

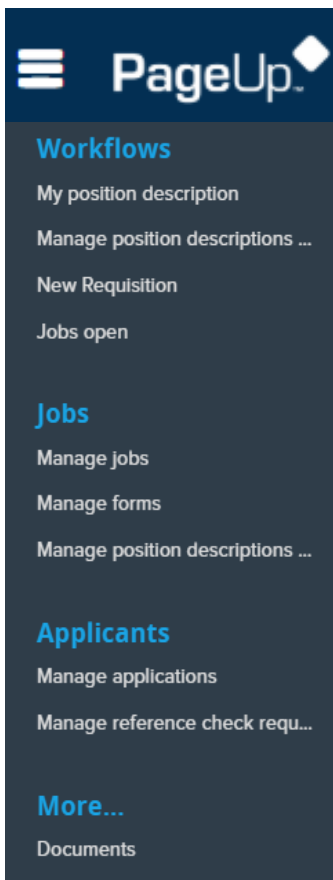
Create/Modify a Position Description for Benefits Eligible Staff (ONLY)

FIELD REFERENCES AND GENERAL POSITION INFORMATION

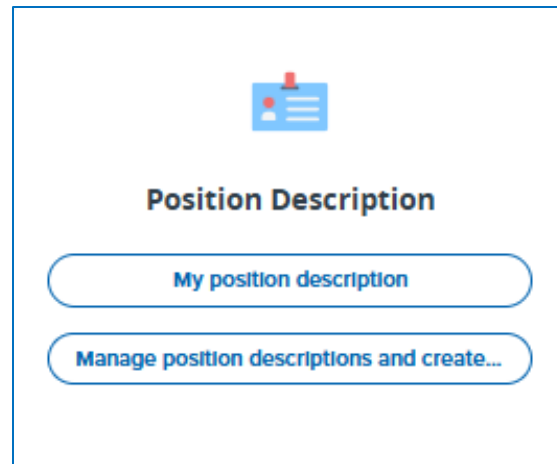
Start the position description process from the dashboard or from the stacked menu.

From the dashboard's Position Description (PD) tile click on "Manage position descriptions and create..." -OR- select "Manage position descriptions and create..." from the stacked menu (hamburger menu) on the top left-hand side of the screen.

Note: This is for Benefits Eligible Staff Positions **ONLY**: You will have to create a position description, and it must be approved before you can create a requisition to recruit for the position. When approved for more than one identical position, a PD for each position is required. Once approved, you will **only** recruit from **one** of the approved positions. The position number for each position will be entered into the requisition, and it will be marked as "multiple positions" beside the title of the position.



My Dashboard



Create/Modify a Position Description for Benefits Eligible Staff (ONLY)

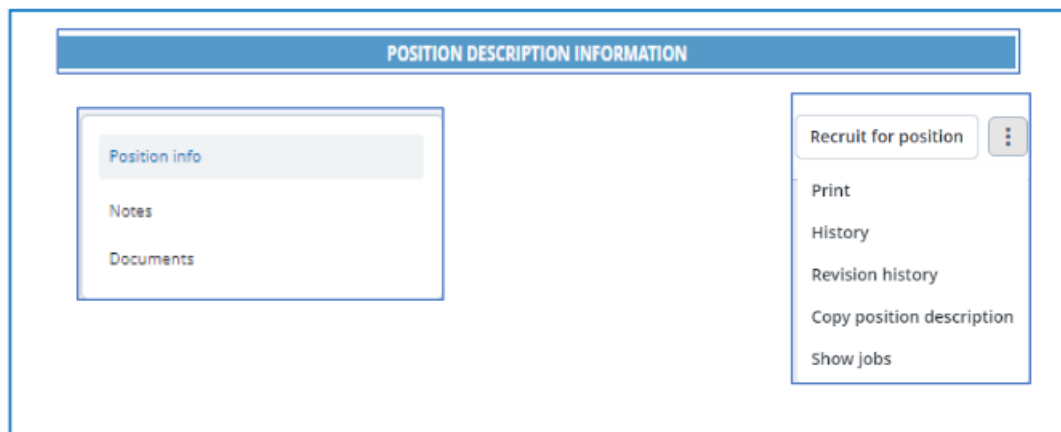
To Edit or Create a New Position Description.

Select the best option based on your needs:

Before creating a new Position Description, be sure to search for the position number or look for the position in your list. The search fields should be at “All” in the drop-down to search and capture all positions. If this is going to be a replacement position (with no changes) or an update to an existing position, you will select “Edit” to begin the process. There should be **only** one position number per position.

- To create a new Position, click “New position description” at the top left-hand side of the screen.
- To update or modify an existing position description, search by position number, then select “Edit” to the right of the existing position description. When description opens, scroll to the bottom and click “Update PD” and then “Ok” to confirm that you want to restart the approval process. If you do not perform this step before beginning your edits your changes will not save.
- To copy an existing position description, click “View” next to the position description you want to copy. When description opens, click on “Copy position description” from the drop-down menu (three dots) on the top right-hand side of the page.

PD No.	Posting Title	Job Code	Position Number	Current Employee Name	Supervisor Name	Date modified	Approval status
PD-11111	Clinical Research Assistant - Computer Science						Approved



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- Select the “Type of action requested” for **editing or creating** the PD (select the reason that best applies from the drop-down menu).

Position info
Notes
Documents

POSITION DESCRIPTION INFORMATION

Prior to making any edits to an approved position description you will need to scroll to the bottom and click “Update PD” and then “Ok” in the approval process section. If you do not perform this step before beginning your edits your changes will not save

Benefits Eligible Staff Positions Only

Type of action requested:

- Equity Review
- New Position
- No Updates to Position Description to Post
- Reclassification
- Update Position Description (no posting)
- Update Position Description to Post

- Select Campus, “Univ of Mass Lowell” from the drop-down menu.
- Select the Department from the drop-down menu.
- If you are entering a new position, leave the “Position Number” field blank and a position number will be created as part of the approval process. If a replacement position and the position number exists, enter the position number. If searching for the position number, click on the magnifying glass. *If you are unable to search for a position, you may have pop-ups blocked. **Be sure to allow pop-ups for PageUp.***
- Enter the position’s posting title in the “Working Title/Posting Title” field.
- Enter the Current/Previous Incumbent’s name if a replacement.
- Enter the official supervisor in the “Reports to” field by entering the name or by clicking on the magnifying glass to search for the supervisor.

Campus:*

Department:

Position number:

No position selected.

Working Title/Posting Title:*

Current Incumbent/Previous Incumbent:

Reports to:

Create/Modify a Position Description for Benefits Eligible Staff (ONLY)

- If the **benefited** position is temporary (short-term) with an initial term of appointment, please “specify duration,” if not, leave field blank.
- Enter Campus location or search by clicking on the magnifying glass for the building and floor number.
- Select the Position/Classification type from the drop-down menu, “Staff Full Time” unless approved for less than full-time (benefited), select “Staff Full Time/Part-Time.”
- Enter Hours per week based on position (37.5, 40, etc.).
- Pay Grade should default from the position details (blue box) when entering an existing position number. **If this is a replacement position** being modified for a different title, grade, etc., the position number details will be updated in HR Direct during the position description approval process prior to the final approval (HR). This process takes an overnight feed in HR Direct for position changes to update into PageUp before PD can be approved. **If the current incumbent is still in the position** at the time you are preparing a position description for their replacement, the position details (blue box), if different, cannot be updated by HR in HR Direct until the position becomes vacant. If this is the case, when the PD is received by HR for final approval, it will be approved prior to vacancy and notes pertaining to the position updates can be found under the notes section of the position description. **If this is a new position**, leave grade field blank, unless Compensation has already approved.
- Enter the anticipated salary/hiring range (if applicable and approved by Compensation) along with “commensurate with experience and grade/range” in the “Salary/Hiring range” field. If grant funded and entering an anticipated salary/hiring range, also enter, “commensurate with experience, grant and grade/range.” If you are not posting a salary range, you can add the following as it applies to the position.
 - “Salary commensurate with experience and grade/range”
 - “Salary commensurate with experience, grant and grade/range” (if a graded grant position).
 - “Salary commensurate with experience and grant” (if a non-graded grant position).
- Select Union from the drop-down menu.

If temporary specify duration:	<input type="text"/>
Department/Team (HR Only):	L630700-Computer Science
Campus location:	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="✎"/>
	No Site name selected.
Position/Classification type:*	Staff Full Time <input type="button" value="v"/>
Hours per week:	<input type="text"/>
Pay Grade:	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="✎"/>
	Please wait...
Salary/Hiring range:	Salary commensurate with experience and gr
Union:	Select <input type="button" value="v"/>

Create/Modify a Position Description for Benefits Eligible Staff (ONLY)

- Enter Justification for Position (for Compensation, Budget/Essential Hiring Committee’s review).
- If “Grant” funded, enter percentage and grant funding information. If funded by multiple funding sources, please specify the percentage for each.
- Enter Speed Type/HR Combo Code (required). Please include the type of funds (Operating Funds, Start-Up, Overhead, RIF, Grant Funded, etc.). If funded by multiple funding sources, please specify the percentage for each.

If submitting a Compensation Review/Request **only**.

- Enter Primary Account if applicable.
- Enter Primary Percent of Salary if applicable.

