Manual: Position Management
Initiator

Revised: 11-27-17
Introduction

The University of Georgia has implemented a new version of its online position management and applicant tracking system, **iPAWS 7.6**. The objective of iPAWS 7.6 is to streamline the approval, posting, and hiring processes for the University and our applicants.

Hiring departments should use the **iPAWS** system to receive approval for position changes and post staff positions.

The learning objectives include the following:

- Create and submit requests for new positions
- Evaluate and or modify position descriptions
- Track the status of Position description requests
- Keep your HR organization structure up to date
- Search for and locate classification information

Position Management Overview

Position Management is the process by which departments determine how jobs are defined, how many positions are needed, and what the organizational structure should look like. As a part of the position management functionality departments will have the opportunity to create a new position, evaluate a position or modify a position.

**Create a position**: Every employee needs to be assigned to a position description. If the department does not have a position to seat an employee into, a new position will need to be created.

**Evaluate a position**: A position may need to be evaluated when their needs to may be operational changes to a position resulting in changes to assigned responsibilities and update to a positions resulting in a new title change or percent time.

**Modify a position**: When modifying a position departments have the ability to update the reporting relationship, the budget position number and or vacate an employee from a position in order to post and recruit for a new faculty/staff member.

Accessing iPAWS

The Web Address/URLs for the site include the following:

User Site: [https://ugajobsearch.peopleadmin.com/hr/](https://ugajobsearch.peopleadmin.com/hr/)
Applicant Portal: [https://ugajobsearch.peopleadmin.com/](https://ugajobsearch.peopleadmin.com/)

Requesting additional User roles User Account

All benefit eligible UGA employees have an employee account within iPAWS 7.6. To request an additional User role, please visit the employ@uga.edu homepage ([https://ugajobsearch.peopleadmin.com/hr/](https://ugajobsearch.peopleadmin.com/hr/)) and
select **Request an account**. You will be asked to state which department and user group you would like to be associated with and include any additional information for account setup or access privileges. (Special permissions are required for account setup and security outside of the manager/supervisor role). This form must be submitted to central HR employment team by the units Chief HR Officer and or Financial Director.

**Browser Support**

The system has been tested with the following browsers:

Chrome (self-updating)
Firefox versions currently supported by Mozilla
Internet Explorer version 9 or 11 and later
Safari versions currently supported by Apple

**Data Security**

To ensure the security of the data, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer, it is strongly recommended that you save any work in progress and logout of the system by clicking on the **Logout** link located on the top-right-side of your screen.

**Log-in**

To access the University of Georgia’s iPAWS user portal, visit the following web address:  
[https://ugajobsearch.peopleadmin.com/hr/login](https://ugajobsearch.peopleadmin.com/hr/login)

Once you have arrived at the below screen, as a UGA employee you will login with your UGA Network ID.
**ArchPass Duo**

You will need ArchPass Duo, UGA’s two-factor authentication service, to complete this new log-in process. Two-factor authentication means there are two steps to the log-in process. The second step helps protect your personal information and secure the UGA network.

To use ArchPass Duo with iPAWS, you must first enroll a device through the Self-Service Portal at archpass.uga.edu/enroll. The enrollment process is completely self-service and can be completed in five minutes. You should not need to contact the Help Desk to enroll a device in ArchPass Duo.

An instructional video on enrolling is available on the EITS Help Desk YouTube channel at https://www.youtube.com/watch?v

If you are already enrolled in ArchPass Duo for another system, such as the Remote Access VPN, you do not need to enroll again.

You can enroll a smartphone, tablet, cell phone and/or landline phone. Once enrolled, you will still be able to access iPAWS from any computer or device you choose. Your enrolled ArchPass Duo device is used only to verify your ID during the log-in process.

To log in to iPAWS with ArchPass Duo:

1) Enter your MyID and password.

2) Verify your ID with a device enrolled in ArchPass Duo. You can verify your ID with a push notification from the Duo Mobile App, a passcode generated by the Duo Mobile App, a password sent by SMS text message or a phone call.

