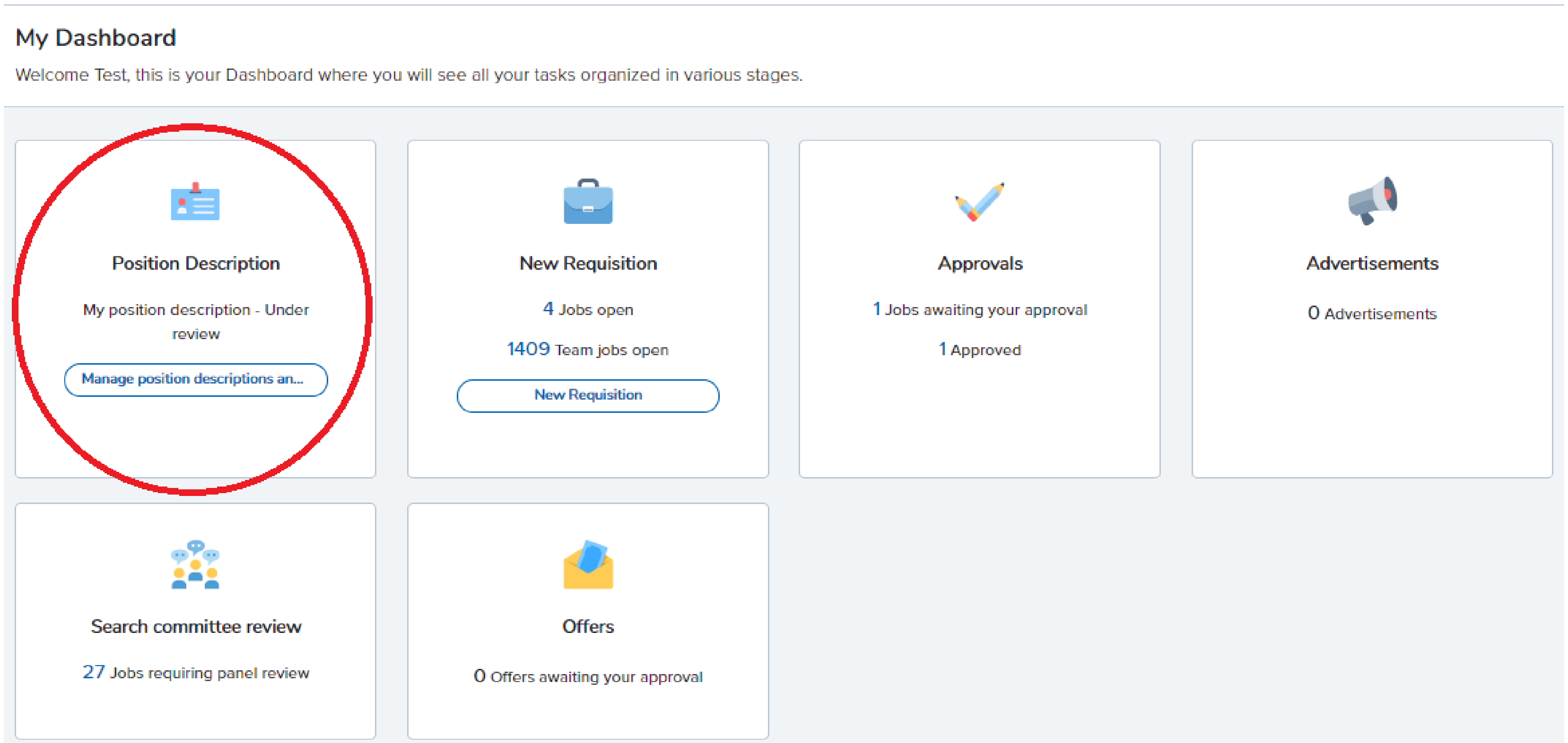
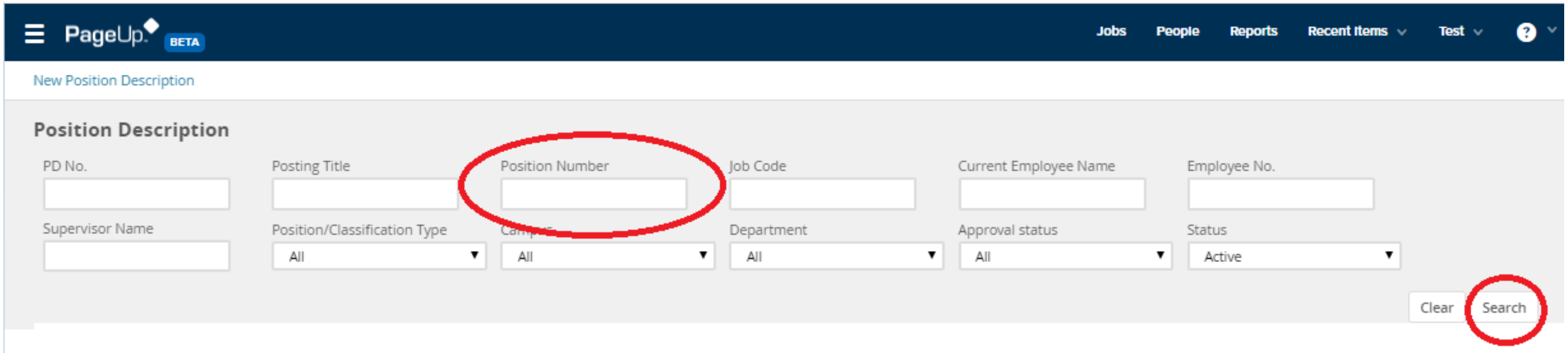
Creating a Position Description (Staff)

