Overview

This guide provides instructions on how to update a Position Description or to initiate compensation actions such as reclassifications and equity reviews.

<table>
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<tr>
<th>Who Uses this Function</th>
<th>Davis Campus: Service Channel Staff &amp; SSO Onboarding Only Dept Staff Health Campus: Department Level 1, 2 or 3 users</th>
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<tbody>
<tr>
<td>When to Take this Action</td>
<td>To update a Position Description or to request a Compensation Action such as:</td>
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<tr>
<td></td>
<td>• Update or Correct Position</td>
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<td></td>
<td>• Reclassification</td>
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<td></td>
<td>• Stipend</td>
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<td></td>
<td>• Equity</td>
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<td></td>
<td><em>Davis Campus Users: Continue to create AggieService tickets as well.</em></td>
</tr>
<tr>
<td>Information You’ll Need</td>
<td>• Position for Recruitment</td>
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<td></td>
<td>• Davis Campus: AggieService Case Number</td>
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<td></td>
<td>• Relevant Details</td>
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Accessing PeopleAdmin Position Management

1. **Open a browser** (Chrome is preferred)
2. **Navigate to:** ucdavis.peopleadmin.com/hr
3. Click the link for SSO Authentication
4. **Follow prompts** for CAS and DUO authentication
5. Ensure **Position Management** is selected at the top left of the screen

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Modifying Positions or Requesting Comp Actions

QuickList: Overview of Steps for Modifying PDs or Requesting Comp Actions

1. Locate the desired Position Description
2. Click on Position (Working Title)
   Alternative: Action > View
3. Choose desired action from list
4. Click Start
5. Completed fields in Justification section
   - Edit additional sections as needed – e.g. PD updates / reclasses
6. Review Position Summary
7. Click Take Action and choose workflow action

Update Position Description

1. Open desired Position Description
2. Reclass/Update > Start
3. Action Type: Position Update
4. Requested Salary: N/A
5. Enter Contact Information
6. Edit PD fields as needed for update
7. Notes: Provide overview or other helpful info
8. Review Summary
   - New values in black font; current/original in gray
   - Remove items show with strikethrough font
9. Take Action > Submit to Level 2 or 3
10. Enter Comments > Submit
Reclassification Request

1. Open desired Position Description
2. **Reclass/Update** > Start
3. Action Type: **Classification Review - Reclass**
4. **Requested Salary:**
   - Check Type
   - Enter value with decimals, no other symbols
5. Enter **Contact Information**
6. Edit other PD fields as needed for update
7. Notes: Provide overview or other helpful info
8. **Review Summary**
   - New values in black font; current/original in gray
   - Remove items show with strikethrough font
9. **Take Action** > Submit to Level 2 or 3
10. Enter Comments > Submit
Modifying Positions or Requesting Comp Actions

Equity Request

1. Open desired Position Description
2. **Equity Request > Start**
3. Action Type: **Equity**
4. **Select Equity Reason & Enter Justification**
   - Significant additional responsibilities not resulting in reclassification
   - Less experienced new hire salary exceeds current employee
   - Difficulty retaining or recruiting staff due to specialized skills or high market demand
   - Salary compression between supervisors and their employees
   - Salary inequity between employees with comparable job responsibilities
5. **Requested Equity:**
   - Select Date
   - Select Type and enter value with decimals, no other symbols
6. Enter **Contact Information**
7. Edit other PD fields as needed for update
8. Notes: Provide overview or other helpful info
9. **Review Summary**
10. **Take Action > Submit to Level 2 or 3**
11. Enter Comments > **Submit**
Stipend Request

1. Open desired Position Description
2. Stipend Request > Start
3. Select Action Type
   - New Stipend
   - Extension of Existing Stipend
4. Select Stipend Reason
   - Acting/Interim Appointment
   - Temporary Assignment
5. Enter Allocation %, Description, Rationale, Explanation
6. Enter Begin/End Date and Stipend Amount (Percent, Step or Amount)
7. Add Funding Entry
8. Enter Contact Information
9. Notes: Provide overview or other helpful info
10. Review Summary
11. Take Action > Submit to Level 2 or 3
12. Enter Comments > Submit