PRIMARY FUNDING INFORMATION	
Justification for Position:	<input type="text"/>
If Grant please list percentage:	<input type="text"/>
Speed Type/ HR Combo Code:	<input type="text"/>
Primary Account:	<input type="text"/>
Primary Percent of Salary:	<input type="text"/>

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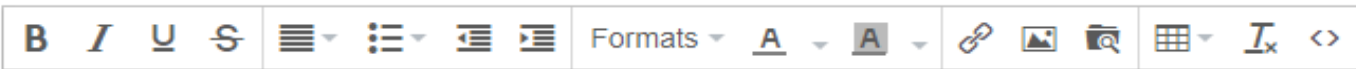
Job Posting Information (Posting Summary and Posting Text). This information will appear in the job posting.

- Enter “Posting summary” which can be copied from the position/job summary (top paragraph(s) from the approved position/job description document.

JOB POSTING INFORMATION	
Posting summary:	<input type="text"/>

- Enter “Posting text” which can be copied from the approved position/job description document. Posting text should include “General Summary of Position” (position/job summary (top paragraph(s) from the position/job description. Add a bulleted list of “Essential Job Duties” (if desired), “Minimum Qualifications (Required)”, “Additional Considerations” (if applicable), “Preferred Qualifications” (if applicable), and add any other information you deem necessary for your position. “Special Instructions to Applicants” should include required and /or optional documents required to be submitted with the application, term of appointment if applicable, etc. Required union information and any other position guidelines will be added by HR as needed.

To format the posting, you can “click” the formatting link provided, and then copy and paste the information into the “Posting text” field.

To format the posting click HERE then copy and paste into the text box below.
Posting text:*

General Summary of Position:
Essential Job Duties: (if desired)
Minimum Qualifications (Required):
Additional Considerations: (if applicable)
Preferred Qualifications: (if applicable)
Special Instructions to Applicants:

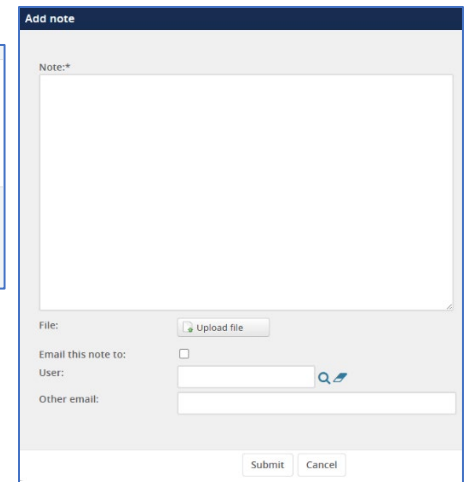
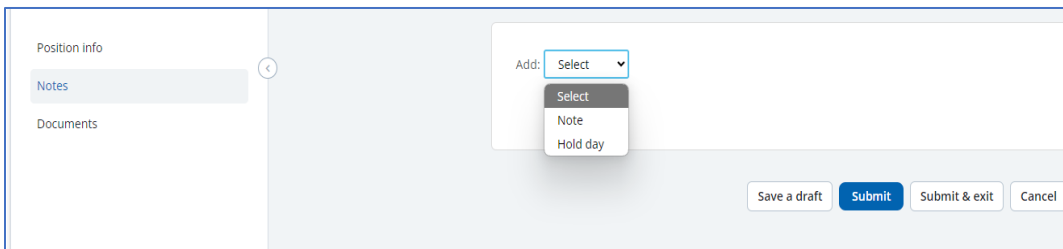
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ADDING NOTES/ATTACHING DOCUMENTS

Notes Tab

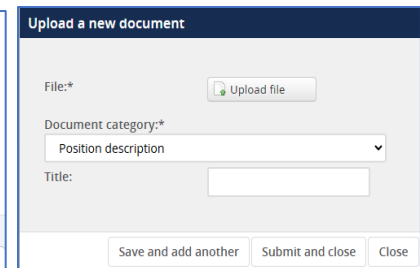
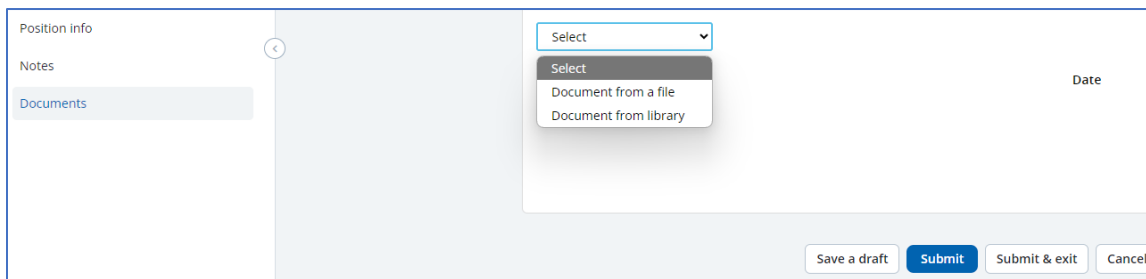
- To add a note, click “Notes” located on the top left-hand side of the page. Select “Note” from drop-down menu and enter your note and submit from this window. (a *pop-up window will appear*)
 - Notes can be emailed directly to user(s).
 - Files/documents can be attached to notes.

