Position Description Review Process

for

FACULTY MEMBERS

https://www.uidaho.edu/provost/faculty/pds

Questions? Contact:

PeopleAdmin – Mandy Brocke (208) 885-3611 or mandyc@uidaho.edu

All others – Joana Espinoza (208) 885-7941 or jespinoza@uidaho.edu

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How to log in to PeopleAdmin:

1. Go to this website address: https://uidaho.peopleadmin.com/hr/login.
2. Click on the SSO Authentication link. **Note:** You may be prompted to login using multi-factor authentication at this point.

3. You will login with your current network login information.
Faculty Member Position Description Review and Signatures

You will receive an email when your department administrator has created a position description for you. The email contains a link to log in to PeopleAdmin.

4. After logging into PeopleAdmin, locate your Inbox in the center of the page.
5. Click on the 3rd tab labeled Actions.
6. Click on the title of your position (e.g. Regular Faculty, Clinical Faculty, Research Faculty, etc.)

7. Click the Edit button in the summary box.
8. From the list of tabs on the left side, click on the third one called **Position Responsibilities**.

![Image of Position Responsibilities tab]

9. On the Position Responsibilities page, you should see two sections:
   a. **Job Duty Functions**: after discussion with your supervisor, update percentages, if needed

   ![Image of Job Duty Functions]

   a. **Role Expectations**: after discussion with your supervisor, update the description, if needed

   ![Image of Role Expectations]

10. If you make changes, click **Save** on the top or bottom of the page.
11. To send the action back to your supervisor, click on **Action Summary** on the left side.

![Image of Action Summary](image1)

12. Hover over the **Take Action on Action** button on the top right side of the screen, and click on **Return to Supervisor/Manager**. A pop-up box will appear, where you should provide comments to your supervisor about what changes (if any) were made to your position description. Then, click **Submit**.

![Image of pop-up box](image2)

13. If your supervisor makes changes, you will receive an email and this process starts again.
The PD now goes to the college AAC for routing, then to the Provosts Office and HR for review.

**How to sign your position description:**

The signature action will allow the faculty member, unit administrator, dean, and joint appointment administrator (if applicable) to sign.

1. You will receive an email when you have a position description to sign. Log in to PeopleAdmin using the link in that email or using the link above.
2. Locate the inbox at the top of your homepage, and click on the **Actions** tab. Actions awaiting your signature will be listed as **Signatures** under the Type column.
3. Click on the **position title** to access it.
4. Click **Edit** in the summary box.

5. Click on the **Signature** tab on the left side.
6. Type your name (i.e., electronic signature) and current date in the **Employee** fields. Click **Save** on the top or bottom of the page.
7. Click on **Action Summary** on the section list on the left side of the screen.
8. Hover over Take **Action on Action** on the top right side of the screen, and click on **Return to AAC**.
9. In the pop box that appears, click **Submit**.

10. Done!