The position description module is only used for staff positions (regular and temporary). For faculty, post docs, research fellows and senior research fellows, you will begin the PageUp process at the requisition module.

1. From your Dashboard, click "**Manage position descriptions and create a new requisition**."

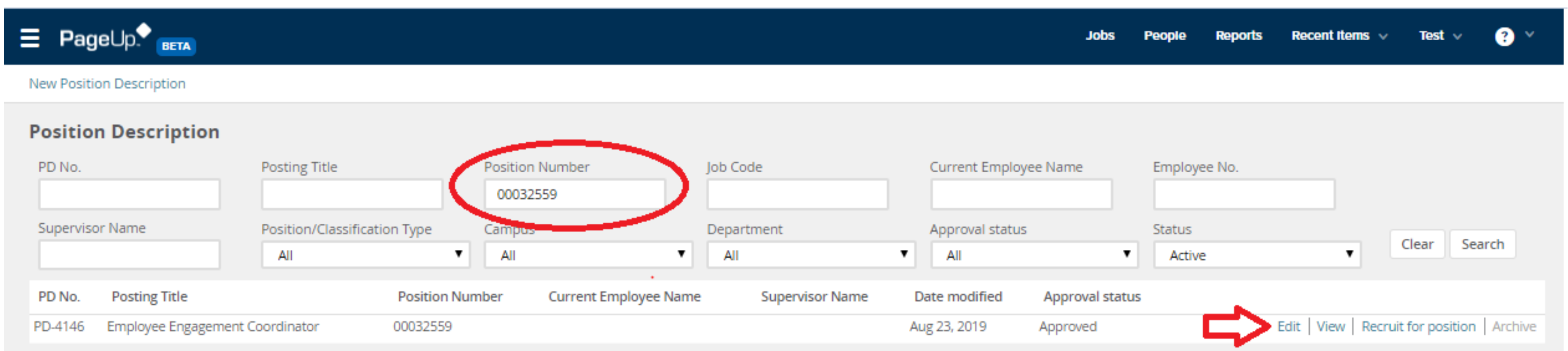


2. If you are creating a position description for a job which has an existing position number (in PeopleSoft), use the "**Position Number**" field to search for the existing position number.

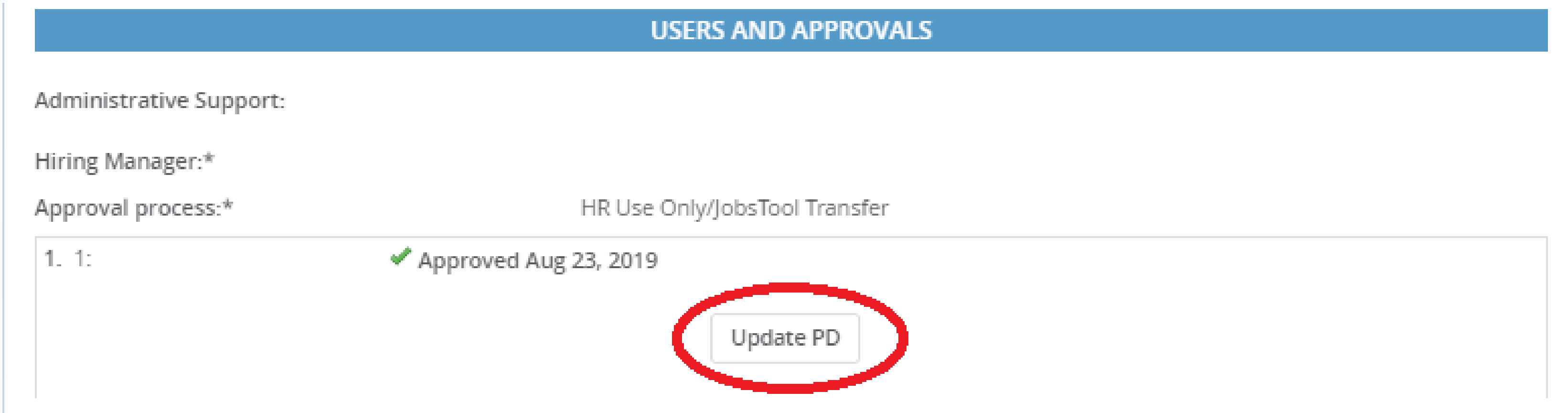


You may also search by title, job code, current employee name, etc. however, position number will be the most accurate.