You can find more information about ArchPass Duo at archpass.uga.edu. If you have questions about ArchPass Duo, please contact the EITS Help Desk at helpdesk@uga.edu or 706-542-3106.
Getting Started

Once you log in to iPAWS, any postings that you have authority to view will be displayed. The status of the posting will determine what you can view.

**EXAMPLE:** If a posting is still in the approval process and has not yet been posted, you will only be able to view the recruitment/job posting information. After the position is posted and applicants have applied, you may then also view each application.

**NOTE:** When you log in to iPAWS, your default user account will be the primary role you were assigned. If you have another role (i.e. Search Committee Member, Approver, Authorizer, etc.) you must select the role from the drop box to the right of your name. Then you arrive at the homepage, look at the top right corner to ensure **POSITION MANAGEMENT** is selected. If not, hover over the drop down arrow and select **POSITION MANAGEMENT** from the list.

The top of your screen will change colors. In this module, the top of your screen will be **Orange**.

To the right of your **name**, make sure **Initiator** is selected from the drop box. Any time you make a change in this box be sure to take note of the notification banner at the top of the screen.
Your Inbox and Watch List

Your homepage displays two key features in the system: Your **Inbox** and **Watchlist**.

The **Inbox** contains all items that require your attention. These include items that are specifically assigned to you in their current state, and items that do not have individual owners but that you are authorized to act on if nobody else acts on them.

Each item in your inbox includes a link that opens the appropriate page for you to take the required action on the item. Note that once action is taken on an item, the item disappears from the Inbox. *Your inbox does not include items that are currently assigned to other people.*

The **Watch List** allows you to track the status of selected postings, hiring proposals and position request. By default, your watch list includes all items that you create.

You can also choose to watch other items within your assigned department. Items are automatically removed from your watch list when they are completed or canceled. You can also choose to stop watching at any time. As with the inbox, the home page presents a limited view of your watch list.

If you own an item in its current state – if you are responsible for the next task or able to carry it out – you can open it from your inbox or watch list.

**NOTE:** To remove items from the watch list, select the **Watch List** title link and select **Stop Watching Posting** from the **Actions** link drop-down menu for the posting(s) you wish to stop following.
Creating a New Position Description

Hover over the Position Descriptions tab and select staff from the drop-down box.

Select Create New Position Description at the top right of the screen.
Once you select **Create New Position Description**, the below screen will appear.

You will be able to **create a brand new position**. Enter your **Working Title**. The **Major Unit**, **Division** and **Department**, if applicable, will already be chosen for you.

You will also be able to **Clone an existing Position Description**. You would choose to clone an existing position when you need to **create the same position again** because cloning **copies in the existing information** on a selected Position Description. Cloning also gives you the ability to edit that information. To clone a Position Description, **click the radio button next to the Position**.

After choosing your method of Creating a Position Description, select the **Start Position Request** button.
Position Justification Tab

The **Position Justification** screen appears.

This section allows you to justify your need for the position description. **Any box in red is a required field.**

Although there are required and non-required fields, providing the most information aid in the review by Central HR Position Management & Classification Team.

Throughout the process of creating a position request, if needed, you can move from screen to screen using the page links located on the left sidebar. Be sure to click on the Save button if you choose to utilize this feature. After clicking on the save button you can also use the back button to easily return to your previous page.

If you chose to click the Next button, your information will automatically be saved.
Classification Tab

The next screen allows you to select a **classification**. This read-only tab displays a list of classifications.

If you need to refine your search and quickly find a classification, you can use the search tools.

To search for a classification, select **Filter these results**. The following box will appear allowing you to search for a classification by classification title, Classification code, EEO code etc.

You also have the ability to **Add Columns** and customize your search.

Once you select a classification, the information provided in the selected classification will copy into the appropriate field.
Position Details Tab

This section allows you to complete the position details. **Any box in red is a required field.**

**NOTE:** Required fields are also marked with a red asterisk “*”. This indicates that the data field must be completed to save, move to the next page, and/or to submit.

