FLSA Review for Position Descriptions

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Introduction:

This guide is intended to assist you in submitting position descriptions (PD’s) for the 2020 FLSA Implementation project through PageUp. PD’s must be submitted for all positions of potentially impacted employees that either:

1) have not been updated within the past year, or

2) have changed since the last time the position was submitted for review.

A list of potentially impacted employees and copies of the PD on file for the role have been provided to the corresponding Cabinet Member or Dean. Current PD’s may take the form of a Job Analysis Questionnaire (JAQ), a PER-1 form, a reclassification request or a previously submitted PD in our PageUp system.

Entering PDs into PageUp makes them easily accessible for all appropriate parties and saves time if/when a recruitment is needed in the future, it’s already been built into the platform. We are now able to collect “signatures” from the employee, supervisor and next level manager just like a PER-1 form.

This guide is split into several different sections. The section you use will depend on whether you are adding a position to PageUp for the first time or just making an update to an existing position number. A brief summary of each section and when to utilize them is included below:

Searching the Position Description Library: .............................................................. pg. 2
Always begin with a search of the PD library. This will tell you if the position already exists in the system or whether it needs to be built for the first time. This will help to avoid creating duplicate PDs by mistake. Duplicate PDs can create confusion for the employee, the department and HCS.

Creating a NEW Position Description: .............................................................. pg. 4
Use this section if you PD library search does not reveal any previously enters PD.

Locating Draft version(s) of Position Description(s): ...................................................... pg. 10
Use this section to pick up where you left off on a PD that has not yet been submitted.

PDs should be submitted by April 3rd in order to ensure any FLSA status changes are effective on June 14, 2020.

If you have questions as you proceed through this process, please reach out to our Compensation & Organizational Effectiveness or Talent Acquisition teams – we are glad to provide assistance!
Searching the Position Description Library:

To begin the Position Description process, the first thing to do is to search the Position Description Library for existing position numbers and descriptions.

Individuals identified in the applicant tracking system with the permission as HCS Liaison or Hiring Manager can edit and create Position Descriptions.

There are two ways to access Position Descriptions.

1. From the Dropdown Menu, select Manage Position Descriptions

2. From your dashboard, click on Manage position descriptions.

You will be directed to the Job Description page within the Position Description Library.

1. Search the library for the Position Number which you are wanting to use. To do this, type the number into the Position Number field, have the Approval Status and Status to All. Then click on Search.

2. If the Position Number appears, click “Edit” to update.
If there are multiple position descriptions for the same Position Number, **ALWAYS select the first PD listed.**

The system defaults to the very first position description created for the position number. The person who is hired into the position number will be able to view the **first approved position description ONLY.** This means an employee may end up viewing an outdated version of the PD rather than one that matches their current role. This can cause unnecessary confusion related to duties, expectations, pay, etc. which can lead to frustration and misunderstanding for all involved.

3. To begin the editing process, scroll to the bottom of the Position Description and click on the **Update PD** button in the Approval Process box. Make the changes. Once changes are made, send the Position Description back through the approval process. Select the Position Description – FLSA Review approval process. Click **Save** and then **Save and exit** to initiate the approval process.

**NOTE:** If the Position Number does NOT appear, then there has never been a position description created for the position number within the applicant tracking system. Therefore, you will need to create a Position Description.

Did you search the **Position Description Library** for the **Position Number**?

Remember to change **Status** to **ALL** before clicking on Search.

**NOTE:** If you had received a PER-1 or JAQ as the position description for the role, there is a greater chance that there hasn’t been a Position Description created within PageUp. Please double check the Position Number before proceeding to confirm.
Creating a NEW Position Description:

1. Click on New position description

2. You will now see the New Position Description page

3. Enter the Position Number for the role in the field requesting the Position number*. It is important to note that any field followed by an asterisk (*) is a mandatory field. Therefore, the position description will not be saved unless the field has been completed.

4. If the Position Number is located immediately by the system, a display box (blue box) will appear containing pertinent information about the role. This information is coming from the HRIS system and feeds into the PageUp system. The Position number which was entered will convert to the Position Title (but is indicated by the field entitled “Position Number”).

5. If the information in the display box (blue box) is NOT correct, inform Compensation and Organizational Effectiveness immediately.

6. If the Position Number does not appear immediately, a screen will appear. You can search by Title or Number. Once you find what you are looking for, click Okay.

7. The Position Title* will appear in the field.

8. Continue to the next field.

️ NOTE: Select Determination of FLSA only for the Reason for action.
9. Continue completing the fields with thorough and complete information.

10. Pay special attention to items followed by an asterisk (*) because these are required fields.

11. **Add an Organizational chart in Documents**

   a. **Documents**, such as Organizational Charts or any other document pertinent to the role, may be uploaded. **Select** the drop-down arrow in **Documents** to upload a file.
   
   b. Select the file and add a **Title** to the uploaded document. You can upload from a file on your desktop or folders. Click **Save and close**. If you have multiple documents to upload at once, click on **Save and add another**. Or you can upload the documents one at a time.
   
   c. **NOTE**: The system will not accept Visio or Excel documents, unless the documents have been saved as a PDF file.