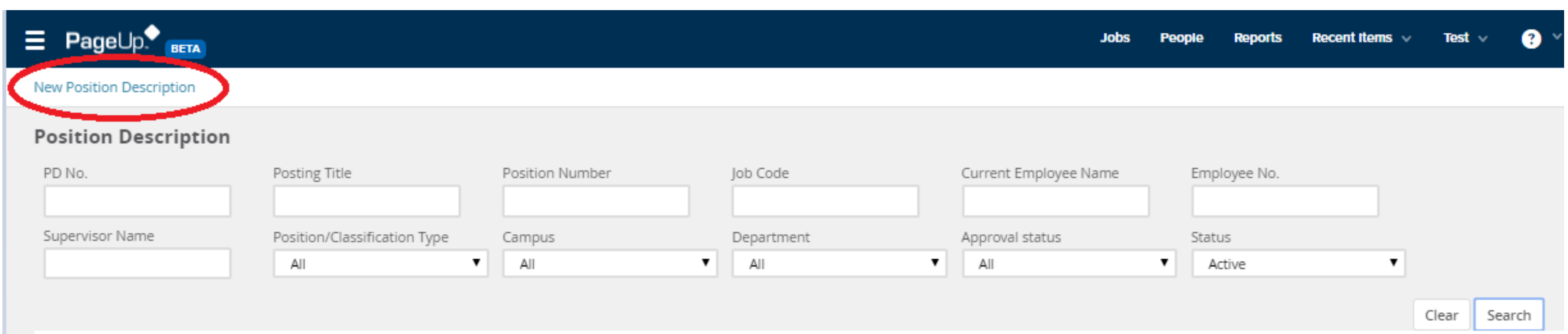
2a. If the position number already exists in PageUp, you will need to edit the existing position description. First click "**Edit**."



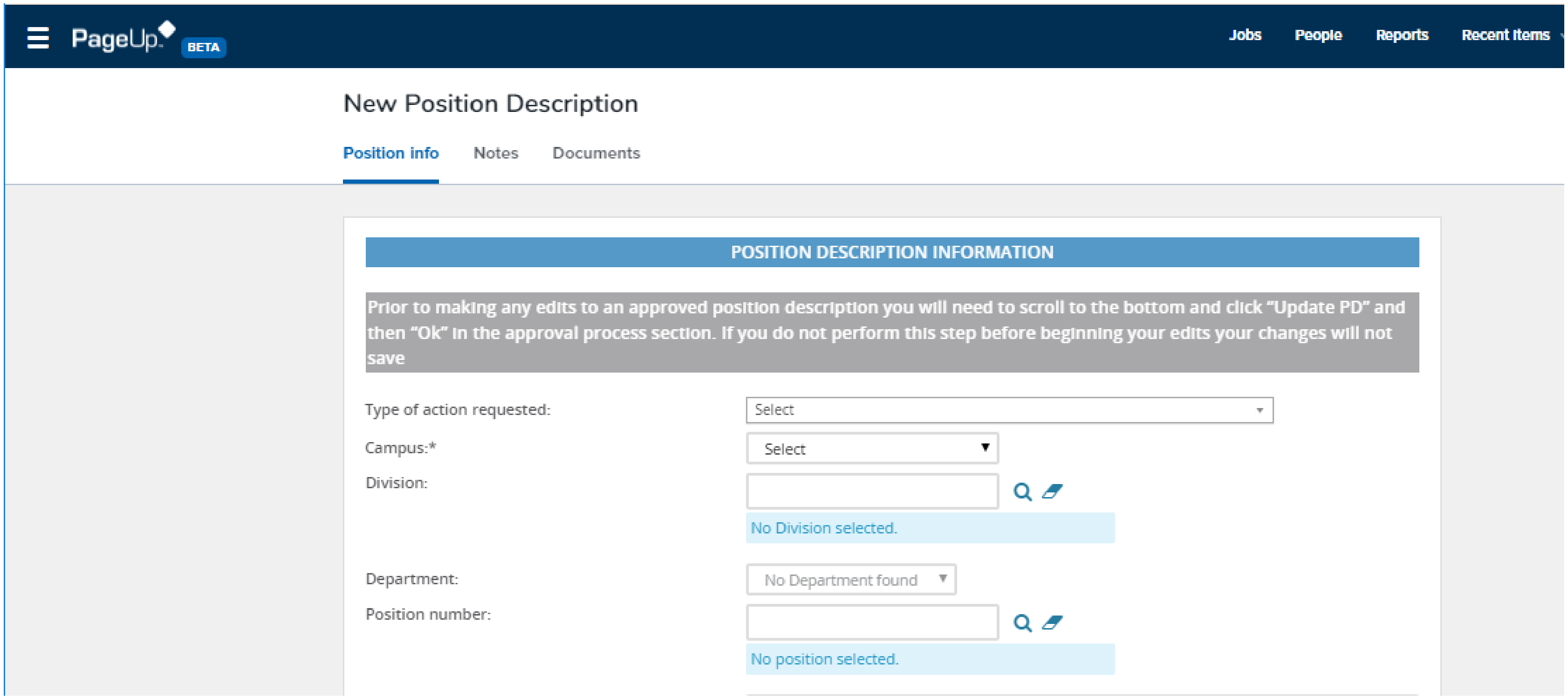
Then scroll to the bottom of the position description and click "**Update PD**." You can then make any necessary changes to the position description and resubmit it for approvals.