Duties/Responsibilities Tab

Instruction text has been provided as guidelines on how to utilize the Duties and Responsibilities section.

When creating a new position the Seated employee section will always be blank because you are advertising for an employee.

When adding more than one Duties/Responsibilities Entry, press the **Add Duties/Responsibilities Entry** button to add an additional section. To remove an entry, check the **Remove Entry box** and then select **save**.
FLSA Exemption Tests Tab

If you are creating an exempt position, look through the listed Exempt position Test.

If you decide that your position is most related to a specific test, click on the link provided next to the title of the test.

The link will open the fact sheet from the U.S. Department of Labor so you can determine if the position you are looking for meets that criteria.
If the fact sheet meets your position criteria, **copy and paste** the title of the Exemption Test into the Exemption Test used box. If the position is non-exempt, “N/A” is an acceptable answer.

You can refer back to the **classification tab** to check if a position is exempt.

**FLSA Determination Tab**

Fill out all of the required information. This information is in extension to the information given on the FLSA Exemption Test Tab.
Budget Position Information Tab

On this screen you are can enter the **Budget Position Number**.

You also have the ability to add budget information. Click on the **Add Budget Summary Entry** button.

Once you select Add Budget Summary Entry, the following information will appear:

To remove an entry, check the **Remove Entry box** and then select **save**.
**Seated Employee Tab**

Because you are creating a new position and will advertise for an employee, the **Seated Employee** tab can be left blank.

Note: If required information has not been filled out on a tab, the **Green check mark** will be missing beside the tab title. Be sure to check for green check marks after completing a tab.

You will only want to vacate a seated employee if the employee no longer holds the position. Once the employee has been vacated, you are unable to automatically seat them back into the position.
Position Supervisor Tab

For example, **Position test z1** will supervise the position that is being created. Therefore, whoever is seated in Position test z1 will supervise the position that is being created. If the employee in test z1 ever leaves for some reason and someone else gets hired, the subordinates’ positions will update automatically. This will alleviate the need to do supervisory updates.

Position Documents Tab

The following page allows you to upload any internal documents pertinent to this position. The documents will not be seen by applicants, only those in the Position Management workflow with access to the position.
The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous posting.

Select **Actions** and choose from the options provided:

- Create New
- Choose Existing
- Upload New

By selecting the option, **Upload New**, you will be taken to the below screen.

Once a file is chosen to upload, and you are ready to submit your document, click the **Submit** button. You will then be taken back to the **Position Documents** main screen (see above).

The system will convert all documents into PDF’s. All PDF conversions must be completed for the document to be valid when applicable. The document will transform into a hyperlink when the conversion is complete. You can also view the **status** of the conversion to determine if the upload was successful.
Central HR Recommendation

Central HR will fill out the Central HR Recommendation tab. It will be available for review by those who are in the Position Management workflow with access to the position.

New Position Request Summary

The next page will show your drafted position request. The top of this page will display current status, position type, department, created by, and owner of position request.

Please review all details of your position request. If any changes need to be made you can select Edit.
On the Position Request Summary page, you may also see “Currently: blank” under the information you have just put on the position request. “Currently: blank” means since your position is still in draft and not yet approved this information is still currently blank. Once the position request moves in the workflow and is approved the “Currently: blank” wording should no longer be seen.

![Working Title Image](image)

When all the tabs have been completed and you are on the position request summary page, the tabs that have **exclamation points** next to them indicates that there is required information missing that must be completed before **Taking Action on the Position Request**. Select **Edit** to fill out the missing information.

![Budget Position Information Image](image)

When a position request’s **Current Status** is in a **Draft** state, it means that position request has been started but not completed. Only the individual who created the position request can edit or transition the position request to the next step in the workflow.

![New Position Description Image](image)

To submit forward, hover over the **Take Action on posting** button. When you are ready to submit your position request through the workflow to gain approval, choose either **Submit (move to Initiator)** OR **Submit (move to Approver)**.
Option 1: Submit (move to Initiator)

This transition allows multiple Initiator account users to have the ability to edit the position request by taking it out of a “draft” state.

