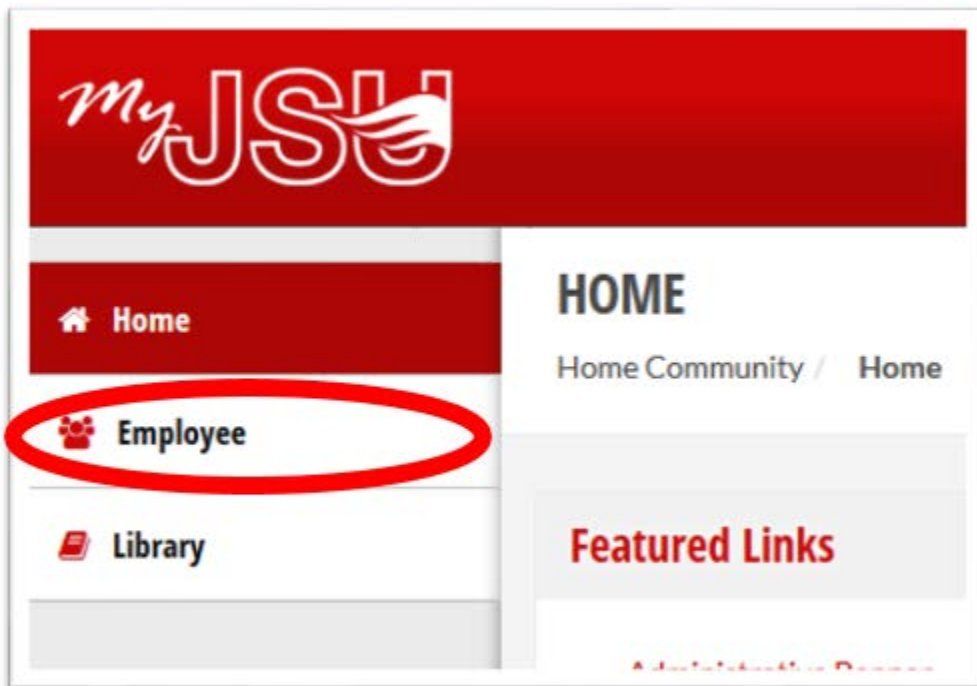
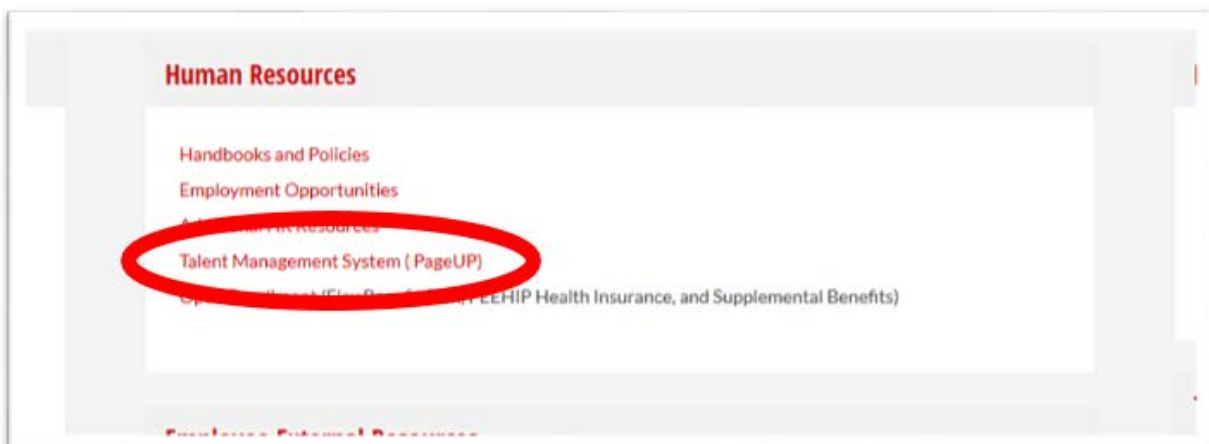