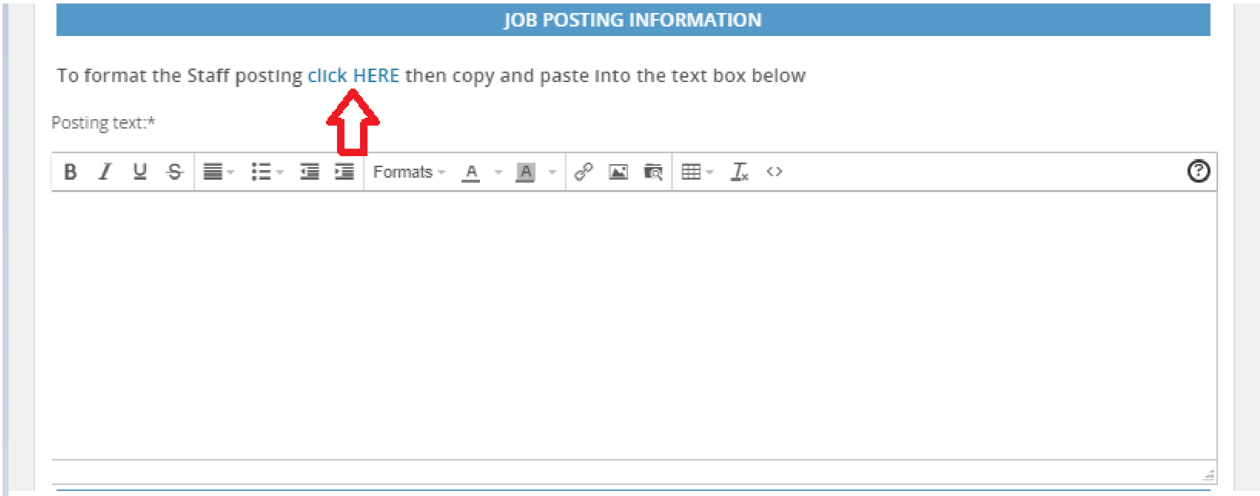
2b. If there is no existing position number in PeopleSoft, or no existing position description in PageUp, you will need to create a new position description. Click "**New Position Description**."



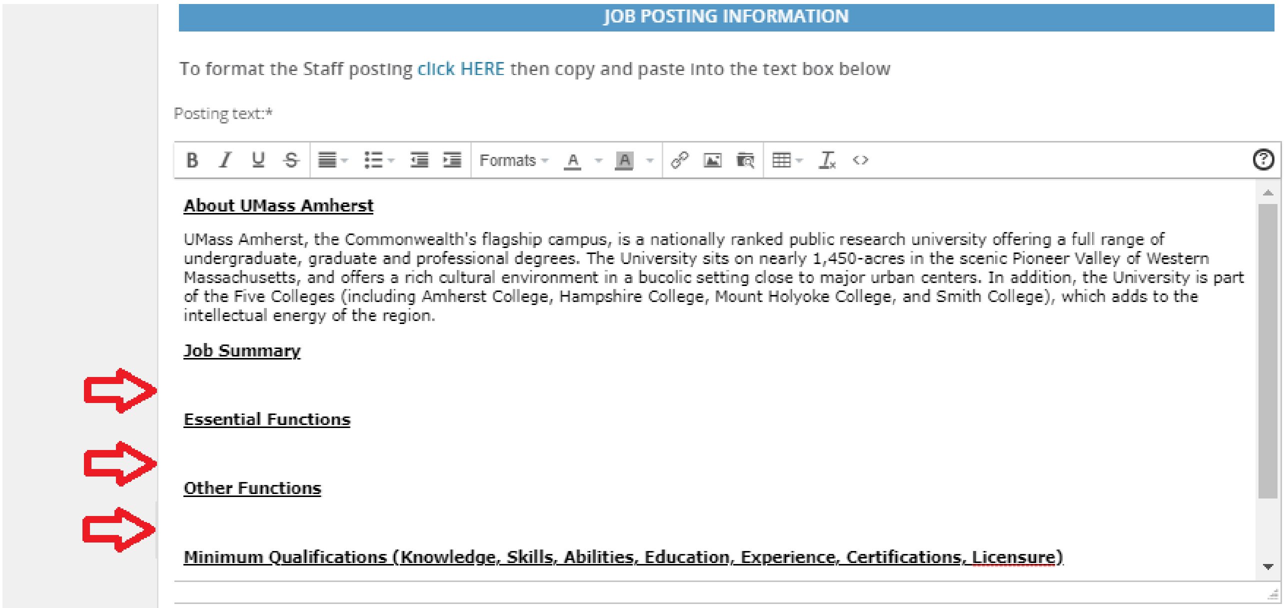
3. This will open a blank position description. Fill out all applicable fields. Fields containing and asterisk (*) are required in order to save the position description. Please note:
    a. All fields should be completed. Only fields that are <u>not applicable</u> should be left blank. For example – you may leave "**If a term position please indicate the term length**" blank if it is not a term limited position.
    b. The "**Department**" and "**Department/Team (HR Only)**" fields should always match. This should be the PeopleSoft department that the position will sit in.
    c. If you do not have an existing position number, you may leave the "**Position number"** field blank. Compensation will create a position number and add it to your PD prior to approval.
    d. If the position is term limited and you select "**Other**" from the drop down menu, please add the term length in the "**Notes**" tab.