After clicking on Submit to Initiator, this box will appear. Be sure to select the user you will be sending this request to and insert any additional comments in the Comments box.

Only those in the workflow will have access to this information.

The box Add this posting to your watchlist will be automatically checked.

If you would not like for this posting to appear in your watch list, uncheck the box.

Option 2: Submit (move to Approver)

After clicking on Submit to Approver, this box will appear. Be sure to select the user you will be sending this request to and insert any additional comments in the Comments box.

Only those in the workflow will have access to this information.
The box **Add this posting to your watchlist** will be automatically checked.

If you would not like for this posting to appear in your watch list, uncheck the box.

**Find my Staff Position Request**

A Staff Position Request is a Position Description, Modify or Evaluate that is in process or saved.

To view or continue editing a Position Description, Modify or Evaluate that is in process, in the **Position Management Module**, hover over **Position Descriptions tab** and select **Staff Position Requests** from the drop-down box.

The Staff Position Request page reflects the listing of actions that are currently in progress such as Draft, Approver, Executive Authority, Central HR, etc.

**Note:** Position Request that have been Approved are available in the listing of Position Request, however, Positions that are Approved can only be viewed and are no longer editable.
You can also keep up with the workflow state of your position request in the Watch list on the home tab. See the Guide on Inbox and Watch list for more information: LINK GUIDE
Modify an Existing Position Description

Modifying an existing position description allows you to update the position for various reasons including:

- Replacement of Employee
- Replacement of Supervisor
- Update Budget Details

When modifying a Position Description you do not have the ability to edit information on the Position details or Duties/Responsibilities tabs. If changes need to be made to the Position details or Duties/Responsibilities, please submit an Evaluate Position request for that position.

To modify an existing position description, make sure that you are in the Initiator user role. In the Position Management Module, hover over Position Descriptions tab and select Staff from the drop-down box.

Search for the appropriate position description to modify.

For more information on using the search function, see the guide for Searching and Saving Searches: LINK GUIDE

Click on the working title of the position you want to modify. Once you select the appropriate position description to modify, the following screen will appear:

Select Modify Position Description to begin your action.
The following Screen will appear confirming that you want to initiate this action and also to remind you that once a modification to a position request has started, the position description will be no longer be available for updates until the position request has been completed.

Select **start** to begin.

**Modify Position Justification Tab**

The **Position Justification** screen appears.

This section allows you to select a reason(s) for the position update and also justify your need for the position update. **Any box in red is a required field.**

Although there are required and non-required fields, providing the most information would aid HR in their review process. .
Classification Tab

The next screen allows you to select a classification. This read-only tab displays a list of classifications. Once your classification is selected, classification details will appear.

If you need to refine your search and quickly find a classification, you can use the search tools.

To search for a classification, select Filter these results. The following box will appear allowing you to search for a classification by classification title, Classification code, EEO code etc.

You also have the ability to Add column and customize your search.

Once you select a classification, the information provided in the selected classification will copy into the appropriate field.
Modify Budget Position Information Tab

On this screen you can update the **Budget Position Number** if this is the one of the justifications for modifying the position.

You also have the ability to add or change budget information. Click on the **Add Budget Summary Entry** button.

Once you select Add Budget Summary Entry, the following information will appear:

To remove an entry, check the **Remove Entry box** and then select **save**.
Modify Seated Employee Tab

If one of the reasons for updating the position description included **Replacement of Employee**, on the seated employee tab, if there is an employee already seated in the position select **Vacate Position**.

The page will update and allow you to select another employee to seat in the position.

If you need to select an employee, select the radio button next to employee you would like to seat in the position and then select **Next** or **Save**.
If your department does not currently have any employees to choose from BUT there is someone already seated in the position, **DO NOT vacate the position** unless you are absolutely sure you need to. Once the employee has been vacated you are unable to automatically seat the employee back into the position.
Modify Position Supervisor Tab

If one of the reasons for updating the position description included **Replacement of Supervisor**, on the position supervisor tab, if there is an employee already seated in the position, search for the replacement employee then select the radio button next to their name.

