

# Western PageUp

## Position Description Quick Reference Guide



### Position Description

Use this guide to create, update or review a position description. The position description is not used for faculty or student positions. For additional information see the comprehensive user guide.

### Logging into Western PageUp

1. Go to <https://western.pageuppeople.com> or find the [Western PageUp – Admin](#) link on MyWestern under the Employee Tab in the Technology Tools section
2. Log in using your universal email used for Office 365 (If you are already logged in to Office 365 you will be directed directly to the Western PageUp homepage)
  - a. Sign In: [userID@wwu.edu](#) (ex: [doej@wwu.edu](#))
  - b. Password: Your universal password

### To Create a Position Description

Position descriptions are utilized for: staff recruitments, position reviews, and temporary staff hires.

1. Click the 'Manage position descriptions and create a new requisition' button in the Position Description box
2. Click the 'New position description' link on the top left
3. Complete the relevant fields on the Position Description, including all required fields marked with an asterisk (\*)
4. Add Notes (optional)
  - a. Click the 'Notes' tab at the top of the form
  - b. Click the drop down arrow beside 'Add' and select 'Note'
  - c. Type note in the add note window, click 'Submit'
5. Attach Documents (organization chart is required)
  - a. Click 'Documents' tab at the top of the form
  - b. Select 'Document from a file'

- c. Click 'Upload file' to browse documents or files stored on your computer
  - d. Click 'Save and add another', 'Save and close' or 'Close'
6. Route Position Description for approval by following 'To Submit a Position Description for Approval' below

## **Filling out Job Duties on the Position Description**

"Job Duties" are used to put a percentage of time that a position will be working in certain areas. In PageUp, there are specific steps that should be done to ensure data integrity.

1. Adding a Job Duty
  - a. Under the "Job Duties" section click "New"
  - b. Enter Percentage of Time
  - c. Enter Duties/Responsibilities
  - d. Click "Add"
2. Editing a Job Duty
  - a. Locate the Job Duty to be edited under the "Job Duties" section
  - b. Click "Edit" to the right of the specific Job Duty
  - c. Make any necessary changes
  - d. Click "Add"

*NOTE: If you do not click "Add" before editing a different Job Duty, the currently open Job Duty will be erased.*

## **To Submit a Position Description for Approval**

An approved position description is required for: conducting a staff recruitment, submitting a position review or hiring temporary staff.

1. Go to the Users and Approvals section at the bottom of the Position Description Form
2. Add Hiring Manager and/or Director/Chair
3. Select an 'Approval process' from the drop down list (by job type and action), add approver names and submit or save
  - a. 'Submit' sends the Position Description for approval
  - b. 'Submit & exit' sends the Position Description for approval and returns the user to the Position Descriptions menu
  - c. 'Save a draft' saves the Position Description (does not route for approvals)
4. Approvers receive automatic email notifications indicating the Position Description is ready for review and approval
5. An email is sent to the Hiring Manager and the Director/Chair when the Position Description is approved (or declined)
6. Once the Position Description is approved the job posting process can start

## **To Edit/Update a Position Description**

Position Descriptions are edited/updated at the request of a supervisor, employee or due to minor position description changes.

1. Click the 'Manage position descriptions and create a new requisition' button in the Position Description box
2. Locate the Position Description in the list of Position Descriptions
3. Click 'Edit' to open the Position Description, at the bottom of the Position Description form there are three buttons: 'Update PD', 'Edit', and 'Cancel'
  - a. 'Update PD': edits the Position Description and changes to a draft Position Description. Note: Once clicked, this cannot be undone, and the Position Description will have to go through an approval process
    - i. If this is a minor position description change select 'Classified/Pro Staff PD Update Only' for the approval process routing
  - b. 'Edit': edit names of approvers that have not already approved the Position Description
  - c. 'Cancel': cancels the approval process, a cancelation reason is required
4. Route Position Description for approval (see To Submit a Position Description for Approval)

## **To Search and View a Position Description**

Position descriptions are stored and managed in PageUp.

1. Click the 'Manage position descriptions and create a new requisition' button in the Position Description box
2. Enter search criteria and click search or
3. Locate the position description in the list of position descriptions
4. Click 'View'

## **To Restart a Declined Position Description**

When a Position Description is declined, departments are able to restart the declined form, make changes to the form, and resubmit the form for approval.

1. Click the 'Manage position descriptions and create a new requisition' button in the Position Description box
2. Type PD No. {PDNO} in the search box and click "Search"
3. Click "Edit"
4. Scroll to the bottom of the Position Description

5. Click "Update PD" in the approval routing box
6. Make changes to the Position Description
7. Select an 'Approval process' from the drop down list (by position type and action), add approver names and submit or save
  - a. 'Submit' sends the Position Description for approval
  - b. 'Submit & exit' sends the Position Description for approval and the user returns to the Position Descriptions menu
  - c. 'Save a draft' saves the Position Description (does not route for approvals)

## **Additional Resources**

1. [PageUp Login](https://western.pageuppeople.com) – western.pageuppeople.com
2. [PageUp User Guides](https://wp.wvu.edu/dataresources/wtm) – wp.wvu.edu/dataresources/wtm
3. [Approval Routing](https://wp.wvu.edu/dataresources/approval-routings/) - https://wp.wvu.edu/dataresources/approval-routings/
4. Need more help? Contact Human Resources, Stephanie Norsby:  
[Stephanie.Norsby@wvu.edu](mailto:Stephanie.Norsby@wvu.edu) or 360-650-3306