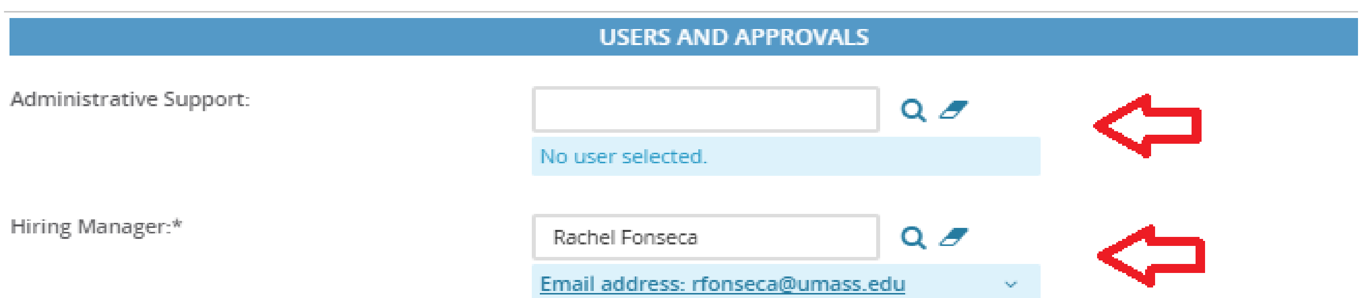
4. All position descriptions must be formatted using the template provided. In the "**Job Posting Information**" section, use the "**click HERE**" hyperlink to open the position description template.



5. A Word document will open in a separate window. Copy and paste the template into the "**Posting text"** field. Fill out the template with the details of the position description.

