR_POSN_GBL**
- ▶ In the **More Information** field: Add any comments that will help level 1 and level 2 with the approval process
- ▶ Click **Save** to initiate workflow (note the effective date has now changed to show year 9999)
- ▶ To check the status of your position action navigate to **Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info**
- ▶ Search for your **Position Number**
- ▶ Check **Effective Date**. If it still shows 9999 the action is still pending approval. If the date has changed to the current year, your action has been approved.

Note: Updating a position description does not require a subsequent job action.

Additional Help

Classification & Compensation	392-2477
UF Help Desk:	392-HELP

Further resources are available at <http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp>