# People Admin

## Position Description Module

### Broadband User

#### START ACTION MODIFY/RECLASS - INCUMBENT

<table>
<thead>
<tr>
<th>USER</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>• Initiates Start Action Modify/Reclass –Incumbent transactions for review of position.</td>
</tr>
<tr>
<td></td>
<td>• Sends to Supervisor for review.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>• Reviews Percentage of Duties (POD) and Position Details tabs.</td>
</tr>
<tr>
<td></td>
<td>• Send to Director for review.</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>• Initiates Start Action Modify/Reclass –Incumbent transactions for review of position.</td>
</tr>
<tr>
<td></td>
<td>• Sends to Employee for review. -OR -</td>
</tr>
<tr>
<td></td>
<td>• Reviews POD and Position Details tabs.</td>
</tr>
<tr>
<td></td>
<td>• Send to VP Designee for review.</td>
</tr>
<tr>
<td>Director</td>
<td>• Initiates Start Action Modify/Reclass –Incumbent transactions for review of position.</td>
</tr>
<tr>
<td></td>
<td>• Sends to Employee for review. -OR -</td>
</tr>
<tr>
<td></td>
<td>• Reviews POD and Position Details tabs.</td>
</tr>
<tr>
<td></td>
<td>• Sends to VP Designee</td>
</tr>
<tr>
<td>VP Designee (Vice President Designee or Faculty Affairs)</td>
<td>• Reviews POD and Position Details tabs.</td>
</tr>
<tr>
<td></td>
<td>• Sends to Compensation or Broadband</td>
</tr>
<tr>
<td>Provost Designee</td>
<td>• Reviews POD and Position Details tabs.</td>
</tr>
<tr>
<td></td>
<td>• Sends to Compensation or Broadband</td>
</tr>
<tr>
<td>Compensation or Broadband</td>
<td>• Reviews POD and Position Details tabs.</td>
</tr>
<tr>
<td></td>
<td>• Completes Determination Tab</td>
</tr>
<tr>
<td></td>
<td>• Select appropriate action status based on determination.</td>
</tr>
<tr>
<td>OBM (Office of Budget Management)</td>
<td>• Reviews Determination tabs.</td>
</tr>
<tr>
<td></td>
<td>• Updates planned compensation if requested.</td>
</tr>
<tr>
<td></td>
<td>• Select appropriate action status based on determination.</td>
</tr>
</tbody>
</table>
Broadband User

- Log into People Admin
- Select “Pending Actions” under the POSITION DESCRIPTION heading.
- Select “View” under the classification title for the appropriate Action Type to review position.

Current Job Description Tab

The current job description tab is used to hold all of the employee’s current classification and position details from when they were hired.

Review current job description tab.

Select “Continue to the Next Page”.
Percentage of Duties Tab (POD)

Percentage of Duties tab is designed to specifically outline the amount of time spent performing job tasks.

Review entries regarding POD descriptions and amount of time spent performing each work task.

- Select “View” to review the information in detail and “Done” when review is complete.

Select “Continue to the Next Page”
Position Details Tab

The Positions Details Tab is used to describe the position that is being modified/reclassified. While it contains job information, it is used to identify specific information related to the position that has been requested to be reviewed.

- Review information entered into this tab paying close attention to the answers to the questions toward the bottom of the page.
- If determined that the employee need to be reclassified update the UC Flex Position Title (Use Job Class table link for appropriate spelling).

Select “Continue to the Next Page”.

Business Fiscal Broadband Tab

The Business Fiscal Broadband Tab is used to describe the functions and responsibilities of a position that fall under the Business Fiscal Broadband.

- Review the information entered into the Business Fiscal Tab.

Select “Continue to the Next Page”.
IT Broadband Tab

The IT Broadband Tab is used to describe the functions and responsibilities of an Information Technology position.

- Review the information entered into the IT Broadband Tab.

Select “Continue to the Next Page”.

Proposed Classification Tab

If determined that the employee need to be reclassified broadband can change the job classification using the drop down menu on the Proposed Classification Tab.