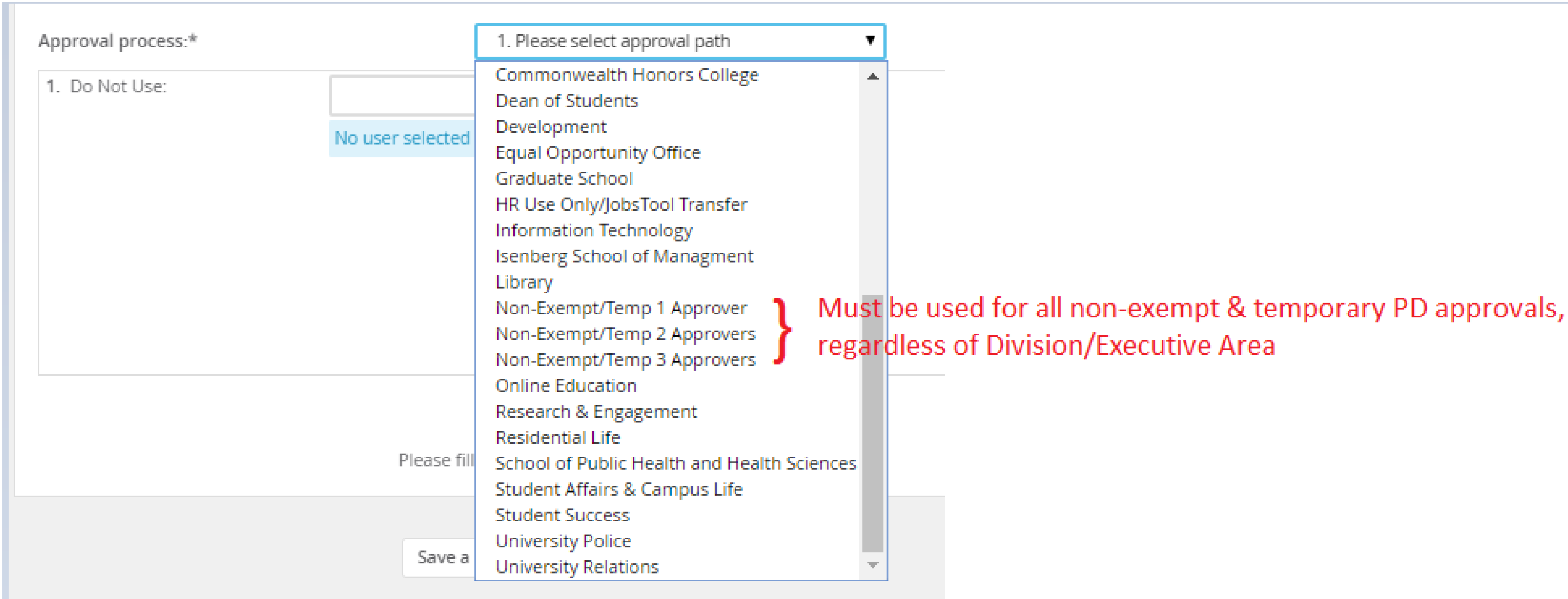


6. Complete the "**Users and Approvals**" section. The person who is initiating the position description should enter their name in the "**Administrative Support**" field. The "**Hiring Manager**" field will default to the name of the person initiating the position description. If you are initiating the position description and are not the Hiring Manager, you should remove your name from the "**Hiring Manager**" field and insert the name of the correct Hiring Manager. The "**Hiring Manager**" will receive an automated approval email once the position description has been approved by Compensation.

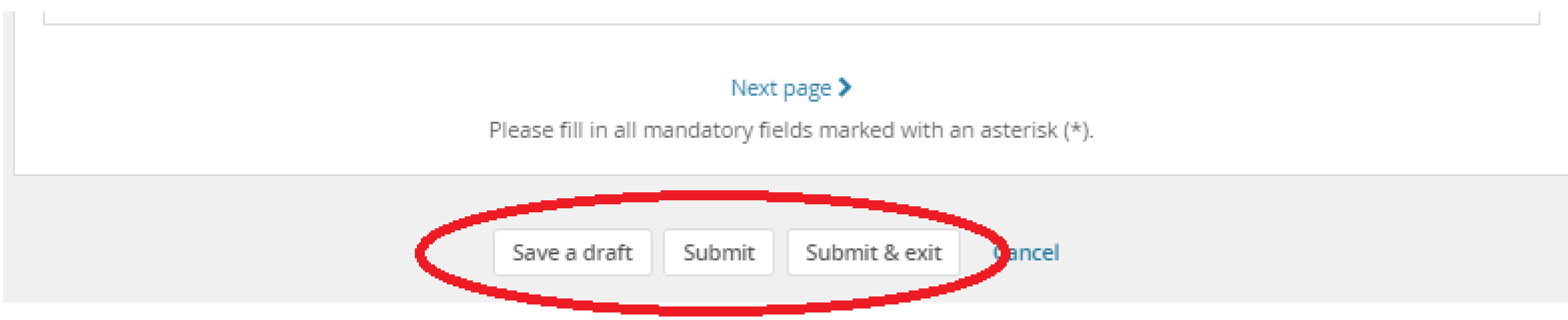


7. Select the appropriate "**Approval Process**" from the drop down menu. For non-exempt and temporary jobs, you must select

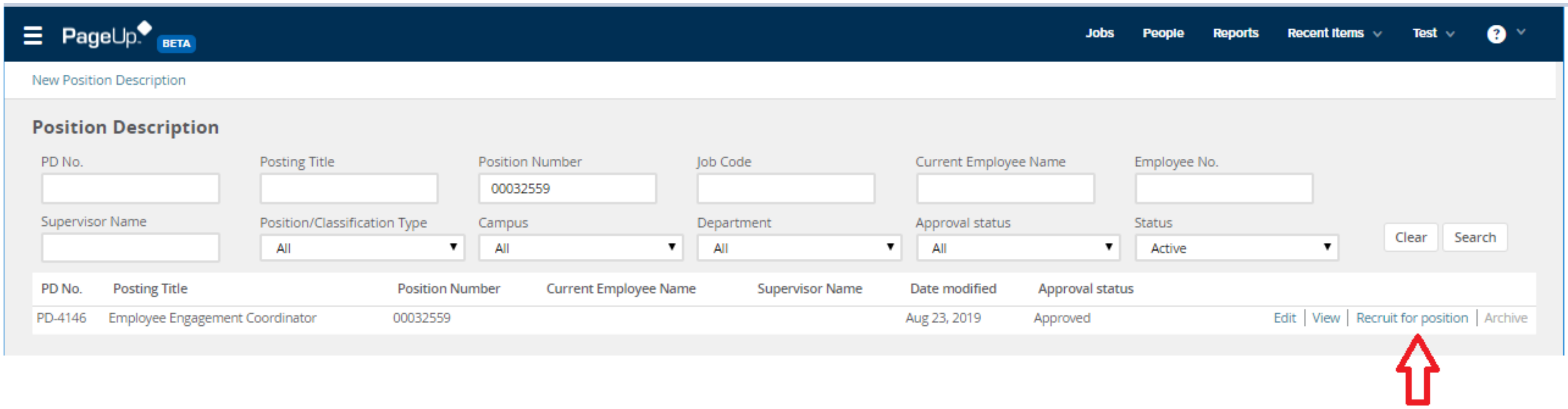
one of the ‘Non-Exempt/Temp’ approval paths. Division/Executive Area approval paths should only be used for exempt PDs.



