WASHINGTON STATE UNIVERSITY | Human Resource Services

Modifying an Existing Position Description

Staff

The Modify Position action is used to reclassify positions, request salary increases or stipends, and to update position descriptions.
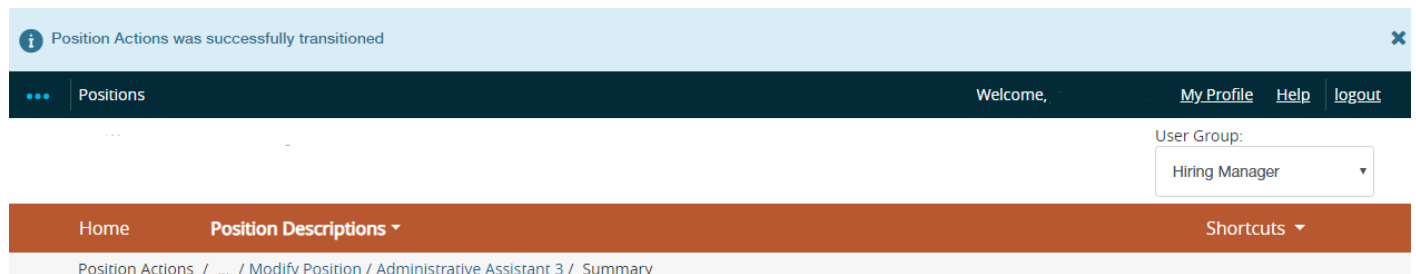
1. Verify you are in the Positions module as either Hiring Manager, Personnel Admin, or Appointing Authority.

2. Select Position Descriptions and then click on **Staff**. Staff is used for Classified Staff and Administrative Professional positions.

3. Near the bottom of the page is a listing of all approved positions in the department(s) you have access to. Select an approved position.

4. Select the **Modify Position** button in the upper right corner.
   a. Note: Positions that have an outstanding action that has not yet been approved or canceled will be locked.

5. You will receive a message on your screen stating the position will be locked once you start the action until the action has been completed. Once finished reading the message, select **Start**.

6. The first tab, entitled **Action Justification**, allows you to select the action you are requesting, along with providing any necessary justifications.
   a. Note: only <u>one</u> modification action should be selected.

   Modification actions are as follows:
   a. **Reclassification - Occupied**: used for reclassifications, including salary reviews due to the reclassification, in which an incumbent will be affected.
   b. **Reclassification - Vacant**: used for reclassifications, including salary reviews due to the reclassification, in which there is no incumbent.
   c. **FLSA Review**: used when classification is not changing, but FLSA is being reviewed.

d. **AP Salary Review**: used when the incumbent has requested a review of their salary per BPPM 60.12.

e. **Update Position - Occupied**: used when there is no change to title or salary and in which an incumbent will be affected. This includes changes in FTE or Term.

f. **Update Position - Vacant**: used when there is no change to title or salary and in which there is no incumbent. This includes changes in FTE or Term.

g. **Salary Increase - 10% or Below**: used when there is no change to title, however a salary increase of 10% or less for administrative professional, or requesting a step increase for classified staff, is being requested.

h. **Salary Increase - Above 10%**: used when there is no change to title, however a salary increase of above 10% is being requested.

   i. Additional approval outside of HRS is required per BPPM 60.12.

i. **Stipend**: used when the department is requesting a stipend for duties performed by an AP employee above and beyond their normal load per BPPM 60.12.

7. Continue through the tabs, making changes and saving as necessary. Note that by clicking the **Next** button, your changes will automatically save. Required fields are noted with red asterisks (*).

8. After completing all sections, review changes on the *Position Actions Summary* tab. Check all information entered for accuracy and make additional edits if necessary. Completed sections are noted with a green checkmark. ✔

9. Once all sections are completed, move the action through the workflow by hovering over the Take Action on Position Actions button on the top right hand corner of the page and select the workflow option you wish to take. The actions you can take are determined by your user type.

10. A pop-up 'Take Action' window will open in which you can make comments, if needed, which would be sent to the next approver. Please note, comments will be tied to the historical record of the action. Check the box to include the action on your watch list, if needed, and click **Submit**. An email will be sent to the next approver, notifying them of the pending action.

11. You will receive a green bar on the top of your page that will state the action was successfully transitioned. If additional review is needed prior to transferring, a red error bar will show at the top of the screen.

ⓘ Position Actions was successfully transitioned   ✕

| ••• | Positions | | Welcome, | My Profile | Help | logout |

User Group:
Hiring Manager ▾

| Home | **Position Descriptions** ▾ | | Shortcuts ▾ |

Position Actions / ... / Modify Position / Administrative Assistant 3 / Summary

Faculty

The following Faculty actions are not submitted in OPDRS: salary increases, ADRs/Stipends, position configuration changes, and/or title changes.

- **Title:** to change a title to a position prior to posting, contact your [HR Service Team](#). HRS will make the change for you and notify you once the position is ready to submit for job posting.
  - o Please note, a PA/PRR must be submitted to Position Control to update DEPPS.
  - o An Open Rank title may also be used when the final title may be dependent upon a new hire's experience. The titles under consideration will then be noted under Working Title. Contact your [HR Service Team](#) if you would like to use this title or discuss options.