

## Request a Change to an Existing Regular Staff Position

### Purpose

Use this guide to make changes to an existing, occupied, staff position.

**Examples:** Here are some examples of when to request a change to a position:

- The person in the position is changing the department they report to
- You are promoting the person and want to give them a new title
- The home department number is changing
- You want to update their standard hours, portion of the year expected to work
- You want to update their title or job responsibilities but anticipate the job classification will not change

### Actions

This guide is organized into the following sections:

For information on	See this section
What you will need to complete the request	A. Gather the Required Information
How to access the form to complete the request	B. Launch the Form for the Position
General guidelines for filling out the form	C. Complete the Form
How to submit the request for approval	D. Submit the Request
How to find out if the request was approved	E. Check the Status of the Request
Who needs to approval the request and who will be notified about it	F. Preview the Approval Chain

### A. Gather the Required Information

Before you request a changes to an existing staff position, gather this information:

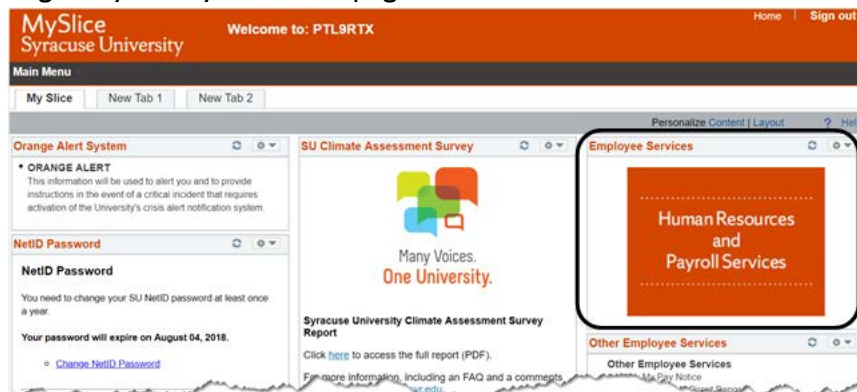
**Note:** Some of this information may already be in the system. If not, you will have to enter it before you can submit the request.

- ☐ If you are changing the title, the new title for the position (up to 30 characters)
- ☐ Date you want the change to become effective
- ☐ Who the person will report to
- ☐ Department the person will report to
- ☐ Location where the person will work
- ☐ Hours per week the person will work
- ☐ Portion of the year the person is expected to work:
  - Academic year
  - Calendar year
  - Other

- ☐ Work schedule for the position
- ☐ If this is a promotion or change in responsibilities:
  - ☐ Description summarizing the position
  - ☐ List of 5-7 responsibilities for the position and the percent of time spent on each of those responsibilities
  - ☐ List of qualifications for the position
  - ☐ List of special qualification for the position
  - ☐ Level of problem solving required in the position:
    - Clearly defined by policy
    - Generally operational
    - Research / fact gathering
    - Conceptual / abstract
  - ☐ Level of management oversight the position receives:
    - Specific instructions
    - Moderate to limited supervision
    - General direction
    - Broad guidance
  - ☐ Percent of travel involved and the nature of the travel
- ☐ Description of the financial implications and funding source

## B. Launch the Form for the Position

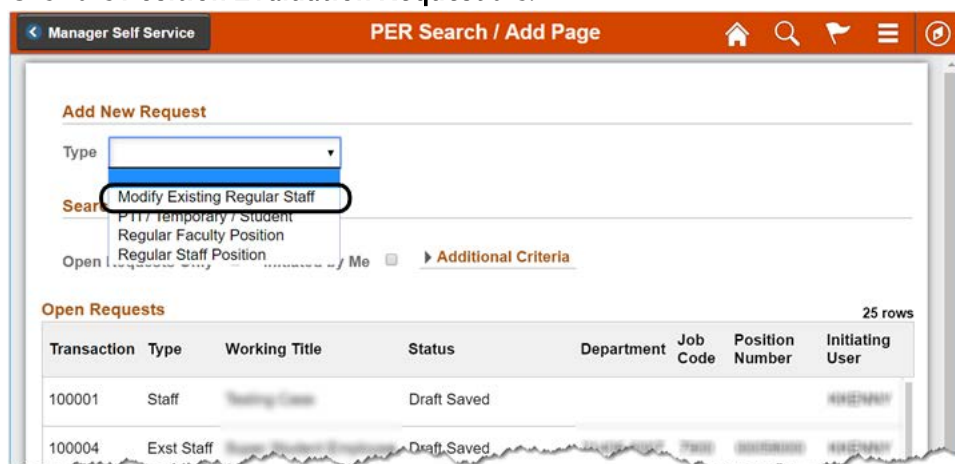
### 1. Log into your MySlice home page.



### 2. Click Human Resources and Payroll Services.



### 3. Click the Position Evaluation Request tile.



#### 4. From the Type menu, choose **Modify Existing Regular Staff**.

### C. Complete the Form

Keep these points in mind as you complete the form:

- **Pick a response from a look-ahead menu:** As you start a typing PIN, department number, or combination code, pick the response from the list that opens as you type.

	Position Number	Department	Empl ID	Name	Last Name
Response	000000000	000000000			
Position Type	000000000	000000000			
Part Time Instr	000000000	000000000			
▼ 2. Reports To	000000000	000000000	000000000	000000000	000000000
What position v	000000000	000000000	000000000	000000000	000000000
*Reports To	<input type="text"/> <input type="button" value="Q"/>				

- **Look up a PIN or department number:** If you don't know the PIN or department number for a question, use the magnifying glass button to look it up:

- A. Click the magnifying glass button.
- B. Click the arrow next to Search Criteria to show the search criteria boxes.
- C. In one of the criteria boxes, type part or all of what you want to search for.
- D. Click **Search**

The screenshot shows a 'Lookup' window with a 'Search Criteria' section. Annotations A through E point to specific elements: A points to a magnifying glass icon in the 'Reports To' field; B points to the 'Search Criteria' dropdown arrow; C points to the 'Position Number' input field; D points to the 'Search' button; and E points to the first row of the 'Search Results' table.

Position Number	Department	Empl ID	Name	Last Name	First Name
00000000	214007-0000	2140070000	0000000000	00000000	00000000

- E. In the Search Results section, click the item you want.

- **Limit a position title to 30 characters:** If you are changing the position title, keep it no more than 30 characters. The software will accept a longer title, but request will experience errors and delays as it moves through the approval process.

The screenshot shows the 'Position Title' section of a form. A red box highlights the 'Enter a proposed title' input field.

**Note:** A future version of the software will limit the number of characters you can enter to 30.

- **Use the arrow button to keep an existing response:** Some responses may already be filled in based on one of your previous responses. To use that response and continue to the next item, click the arrow

button.

- **Use Enter and Tab for large text boxes:** For large text boxes that let you enter multiple lines of text, use the Enter and Tab keys this way:
  - To start a new line of text within the box, press the **Enter** key.
  - To go to the next question, press the **Tab** key.

- **Enter the job responsibilities:** To enter the responsibilities for the position:
  - Click **Responsibilities**.
  - In the Responsibilities column, enter a responsibility.
  - In the % of Time column, enter the percent of time the person does the responsibility.
  - To add more responsibilities, click the plus button.
  - When the percentage entered totals 100%, click **Done**.

- **Note:** Previously approved positions that have been submitted with responsibilities will pre-populate and you can edit the percentage, text, ordering and number of responsibilities.

- **Change a response:** To change a response you've already made, turn on Change mode:

A. Click the Change Response switch to show On.

B. Click the unlock button for the response you want to change and then make the change.

- **Save and finish later:** If you find that you don't have all the information you need to complete a form, save it and return to it later. Click **Save**.
- Take note of the transaction ID in the upper right corner of the form. You will use this ID to find the form later on.

- To get back to your home page, use either of these options:
  - To step backward through the previous pages, click the black buttons in the upper left of the page.
  - To go directly to your home page, click the Home icon in the upper right of the page.
- When you are ready to finish the form, go back into your Position Evaluation Request tile and look for the transaction ID in the list of open requests.

- **Cancel the request:** If you want to cancel the entire request, click the **Cancel** button.

Position Evaluation Request

Transaction ID 100061  
Status Draft Saved

Response  
Position Type  
Part Time Instructor Position

Save Cancel Change Response Off

## D. Submit the Request

When you get to the Submit for Approval button, you have completed the form. To submit it for approval:

1. Click **Submit for Approval**.

Financial Implications Will the change supported by sponsored funding?

9. Approval Submission

1. Submit for Approval

Save Cancel Change Response Off

**Result:** You successfully submitted the position request if you receive the confirmation check mark.

Approval Confirm

Confirmation

Action Confirmation  
✓  
You have successfully submitted this Position Request

PER Staff - Compensation Revw

TRANSACTIONID=100077, STEP=1, ACTION\_SEQUENCE=1 : Pending View/Hide Comments

PER Staff - Compensation Revw

Self Approved  
✓  
Department Requester - PER  
07/22/18 - 10:41 AM

Pending  
HR Compensation Approver

Comments

OK

2. Note the transaction ID for the request so you can easily find it later.
3. Note the next approver.

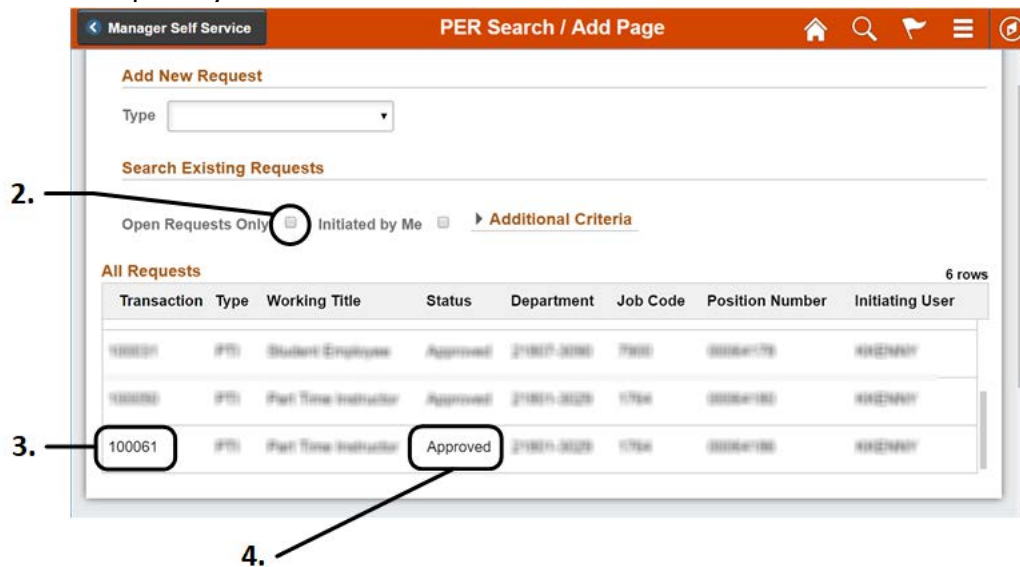


4. Click OK.

E. Check the Status of the Request

To check the status of the request:

1. From your Manager Self Service or Departmental Administrator home page, click the **Position Evaluation Request** tile.
2. On the PER Search / Add page, uncheck the **Open Requests Only** check box.
3. Find the request by its transaction ID.



4. Look for a status of Approved in the Status column.

**Note:** To see the approval chain, click the request, scroll to the bottom of the page, and then click **Approval Path**.

## F. Preview the Approval Chain

A request to change an existing, occupied, staff position includes these approvals:

