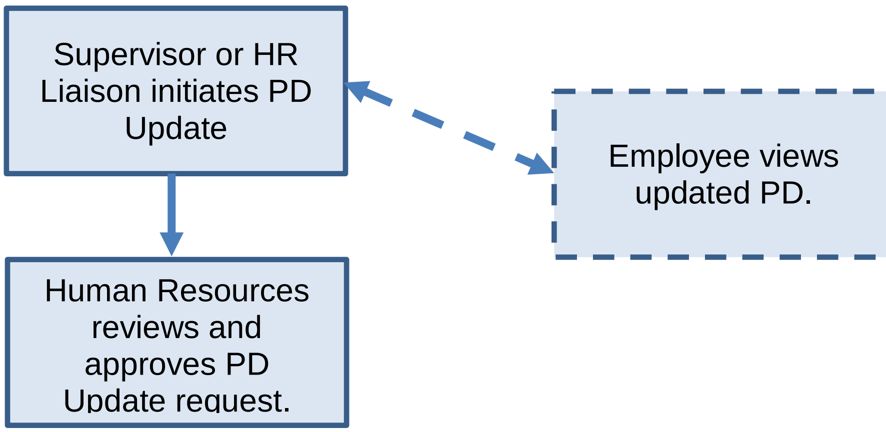
HUMAN RESOURCES
TEXAS A&M UNIVERSITY

Step-by-Step Instructions – How to Update a Position Description

The Supervisor and HR Liaison can initiate updates to an employee's Position Description. All requests for PD Updates must be reviewed and approved by Human Resources.

The following are instructions show how to initiate an Update to a Position Description. The workflow is provided to show the approval process for this position action.

Update Position Description Workflow



To Initiate a Position Description Update

1. Login into the PATH System using Single Sign On (SSO) at https://sso.tamu.edu. After you have logged into SSO, select **PATH** from the Single Sign On menu to access the PATH system. If you need help with your UIN or password, click on "I forgot my password" on the home page of SSO, or contact Human Resources at 845-4141 or your department HR Liaison to have your SSO password reset.

2. After accessing PATH, hover over the down arrow next to the **Applicant Tracking** drop down box near the top right of the screen and select **Position Management** from the drop down list. The header bar will turn orange when this is completed. Select as user role **Hiring Supervisor or HR Liaison** as applicable and click the **Refresh** button (circular arrow to the right of the user role) to update the user role.

3. Hover over the **Position Descriptions** tab in the top orange ribbon and select **Staff** from the drop down list. A list of position descriptions for you and your staff appears.

4. Find and select the position description you want to update by clicking on the **hyperlink PIN**.

5. When the position description appears, click on **Update Position Description** from the list of actions on the right and then click on the **Start** button to begin the request. (Note: Once it has been started, this position request will lock the position description from other updates until the position request has completed.)

6. On the Action Justification tab, select **Update** as the **Action Type**, respond to the questions, and complete all required fields. When finished, click on the orange **Next** button to go to the next tab.

7. Make desired edits on the following tabs: **Proposed Position Description, Job Duties, and Supervisor**. Click **Save** on each page that changes are made. Note: No changes can be made on the Employee Tab.

8. On the Summary page, review the changes made to the position description. (Click on the Edit link next to Action Justification is further changes are needed.)

   a. **To Send to Next User/Approver** (if desired): Hover over the down arrow next to the orange **Take Action on Position Request** box and select the appropriate user group. Add **Comments** if desired, and press **Submit**. The user group(s) reviewing the position request may use the same steps above to review each tab and send or return to next approver. This will be done until is it ready to be submitted to HR. Refer to the next step on how to submit the position request to HR.

      NOTE: The employee for whom the position is being updated may be included in the process by being selected as the next reviewer from the user group dropdown.

   b. **To Approve and Submit to HR:** Hover over the down arrow next to the orange **Take Action on Position Request** box and select **Approve and Submit to HR (move to Submitted to HR).** Add **Comments** if desired, and press **Submit**.