



# Your Future (PeopleAdmin) Supervisor Guide to Update Position Descriptions

Login at: <https://yourfuture.sdbor.edu/hr>

Click on **“SSO Authentication”** at the bottom to get to the login page to use your USD account username and password.

**South Dakota Board of Regents**

The South Dakota Board of Regents will be implementing changes to how you login to PeopleAdmin. Beginning July 18, 2018, you will login with your Active Directory (Windows) username and password. **This is the same username and password that you login to your computer with each day.** If you experience any issues with your username or password, please contact your University Help Desk.

[Click here to login with your Network ID](#)

**Guest Users login below**

Username

Password

Log In

*Authenticate with single sign-on?  
SSO Authentication*

## 1. Select User Group

The “User Group” allows you to change your role in the system according to the action needs and status. You may have multiple roles depending on your position in the university structure. To update a job description, select Supervisor.

Position Management

Welcome, Ashley Hobza My Profile logout

Home Position Descriptions

User Group:  
Institutional HR

Shortcuts

Select your User Group based on the specific “role” you are performing. This will change based on the particular action you are taking.

- Budget: (Central Budget office staff)
- College Budget Coord: (Division level budget staff) (School of Med only)
- Dean
- Dept Head/Director
- Employee (to view your own job description)
- Initiator (Superuser – acts on behalf of supervisor)
- Supervisor**

## View Position Descriptions (NFE or CSA):

Supervisor role only sees position specifically assigned to them. If you do not see position descriptions for all the NFE/CSA employees who report to you, contact your Human Resources partner to correct.

- (1) Select Position Management module (page 2) (orange toolbar)
- (2) Select **Position Descriptions** – “CSA” or “NFE”
- (3) Search for the position if it is not showing already (title, position number, etc.)
- (4) Click on the Working Title to open the position description.

**Note:** Faculty may have position numbers as position description placeholders, but do not have actual position descriptions in the system.

The image shows two screenshots of the Position Management system interface. The first screenshot shows the main navigation menu with 'Position Descriptions' highlighted, and a search bar. The second screenshot shows the 'NFE Position Descriptions' search results page with a table of results.

**Step 1:** Select Position Management module (page 2) (orange toolbar)

**Step 2:** Select **Position Descriptions** – “CSA” or “NFE”

**Step 3:** Search for the position if it is not showing already (title, position number, etc.)

**Step 4:** Click on the Working Title to open the position description.

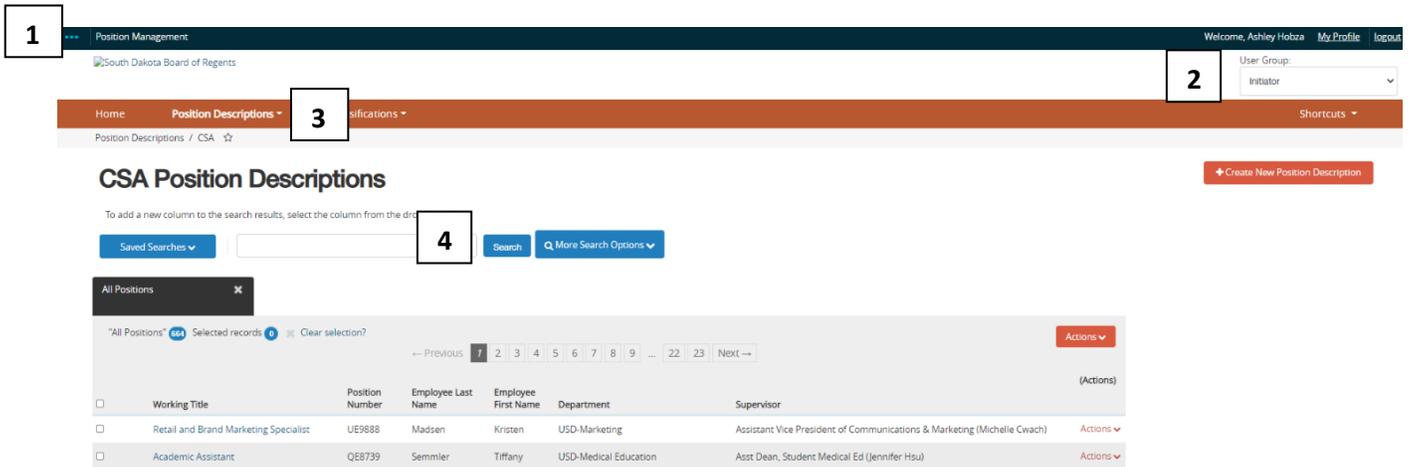
**Step 5:** Click on the Working Title to open the position description.

