

Human Resource Services (HRS) has made a few updates to the Faculty job posting process in the Online Position Description and Recruitment System (OPDRS). The updated process is outlined below.

- New Position Numbers: Prior to submitting a job posting in OPDRS, contact your HR Service Team and provide them with the Title and Position Number of the new Faculty position. HRS will input the details into OPDRS and notify you once the position is ready to submit for job posting. Please note, a PA/PRR must be submitted to Position Control to obtain a new position number.
- Existing Position Numbers: If the position number exists in OPDRS, you may submit the job posting.
 - If you want to change the official position title prior to posting, contact your HR Service Team. Please note, a PA/PRR must be submitted to Position Control to update DEPPS.
- Position Configurations: Changes to the Position Term or Appointment FTE can be made directly on the job posting. Please note, a PA/PRR must be submitted to Position Control to update DEPPS.
- Open Rank Title: HRS has created this new title for job postings where the final title may be dependent upon the new hire's experience. Please notify your HR Service Team if you want to use this title for either a new or existing position number.

As a reminder, the following Faculty actions are no longer submitted in OPDRS: salary increases, ADRs/Stipends, position configuration changes, and/or title changes.

Please visit the OPDRS Tips and Training webpage at hrs.wsu.edu/opdrs for updates to the Faculty posting process. Be sure to check the webpage often as new Tips, Reminders, and other materials are added/updated frequently.

Contact Human Resource Services at 509-335-4521 or hrs@wsu.edu or your [HR Service Team](#) with questions.

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