- Click **CHANGE CLASSIFICATION** at the bottom of the page.
- From the Job Classification title drop down menu select the appropriate title, Select Search.
- Click **Select and Continue** under the Job Classification Title. This will update the proposed classification tab with the selected job class data.

Select “Continue to the Next Page”.
Determination Tab

Determination tab is used communicate the classification or pay changes to Human Resources so that an employee’s information can be updated in UC Flex. This tab replaces the RFR from used previously. (See last page of document for guide on completing determination tab).

Complete all applicable fields on the “Determination Tab”.

- Employee Last Name - information found on Current Job Description tab.
- Employee First Name - information found on Current Job Description tab.
- M# - If not on Current Job Description Tab look up in UC Flex.
- Effective Date of Action – For unclassified employees the effective date is based on the date the employee selected “Sent to Supervisor”. If before the 15th of the month the effective date is the 1st of that month, if after the 15th it is the 1st day of the following month.
- Action Type - Select org reassignment for title changes or salary adjustment if the only change is the salary.
- **Reason For Action** – Select Reclassification for job title changes or Equity Review for salary adjustments.
- **UC Flex Position Title** – Should be entered exactly how it is typed on the job class table.
- **UC Flex Position Number** - information found on Current Job Description tab/Position Details tab.
- **Object Abbr and Object Name** – In UC Flex – PPOSE: Select Search Term under Position; type in position title, hit enter; double click on one of the position title under Hit List; under the basic data screen the Object Abbreviation is the first field and the Object Name is the second field.
- **Job Number** – On the same screen as above the Job name is listed (Determination tab has the # and the name together)
- **Pay Scale Group** – information found on proposed classification tab
- **Pay Frequency** – if paid hourly select bi-weekly, if not select monthly.
- **New Hourly Rate** – If paid hourly enter new rate.
- **Longevity Rate** – Not applicable for broadband positions.
- **Salary Determination (Reclass Only)** – Enter the salary range or amount you are recommending.
- **Final Basic Pay** – VP (Provost & Faculty Affairs act as VP) will enter the final salary or hourly rate based on Salary Determination field, then Send to HR Final Determination.
- **Personnel Area** - UC01 is for monthly paid employees and UC02-Kronos is for hourly paid employees.
- **Pers subarea** – select U001 Unrep Salaried or U008 Unrep Hourly
- **Employee group** – Select exempt or non exempt based on position.
- **EE subgroup** - Select U1 - Unclassified

**Select “Continue to the Next Page”**

**Documents Tab**
Review the organization chart and employee’s resume on the “Documents” tab.

- You may View document selections by selecting “View” on the right hand side of the screen.

**Select “Continue To Next Page”**.
Comments may be entered HOWEVER; saved comments entered cannot be removed by Human Resources or People Admin. Therefore, do not enter subjective comments onto this screen.

- Broadband can enter comments in the Broadband Comments box.

Select “Continue to the Next Page”.

Actions History Tab
Review the history of actions associated with the reclassification request on the Actions History Tab.

Select “Continue to the Next Page”.

Action Status
Once review is completed select the appropriate action status:

- “Save”
- “Send to VP– Reclass” (If reclassifying incumbent)
- “Send to VP– No Reclass w/Salary Adj” (If incumbent is not to be reclassified but is to receive a salary adjustment)
- “Send to Historical – No Reclass” (If incumbent is not to be reclassified and is not receiving a salary adjustment)

Click “Continue” and then “Confirm”

- Email notification will be sent to the Employee, Supervisor, Director and VP or Provost.

VP User (action status Send to VP – Reclass and Send to VP – No Reclass w/Salary Adj)

- Log into People Admin
- Select “Pending Actions” under the POSITION DESCRIPTION heading.
- Select “View” under the classification title for the appropriate Action Type to review position.
- Select Edit and click on Determination Tab.
- Complete the “Final Basic Pay” field.
- Select “Save” or “Send to HR Final Determination”
- Human Resources and OBM will receive an email for the action status “Send to HR Final Determination”. Human Resources will update the employee record in UC Flex based on the information on the Reclass Determination Form. OBM will update the planned comp if VP/Provost requested.