



FLSA Review for Position Descriptions

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User Guide

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!



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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.

- From the **Dropdown Menu**, select **Manage Position Descriptions**

Manage position descripti...



- From your dashboard, click on **Manage position descriptions**.

Job description

My position description

Manage position descriptions an...

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

- 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**.

- If the Position Number appears, click **Edit** to update.

Edit | View | Create requisition from PD | Archive



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If there are multiple position descriptions for the same Position Number, **ALWAYS** select the first PD listed.

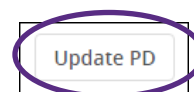
WHY?

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.

| PD No. | Classification Title |
|---------|----------------------|
| PD-4725 | Research Associate |
| PD-4792 | Research Associate |
| PD-4817 | Research Assistant |
| PD-4838 | Research Assistant |

- 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.

| | | | |
|-----------------|--------|-------|--------|
| Approval status | Status | Clear | Search |
| All | All | | |

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.



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Creating a NEW Position Description:

1. Click on **New position description**

A small rectangular button with a blue header 'New position description' and a white body containing the text 'Job description', 'PD No.', and 'Supervisor Name'.


2. You will now see the New Position Description page

The page has a blue header with the title '() New position description' and tabs for 'Position info', 'Notes', and 'Documents'. The main content area is titled 'POSITION DESCRIPTION INFORMATION' and contains instructions: 'To edit an approved Position Description scroll to the bottom of the form and press Update PD. Click OK in the pop-up window that appears to reset the approval process.' There are input fields for 'Position number:*' and 'Business Title:*'. A blue box highlights the 'Position number' field, which contains a search icon and the text 'No position selected.'.

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.

A search results screen with a message at the top: 'No positions were found based on your criteria, please select a position below.' Below this is a table with columns 'Job Title' and 'Position no'. The table contains three rows: 'Research Aide' with 'W0037748', 'Research Aide' with 'W0037757', and 'Research Aide' with 'W0042056'. A blue box highlights the 'Research Aide' text in the first row.

A blue box displaying position details: 'Position no: W0037748', 'Business Title: Research Aide', 'Position: Research Aide', and 'College/Unit: 3670055010 Human Ecology Dean of'.

-  **NOTE:** Select **Determination of FLSA only** for the **Reason for action**.

Reason for action (select all that apply):*

- ☐ Conversion to USS/Unclassified
☒ Determination of FLSA only
☐ Recruitment



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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.*

Select ▼
Select
Document from a file
Document from library
Interview guide
Generate selection report

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**.

Position Type: Select ▼
Team
Position type (as displayed on the career site)
Select

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

Job Description:
No job description selected

- 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.

Job Description:
Accountant II
Job Title: Accountant II ▼

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.




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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.



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- 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.
- Enter **Preferred Education & Qualifications** (skills / knowledge / abilities)
- Licenses / registrations / certifications and equipment used**
- Bona Fide Occupational Qualification (BFOQ)**

General Description/Required Education and Experience: This position ensures the university funding is appropriately monitored and accounted for within guidelines. Interprets guidelines and other policies in order to analyze, evaluate, determine, and project anticipated expenses for all fiscal funds and/or grant funds. Implements procedures necessary to comply with all guidelines. This position reports to the appropriate

administrator. This position requires a High School diploma (or work equivalent) and a minimum of two years of accounting/auditing experience.

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

- Select if the position is considered **On-Call / Standby / Both**
- 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**.

| Day | Start | Finish | Type |
|-----------|---------------|--------|--------|
| Monday | Not available | Select | Select |
| Tuesday | Not available | Select | Select |
| Wednesday | Not available | Select | Select |
| Thursday | Not available | Select | Select |
| Friday | Not available | Select | Select |
| Saturday | Not available | Select | Select |
| Sunday | Not available | Select | Select |

Type
Select
Optional
Mandatory
At least one of

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

PHYSICAL DEMANDS
Physical demands (check all that apply)
Include only those physical demands that are required on a regular / consistent basis:

- ☐ Lifting
- ☐ Carrying/lifting
- ☐ Pushing/pulling
- ☐ Spacing
- ☐ Walking/running
- ☐ Crawling
- ☐ Reaching
- ☐ Sitting
- ☐ Twisting/bending
- ☐ Climbing
- ☐ Reaching/handling
- ☐ Repetitive movements
- ☐ Handling
- ☐ Carrying
- ☐ Driving
- ☐ Reaching
- ☐ Squatting
- ☐ Writing

Transporting Demands: Select

ENVIRONMENTAL AND HAZARDOUS CONDITIONS
Environmental and hazardous conditions (check all that apply)
Include only those conditions that are required on a regular / consistent basis:

- ☐ Normal Office Environment
- ☐ Near continuous use of Video Display Terminal
- ☐ Mechanical Hazards
- ☐ Traffic
- ☐ Explosives
- ☐ Radiation
- ☐ Qualifiers
- ☐ Weather Extremes
- ☐ Moving Machinery/Heavy Equipment
- ☐ Animal/Vehicle
- ☐ Chemicals
- ☐ Darkness or Poor Lighting
- ☐ Vibration
- ☐ Fine Hazards
- ☐ Close cramped quarters
- ☐ Disease/Pathogens
- ☐ Indoor Temperature Extremes
- ☐ Noise
- ☐ Electrical Hazards
- ☐ Heights
- ☐ Violence

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.

USERS AND APPROVALS

Originator:

No user selected.

College/Unit*:

Hiring Manager*:

No user selected.

Approval process*: **Position Description - FLSA Review**



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- Only select the Approval Process when all information is completed and the position description is ready to be approved by the appropriate individuals.**
- 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.

- 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.



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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.

New position description


| | | | | | | |
|---|--|--|---|-------------------------------------|---------------------------------------|--------------------------------------|
| Job description PD No. <input type="text"/> | Classification Title <input type="text"/> | Business Title <input type="text"/> | Position Number <input type="text"/> | Role Number <input type="text"/> | Employee Name <input type="text"/> | Employee No. <input type="text"/> |
| Supervisor Name <input type="text"/> | Work Type All | College/Unit All | Department All | Sub department All | Approval status All | Status Active |

Clear Search

- 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.

Approval status

- All
- Draft
- Pending approval
- Approved
- Declined

 **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.

Save a draft Save Save and exit Cancel Spell check

Location of the position:*
Select *

If Other please specify the location:

Type or position for the action:*
Select *

Reason for action (select all that apply):*

| | |
|---|--|
| <input type="checkbox"/> Conversion to USS/Unclassified | <input type="checkbox"/> Review of filled position |
| <input type="checkbox"/> Determination of FLSA only | <input type="checkbox"/> Review of Vacant Position |
| <input type="checkbox"/> Recruitment | <input type="checkbox"/> Update |

Printing Position Description:

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