Working Title	Position Number	Employee Last Name	Employee First Name	Department	Supervisor
Other Professional	UE9248			USD-Admissions	VP, Enrollment, Market & University Relations (Scott Pohlsen)

If the job description is up-to-date, no further action is necessary. If it needs to be updated, follow the next steps:

## Modify Existing Job Description (CSA and NFE)

1. Select Position Management (orange toolbar)
2. Select User Group –Supervisor
3. Choose CSA or NFE from “Position Descriptions”
4. Click on or Search for Position Description



5. After opening the position description, select: “Modify – No Recruit” to edit and update.
6. Click Start button
  - a. If you get a blue error at the top of the screen indicating an existing action, contact Human Resources to resolve. You won’t be able to update the position description of an action already exists in the system for that position description.



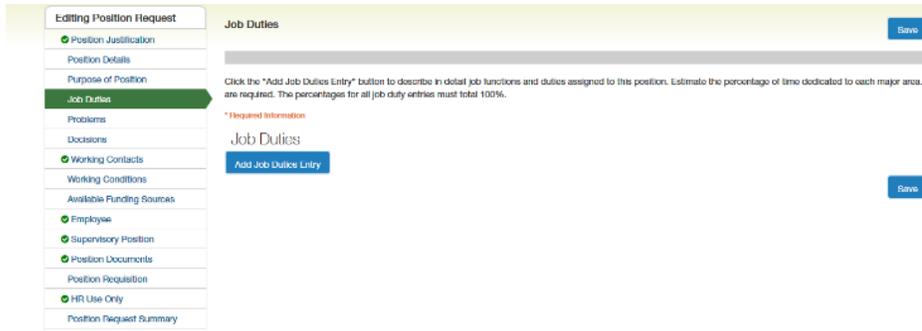
## Start Modify CSA Position Description - No Recruit Position Request on Secretary?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

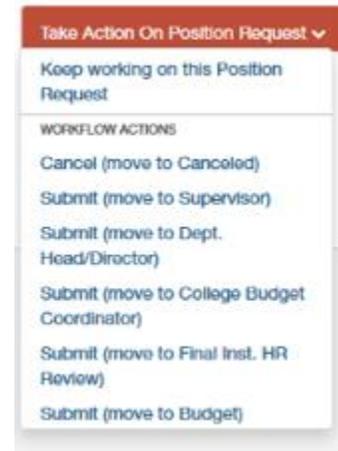


7. Complete each screen (select “update position” as the action when indicated on the first screen).

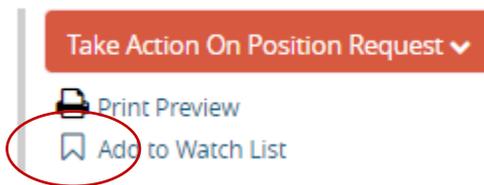
**\*\*IMPORTANT\*\*** Some screens have buttons to add “repeatable” items (job duties, fund sources, etc.). Use the blue button to add these items as needed.



8. On the last screen you will have an option to “Take Action” at the top right. Since we are only updating a position description, and not requesting a review or recruit, select “Submit (move to Final Inst. HR Review).”



9. ‘Add to Watch List’ to add Request to your Home screen to make it easier to access.



## General Notes and Tips:

- ❖ Supervisor role will not see all position descriptions by organization, they only see descriptions/postings actually assigned to them.
- ❖ If you attempt to route with missing required fields, you will get an error message identifying the missing information. Click [Edit](#) to return to editing and complete the missing information.

1 "Justification for the Request" is required, "This position requires" is required, "If the position has responsibility for personnel selection, performance appraisal, and disciplinary action, please list the subordinates' names and titles. If not applicable, please enter "N/A"." is required, "Does this position direct the work (e.g. train, assign or review work) of employees it does not formally supervise?" is required, "If yes, please list the employees' names and titles and describe the type of direction given. If no, please enter "N/A"." is required, "List frequent or major contacts, the purpose of each contact, and the frequency (e.g. daily, weekly, monthly, annually). Do not include subordinates or the supervisor. If not applicable, please enter "N/A"." is required, "Does this position recommend or have authority for the expenditure of funds?" is required, "If yes, please describe the position's authority and list the amount. If no, please enter "N/A"." is required, "What are the most important or critical duties of this position? Please explain. If not applicable, please enter "N/A"." is required, "What are the most difficult or complex duties of this position? Please explain. If not applicable, please enter "N/A"." is required, "Has this position acquired duties from other positions?" is required, "If yes, please identify duties and positions. If no, please enter "N/A"." is required, "What knowledge, skills, and abilities will an incumbent need to perform the duties of this position competently? If not applicable, please enter "N/A"." is required, Job Duties requires at least 2 entries, "Check the appropriate box(es) that best describes the environment in which the primary function of the position is performed." is required, Available Funding Sources requires at least 1 entries, "Appointment Percent" is required, "Appointment Type" is required, "Is any portion of this position Grant Funded?" is required, "Duration of the Term" is required, and All required fields must be set before transitioning.



New CSA Position Description: Senior Secretary (CSA) [Edit](#)

Current Status: Draft

Take Action On Position Request ▼