PAGEUP: INSTRUCTIONS FOR MANAGING POSITION DESCRIPTIONS

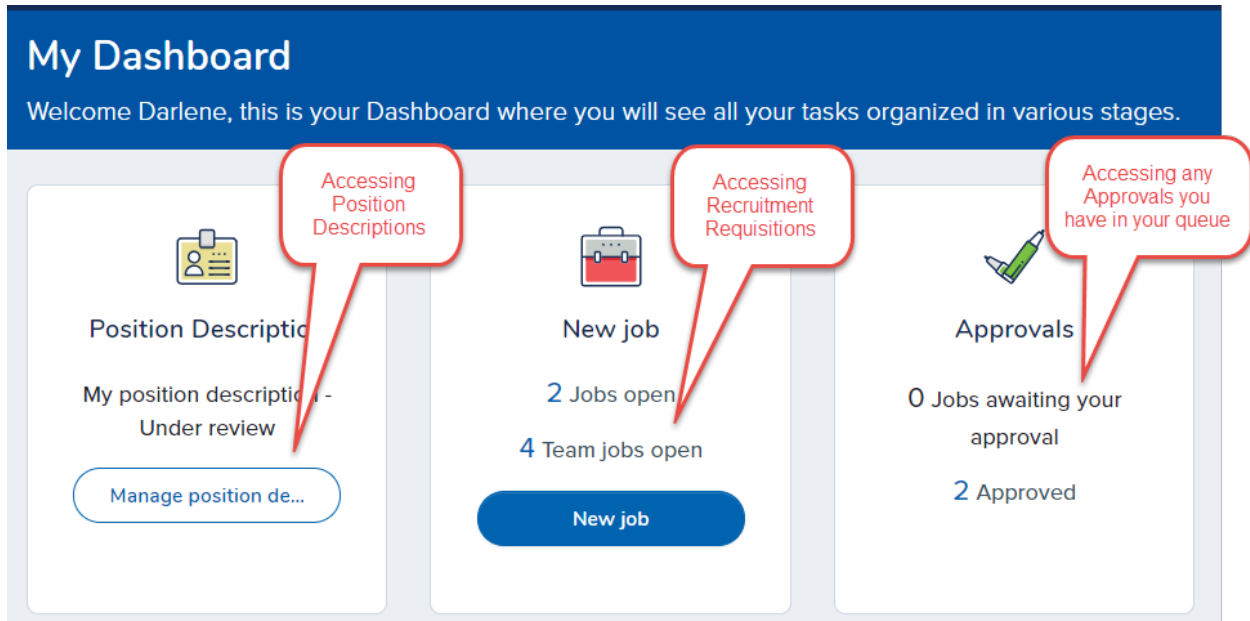
- 1) Login to your MyJSU Account
- 2) Select **Employee Tab**



- 3) Select **Talent Management System**



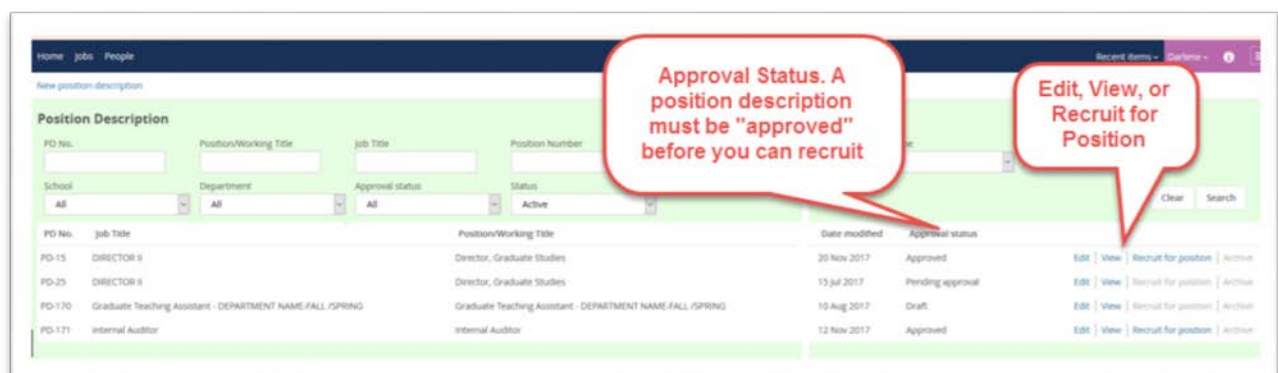
4) My Dashboard will appear. The top three boxes will be your primary navigation tools.



To Manage Position Descriptions

There are three options when Managing your position descriptions:

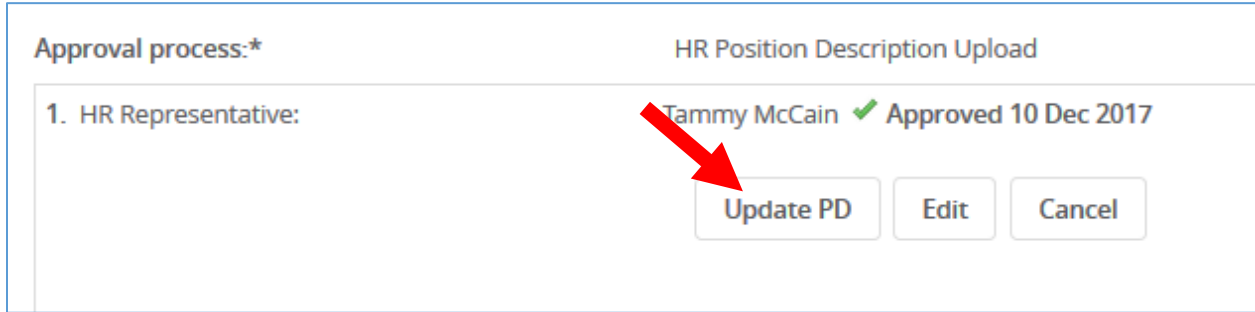
- A) **Edit** (see STEP 5) – select to make changes to the position description. All edits must be routed for review and approval.
- B) **View** – to view the current position description. In View mode, you have the ability to copy the position description (e.g. to request a new Position).
- C) **Recruit for position** – to initiate the posting requisition. Must be routed for review and approval. Please refer to “Creating a Requisition” training tutorial for more information.



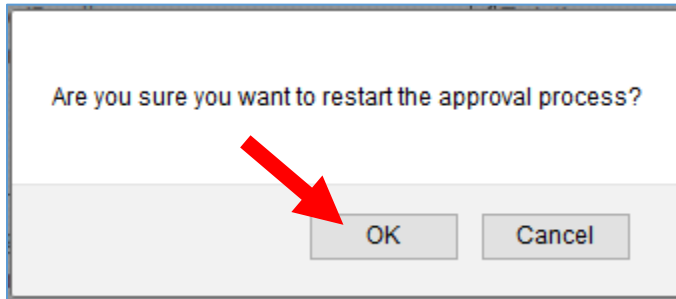
5) **Editing a Position Description:**

a. Click **Edit**

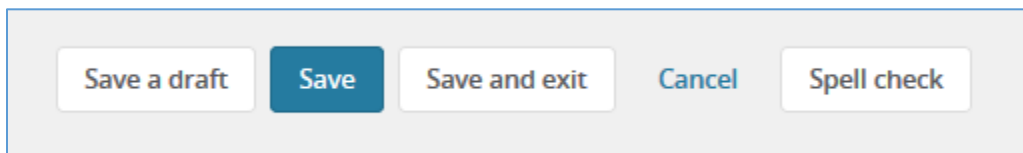
- i. If the current Approval Status is “Draft” then edit and SAVE as needed
- ii. If the current Approval Status is “Pending” or “Approved”, please scroll to the bottom of the page and click “Update PD” before you edit. This cancels the approval process and allows for all changes to be saved.



b. Click **OK**



- 6) Make all edits/ updates as necessary.
- 7) **Save a Draft** (bottom of screen) to save and return at a later time. It is also a good habit to “save a draft” periodically to ensure you don’t lose any of your edits (there is no autosave).
- 8) **SAVE** and **SAVE and Exit** will initiate the approval process
- 9) **Cancel** will delete any edits made and will exit you from the position description



- 10) An approval process must be selected to route for approvals. Please note only Approved position descriptions can be submitted for recruitment.
- 11) Select the number of approvers between you (the initiator) and Human Resources (e.g. you are the Director and your Dean and Provost must sign before it goes to Human Resources so 2 Approvers is selected.)

Approval process:*

None ▼

- None
- 1 Approver
- 2 Approvers
- 3 Approvers
- 4 Approvers
- Adjunct Faculty
- HR Position Description Upload

- 12) Certain fields will auto-populate. Do not change these fields.
- 13) **Initiator Post HR Review** – enter your name (the initiator) as the position description will be sent back once HR review has been completed.
- 14) **Dean/Director/Chief** – enter the name of the next approver.
- 15) **Vice President/Provost** – enter the name.