12. If you are an individual who is assigned to multiple departments within your college, you will notice **Team** on the Position Description. Select the **Department** assigned to the position in the display box (blue box) as the **Team**.

13. **Select Job Description** for the Position Title that appears in the display box (blue box)

   a. If you know the Job Description, type it into the box or use the look-up feature by clicking on the magnifying glass icon. This will bring up the list of Job Descriptions.
   
   b. A pop-up window will appear if there are additional job descriptions for the same position title. Select the appropriate job description.
   
   c. Information regarding the job description will appear which will assist in selecting the appropriate Job Description.
   
   d. If you have selected the correct Job Description, then click **Okay** at the bottom of the screen.
   
   e. The selection is now in the Job Description field.
   
   f. To view the full job description, click on the downward arrow in the display box.

   **NOTE**: For some positions, there is no Job Description available at this time. Therefore, type ‘**No Current Job Description Available at this time**’ in the Job Description field.
14. Enter **Pay Grade** shown in the display box.

15. Once the information is typed into the field, a display box will appear below which will have the annual dollar Salary Range.

16. You will use this information for the **Salary Range** field.

   For **Pay Grade 001**, no dollar amounts will be listed. Therefore, include the salary range in the Salary Range field.

17. In the Anticipated Salary Range, list the **current employee's pay**.

18. **SPECIFIC JOB RESPONSIBILITIES (Duties / Responsibilities)**: Click on **New** and enter description for each job responsibility. Group **Job Responsibilities** and assign the percentage (%) of time spent on each. Identify responsibility as **Essential** or **Marginal** (Non-Essential in the drop-down box).

   **NOTE**: The total of the Duties/Responsibilities should equal 100%.

19. Indicate if this is a **Supervisory** position or not.

20. Enter a **brief** (one or two sentence) **purpose** of the position.

21. Enter the **QUALIFICATIONS** for the position.
a. Copy and paste the minimum requirements from the Job Description into the **Required Education & Experience**. Since these are pre-determined minimums for the position, you will **not** be allowed to add anything additional.

b. Enter **Preferred Education & Qualifications** (skills / knowledge / abilities)

c. **Licenses / registrations / certifications and equipment used**

d. **Bona Fide Occupational Qualification (BFOQ)**

22. **Work Schedule**: Indicate if this position is considered **Essential** or **Non-essential** personnel during a Declaration of Inclement Weather

   a. **Select** if the position is considered On-Call / Standby / Both
   
   b. **Describe** frequency and expected response time if the position is considered On-Call, Standby, or both

23. Indicate **Availability** of the position by selecting the **Start** and **Finish** time. Select the **Type** of schedule and whether it is **Optional**, **Mandatory**, or **At least one of**.

24. Complete the **PHYSICAL DEMANDS**, **TRANSPORTING DEMANDS**, and **ENVIRONMENTAL AND HAZARDOUS CONDITIONS**.

25. In the **USERS AND APPROVALS** section, enter your name as the **Originator** (person completing the Position Description), the **College/Unit** for the position, the **Supervisor** for the position and select **Position Description – FLSA Review** Approval process.
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a. Only select the Approval Process when all information is completed and the position description is ready to be approved by the appropriate individuals.

b. Select either Save or Save and exit. When selecting Save or Save and exit, the approval process is initiated. Each approver will receive an email requesting approval of the position. Once the person approves the position description, the approval process will progress to the next listed approver.

**NOTE:** We recommend clicking Save and then once the Position Description has been saved, then click Save and exit. Saving frequently helps to ensure that no changes are inadvertently lost.

c. When you click on Save, you will remain on the Position Description. However, the approval process has been started. Save and exit will close the screen and take you back to the Job Description page which is also known as the Position Description Library.

**NOTE:** If you think you will need to gather additional information or get pulled away during the process, you need to click Save a draft as soon as you can in the process. If not, you may get timed out of the system. Make sure the Position Number is listed, your name as the Originator and the Team (department) associated with the Position Number. (if “Team” is listed). If not, you will not be able to locate the Draft when you go back to search for it and it will be gone.

If you had completed the Approval Process, the following pop-up will appear informing you that the Approval Process will be deleted.

Once you click OK, you will return to the Job Description page.
Locating Draft version(s) of Position Description(s):

1. Click on **Manage position descriptions and create a new requisition** from the Dropdown menu
2. When you arrive to the Job Description page (Position Description Library), if the Position Description doesn’t appear, you will need to use the Search feature at the top of the page.

   a. Search by **Position Number** or by **Approval Status**. If more than one field is completed, the system will not be able to locate the position description.
   b. You will want to change **Approval status** to **Draft** before you click on Search.

   ⚠️ **NOTE:** Any time you do a search, it is a best practice is to click on **Clear** first. Then click **Search**.

Mandatory Fields:

Any time you click on **Save a Draft**, **Save**, or **Save and exit**, if Mandatory (required) fields, the **Position Description** will NOT save.

The mandatory or required fields are indicated with a large red asterisk.

Printing Position Description:

Click on the **Print icon** in the header to print the position description.