1. As Initiator, navigate to the Position Management module (orange side)

2. Click on Position Descriptions and select Staff/Professional.
3. You can then search for the position you want to update putting in the PCN or employee name. Once you have found the position description you wish to update, click the title of the position.

4. Once you have clicked into the position description, click Modify/Reactivate on the top right side of the position description, then click Start Action on the next page.
Reminders about updating filled positions:

- Before writing updates from scratch, check to see if there is a published job family position that would be suitable. Staff Job Families - Human Resources | University of Idaho (uidaho.edu) If a job fits within a published job family template, use is required at update to an employee’s job description, including use of the established titles. For assistance, contact hr-classcomp@uidaho.edu.

- If the position does not fall into a published job family with standardized content, compare your Position Overview and Required Qualifications to the Staff Job Description Guidelines for compliance with University requirements. Staff Job Description Resources - Human Resources | University of Idaho (uidaho.edu).

- Upload a current organizational chart that includes reporting lines of the position and other employees in the unit. The organizational chart should list PCNs and Position Titles, person names are not needed.

- If the unit believes the updates may change the market rate for the position, select “market rate review, unit requested” from the drop-down menu in the position details section.

- Posting information does not need to be included when updating a filled position, all fields can be left blank.

If you have any questions about initiating an action to update to a filled position, please reach out to employment@uidaho.edu or 885-3611.