8. Once you have completed all applicable fields and attached any required documents (see the last page of this guide for a list of required documents), you will need to click “**Submit**” or “**Submit & exit**” to start the approval process. At any point in time, you may click “**Save a draft**” to save the position description as a draft prior to initiating the approval process.



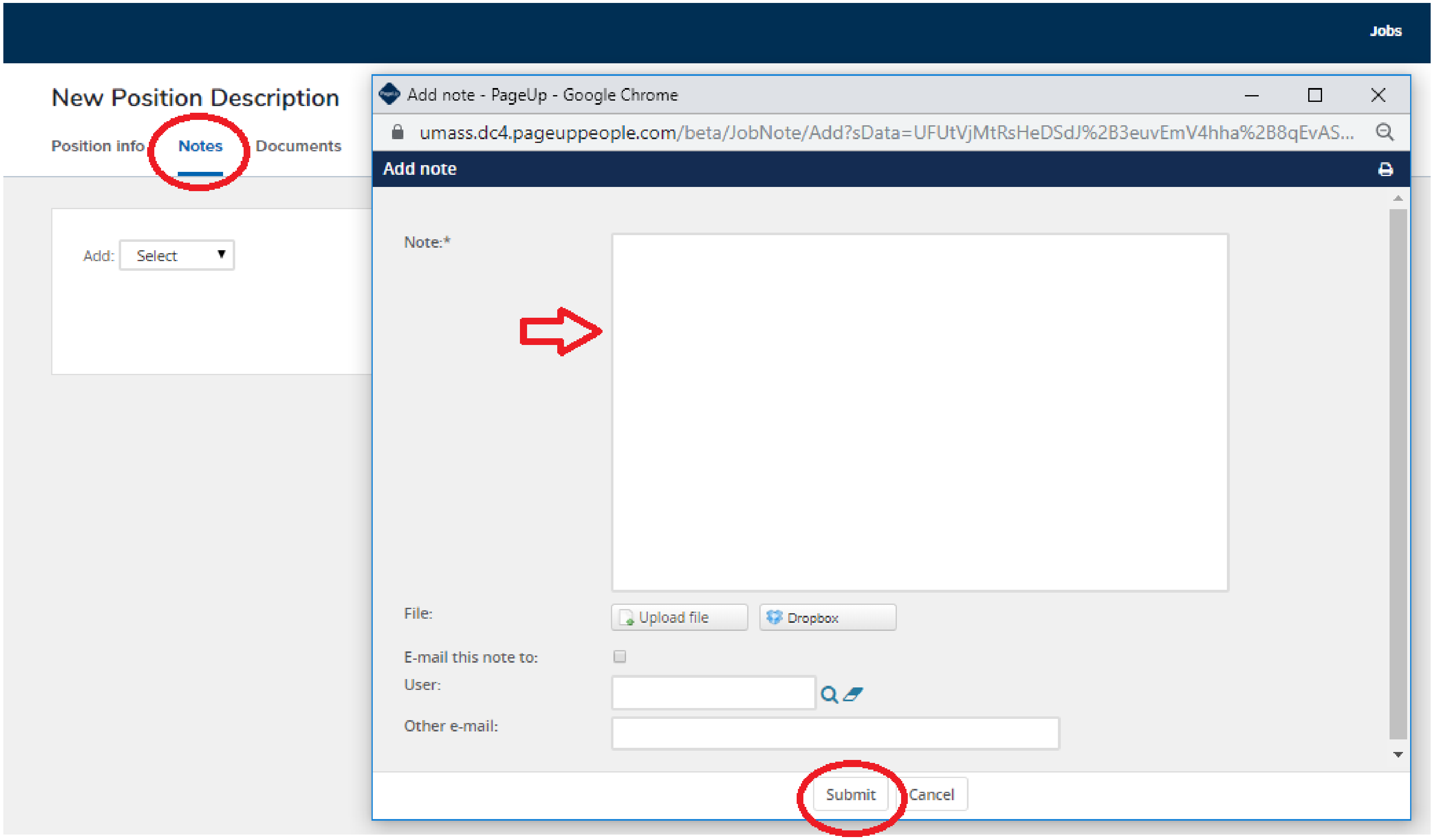
9. Once your position description is approved, you will be able to use the "**Recruit for position**" link (within the 'Manage Position Descriptions' screen) to create a hiring requisition.