Notes remain with the position description and are visible to anyone who can access the position description (including the employee in the position). Please keep this in mind when adding comments, ensuring they are professional and relevant to the position.



Documents Tab

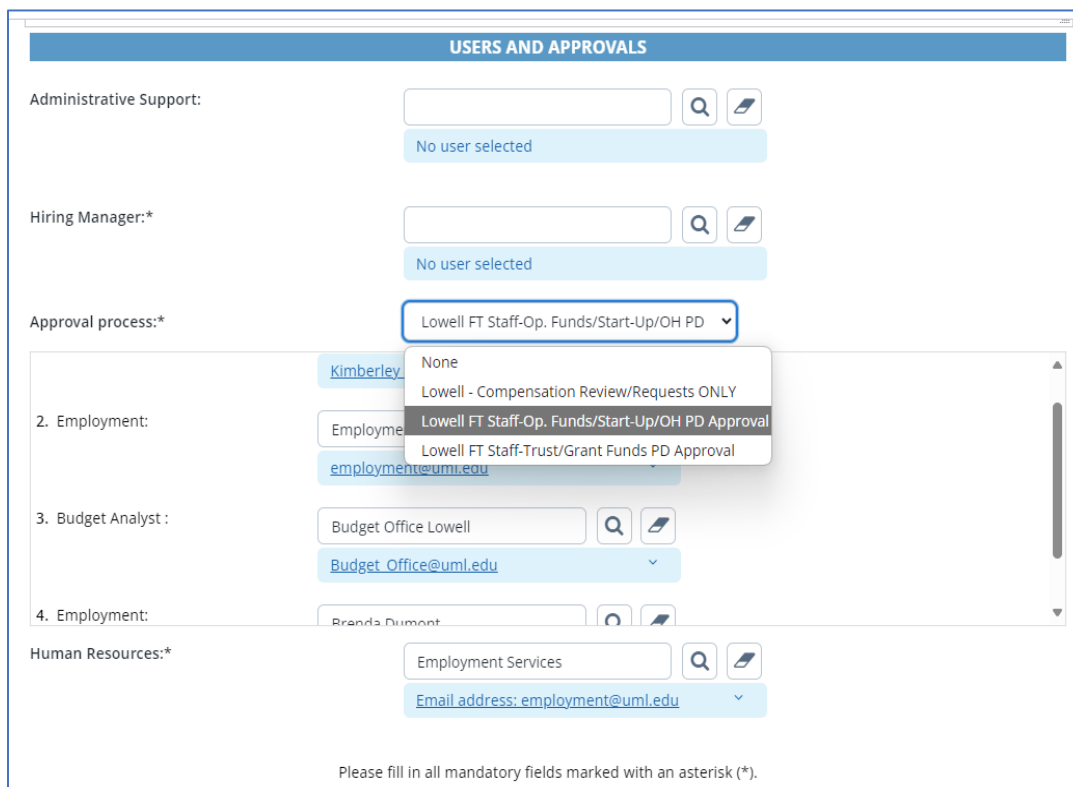
- The approved word version of the job description **must** be attached to the Position Description. To add, click “Documents” located on the top left-hand side of the page.
- Select “Document from a file” from the drop-down menu. (a *pop-up window will appear*)
- Select “Upload File” (search for the file and attach).
- Select Position Description from “Document category” drop-down menu.
- Add the “Title” of the file/document (name of the position/job title).
- Submit and close this window. Your file should now be attached.



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USERS AND APPROVALS

- Enter the name of the Department Administrator responsible for updating and then recruiting from the approved PD to start the requisition process in the “Administrative Support” field (if applicable) or enter any staff member who will be responsible for assisting with the process (if applicable).
- Enter the name of the “Hiring Manager” (supervisor for this position). *Use the magnifying glass search feature to find Hiring Manager/Administrative Support/Staff member’s name if needed.*
- Select the appropriate “Approval process. For **non-grant funded** positions, select “Lowell FT Staff-Op. Funds/Start-Up/OH PD Approval”(this would include RIF Funds). For **grant funded positions**, select “Lowell FT Staff-Trust/Grant Funds PD Approval.” **RIF Funds do not go through the Grant Funded approval process.** For **Compensation Review/Requests (only)**, select “Lowell -Compensation Review/Requests ONLY.”



Saving and/or submitting the Position Description for approval.

- “Save a draft” can be used when you need to save the PD you are working on without starting the approval process.
- “Submit” will save and begin the approval process on your position description.
- “Submit and exit” will save and begin the approval process and exit your screen back to the home screen.
- “Cancel” will exit the position description without saving.