Approval process:*

2 Approvers ▼

1. Human Resources Initial Review: 🔍 ✎

tgmccain@jsu.edu ▼

2. Initiator Post HR Review: 🔍 ✎

No user selected

3. Dean/Director/Chief: 🔍 ✎

No user selected

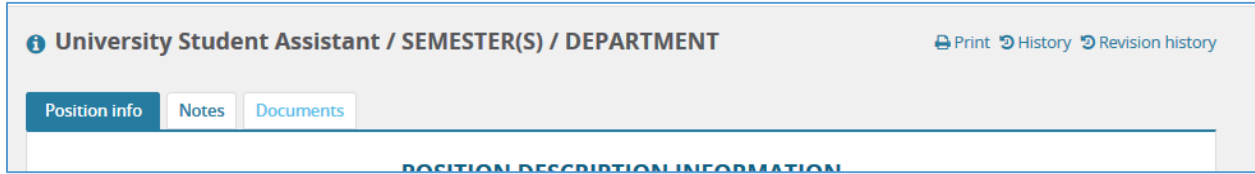
4. Vice President/Provost: 🔍 ✎

No user selected

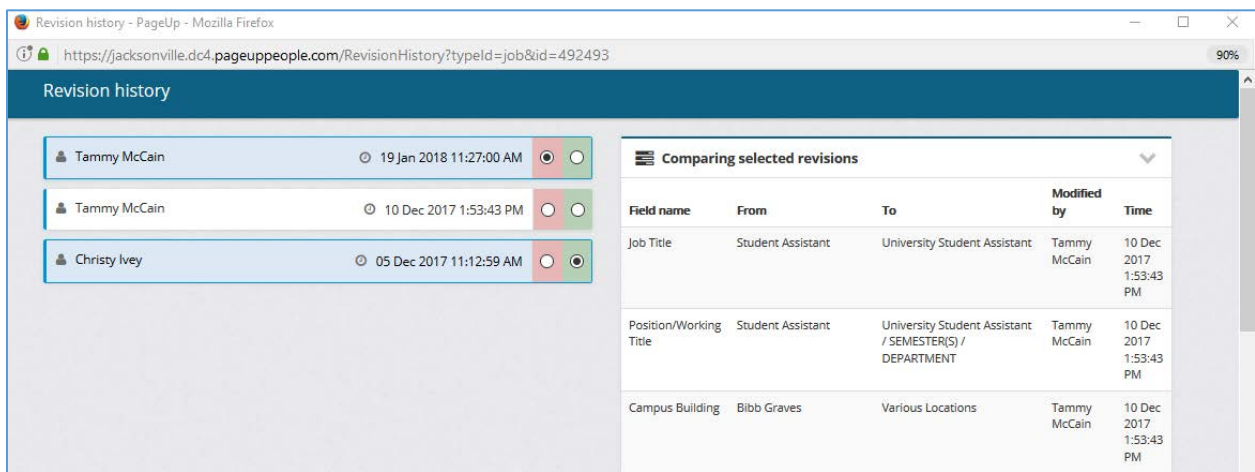
The department level initiator (Dept Head/Director). Will review one final time before sending for remaining approvals.

Special Note: When entering names in fields (e.g. Approvals), you can either hit the tab or enter key after typing the name and the system will search for the name. If a 1:1 match is found, the system will populate the name for you. If no 1:1 match is found, a table will display with options found based on your entry. You can review and select from the list provided or start a new search.

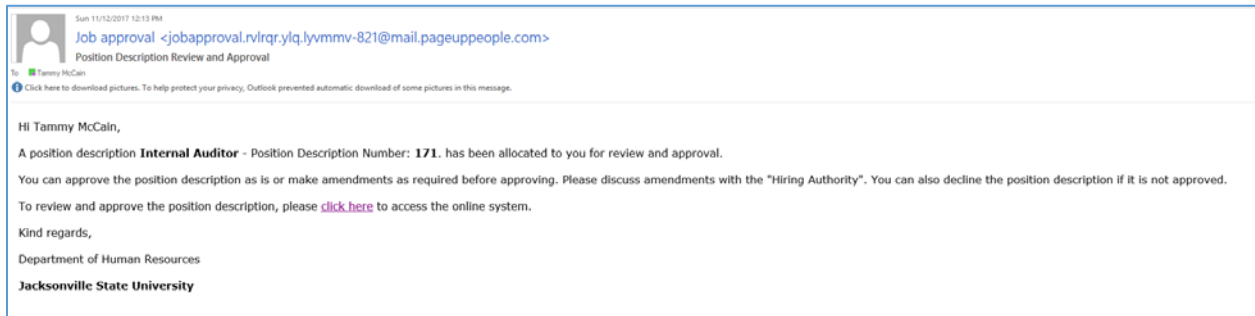
Revision history – all revisions can be viewed by selecting the **Revision History** in the top, right corner of the position description.



The revision details will populate in a separate screen.





Email notifications - will be received regarding the Action required. Click on the email link to access your Home page.





Tracking the Approval Process: Click View to open the Position Description. Scroll to the bottom of the screen to view the approvals. As each person approves, the date of approval will be listed by his/her name.


Users and Approvals

Department/Unit/Center:

Additional User:  
No user selected.

Hiring Authority:*  
Email address:
email+hmlevel2@pageuppeople.com

Approval process:* Supervisor Position Description Submission

1. Dean/Chief Officer:	Tammy McCain  You are here
2. Vice President/Provost:	Christy Ivey
3. Chief Human Resources Officer (CHRO):	Tammy McCain

Human Resources:* Elania Garrett

You can track the approval process by viewing the position description and scrolling to Approval Process.