PageUp is the official system of record for position descriptions; therefore there should never be more than one approved position description for any given position number. If a duplicate position description has been created, please email PageUp Support (PageUpSupport@umass.edu) to archive one of the descriptions.

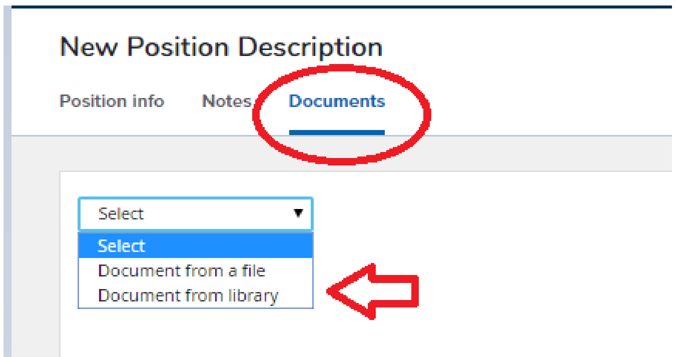
Notes Tab

The notes section is a great way to record extra information about the position description such as requested salary or information about specific changes to a job. To add a note to your position description, click the "**Notes**" tab, type the information into the "**Note**" field, and click "**Submit**." The note will be time and date stamped with your name. You may also chose to email the note to a particular user. This can be done by placing a check mark in the "**E-mail this note to**" field and typing the user's name in the "**User**" field. The "**Notes**" tab is visible by other users in the system so please use discretion, as it also becomes part of the permanent position description record.

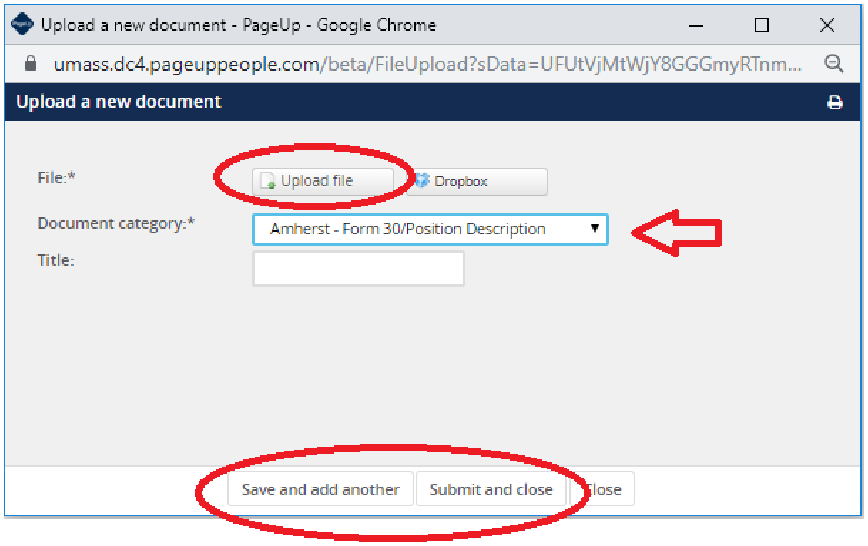

Jobs
New Position Description
Position info
Notes
Documents
Add:
Select
Add note - PageUp - Google Chrome
umass.dc4.pageuppeople.com/beta/JobNote/Add?sData=UFUtVjMtRsHeDSdJ%2B3euvEmV4hha%2B8qEvAS...
Add note
Note:*
File:
Upload file
Dropbox
E-mail this note to:
User:
Other e-mail:
Submit
Cancel

Documents Tab

To upload a document to your position description, click the "**Documents**" tab. You may upload documents stored on your computer or shared drive, by selecting "**Document from a file.**" If you need to download a blank copy of a document (such as the 'Amherst Scoping Info' PDF) you can select "**Document from library**" to download the form. Any forms downloaded from the document library need to be filled out, saved, and uploaded to the PD using the "**Document from library**" option.



When uploading a document from a file, you will need to click "**Upload file**" to select the document, choose a document category and provide a title for the document. If you do not provide a document title it will default to the name of the file that you are uploading. You may click "**Submit and close**" to upload the file or "**Save and add another**" to upload more than one document at a time. All documents will be date stamped. The system does not record the time or the name of the user who uploaded the document.



Required Documents

You must upload an organizational chart with your regular position description submissions (exempt and non-exempt). An organizational chart is not required for temporary position descriptions.

In addition to the org chart, exempt positions must also include a copy of the Off Cycle Review Form and a copy of the old position description (if it is a revision). If the previous position description was approved through PageUp, you do not need to attach the old PD. PageUp keeps a revision history of all position descriptions.