MERCER UNIVERSITY

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.	MERCER UNIVERSITY — Add New Position Description — Position Description List — Business Title: Position Number: Employee Name: Supervisor Name: Division: Department: Status: — Select — — Select — — Select — — Clear Search — Position Business Title Employee Name Supervisor Name Date Modified Status Action
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.	Position Number:
3. Always enter the business title in the "Proposed Job Title (if different)" field.	Proposed Job Title (if different):
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.	Reports to Position:

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.	**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.** 25 Essential
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.	Save as Draft
7. If you have omitted information in a required field denoted with an asterisk, "*," you will receive an error message.	ⓘ All required fields must be completed
8. Once you submit your PD for approval, the status will indicate "Pending."	**Status** 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.	**Status** Approved **or** Position Status: Approved

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.