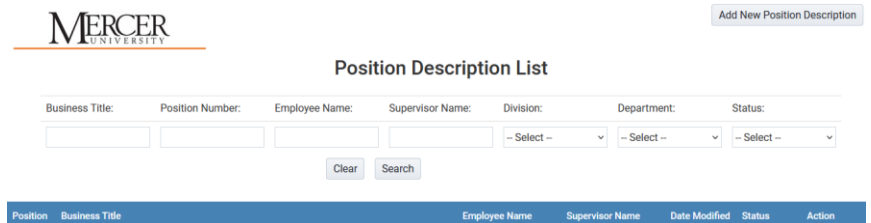


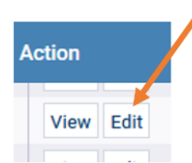
POSITION DESCRIPTION QUICK GUIDE

Editing a Position Description

1. On the homepage, navigate to the position description (PD) you need to edit.



2. To “Edit” a position description, click on the “Edit” button under the “Action” column on the far right side of your screen.



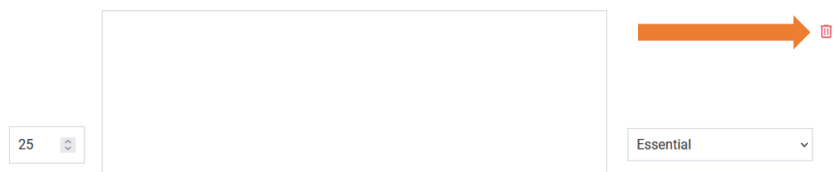
3. While editing the PD, if you need to delete a field box, do not try to delete the first **Duties / Responsibilities*** field since it will cause an error. Instead, type over the existing data.

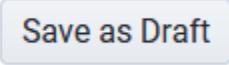
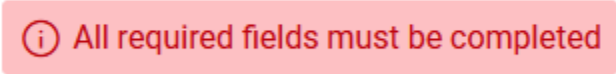
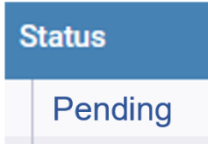
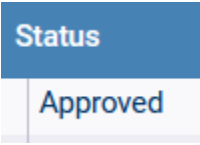
Job Functions
This section is required. Please click the Add New button to add a new duty/responsibility. Assign each duty a percentage of time and indicate if that duty is essential or non-essential. Each duty/responsibility should not be less than 5% and all duties/responsibilities together should total 100%.

% of time*	Duties / Responsibilities*	Essential / Non-Essential*
	Monitor academic progress and maintain software applications including one45 and Canvas. Maintain publications including clerkship manuals, 4th year elective catalog, LCME, and internal documentation.	

Do not delete the first Duties / Responsibilities* field. Type over the existing data instead.

If you need to delete any of the other **Duties / Responsibilities*** fields, delete the data in the field box. Then, hit the tab key or click anywhere outside of that field box, and you will see the trash can icon that you will click on to remove that field box.



<p>4. Make your edits, and when you are done, you have the option to save your work as a draft or submit it for approval by HR.</p>	
<p>5. If you have omitted information in a required field denoted with an asterisk, “*,” you will receive an error message.</p>	
<p>6. Once you submit your PD for approval, the status will indicate “Pending.”</p>	
<p>7. Your PD will be reviewed by HR in the order in which it was received, and the status will reflect “Approved” once reviewed and approved by HR.</p>	 <p style="text-align: center;">or</p> <p>Position Status: <input type="text" value="Approved"/></p>
<p>8. IMPORTANT: After one hour of inactivity, you will automatically be logged out of the PD system, and none of your work will be saved. So, it is important to either complete your work before moving on to another task or periodically save it as a draft.</p>	