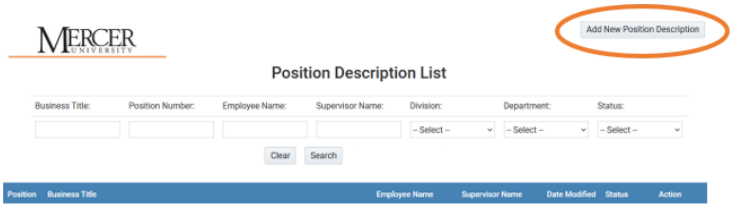
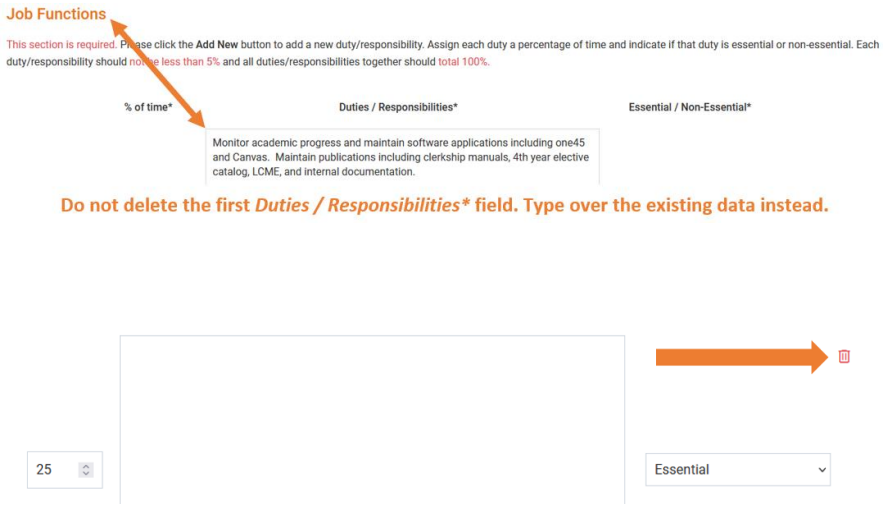
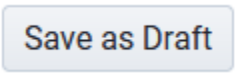
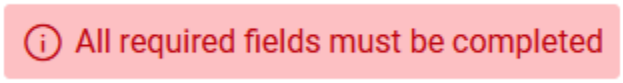
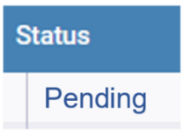
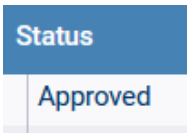
POSITION DESCRIPTION QUICK GUIDE

Adding a New Position Description

1. On the homepage, click on ***Add New Position Description*** in the upper right-hand corner.	
2. Only certain fields are available for you to add data. If you know the position number, please enter that number. If not, please contact HR for that information.	
3. Always enter the business title in the "Proposed Job Title (if different)" field.	
4. Continue to complete empty fields as applicable, following all instructions for each area. Please leave the "Reports to Position" field blank. If you are unsure what to list in a particular field, a good rule of thumb is to review another PD to see what information is listed.	

5. While working on your draft, if you add a row that you need to delete, do not try to delete the first ***Duties / Responsibilities**** field since it will cause an error. Instead, type over the existing data. 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.	
6. When you are done, you can save your work as a draft to continue working on it later or submit it for approval by HR.	
7. If you have omitted information in a required field denoted with an asterisk, "*," you will receive an error message.	
8. Once you submit your PD for approval, the status will indicate "Pending."	
9. HR will review Your PD in the order it was received, and the status will reflect "Approved" once reviewed and approved by HR.	 **or**

10. **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 to periodically save your work as a draft.	