If you select **Save** or select the **Next** button, the replacement supervisor’s information will automatically populate.
Modify Position Documents Tab

The following page allows you to upload any internal documents pertinent to this position. The documents will not be seen by applicants, only those in the Position Management workflow with access to the position.

The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous position.

Select **Actions** and choose from the options provided:
- Create New
- Choose Existing
- Upload New

By selecting the option, **Upload New**, you will be taken to the below screen

Once a file is chosen to upload, and you are ready to submit your document, click the **Submit** button. You will then be taken back to the **Position Documents** main screen (see above).
The system will convert all documents into PDF’s. All PDF conversions must be completed for the document to be valid when applicable. The document will transform into a hyperlink when the conversion is complete. You can also view the status of the conversion to determine if the upload was successful.

**Modify Position Request Summary**

The next page will show your drafted position request. The top of this page will display current status, position type, department, created by, and owner of position request.

Please review all details of your position request. If any changes need to be made you can select **Edit**.

On the Position Request Summary page, you may also see “**Currently: blank**” under the information you have just put on the position request. “Currently: blank” means since your position is still in draft and not yet approved this information is still currently blank. Once the position request moves in the workflow and is approved the “Currently: blank” wording should no longer be seen.

When all the tabs have been completed and you are on the position request summary page, the tabs that have **exclamation points** next to them indicates that there is required information missing that must be completed before **Taking Action on the Position Request**. Select **Edit** to fill out the missing information.
When a position request’s **Current Status** is in a **Draft** state, it means that position request has been started but not completed. Only the individual who created the position request can edit or transition the position request to the next step in the workflow.

To submit forward, hover over the **Take Action on posting** button. When you are ready to submit your position request through the workflow to gain approval, choose either **Submit (move to Initiator)** OR **Submit (move to Approver)**.

**Option 1: Submit (move to Initiator)**

This transition allows multiple **Initiator** account users to have the ability to edit the position request by taking it out of a “draft” state.
After clicking on **Submit to Initiator**, this box will appear. Be sure to **select the user** you will be sending this request to and insert any additional comments in the **Comments** box.

Only those in the workflow will have access to this information.

The box **Add this posting to your watchlist** will be automatically checked.

If you would not like for this posting to appear in your watch list, uncheck the box.
**Option 2: Submit (move to Approver)**

After clicking on **Submit to Approver**, this box will appear. Be sure to **select the user** you will be sending this request to and insert any additional comments in the **Comments** box.

Only those in the workflow will have access to this information.

The box **Add this posting to your watchlist** will be automatically checked.

If you would not like for this posting to appear in your watch list, uncheck the box.

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**Find my Staff Position Request**

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The Staff Position Request page reflects the listing of actions that are currently in progress such as Draft, Approver, Executive Authority, Central HR, etc.
You can also keep up with the workflow state of your position request in the Watch list on the home tab. See the Guide on Inbox and Watch list for more information:

Note: Position Request that have been Approved are available in the listing of Position Request, however, Positions that are Approved can only be viewed and are no longer editable.
Evaluate an Existing Position Description

Evaluating an existing position description allows you to update the position for various reasons including:

Evaluate

1. Reclassify Occupied Position
2. Reclassify Vacant Position
3. Update Employee Position Description
4. Replacement of Employee
5. Replacement of Supervisor
6. Update Budget Details

To evaluate an existing position description, make sure that you are in the Initiator user role. In the Position Management Module, hover over Position Descriptions tab and select Staff from the drop-down box.

Search for the appropriate position description to evaluate.

For more information on using the search function, see the guide for Searching and Saving Searches: LINK GUIDE

Click on the working title of the position you want to evaluate. Once you select the appropriate position description to evaluate, the following screen will appear:

Select Evaluate Position Description to begin your action.
The following Screen will appear confirming that you want to initiate this action and also to remind you that once a modification to a position request has started, the position description will be no longer be available for updates until the position request has been completed.

Select **start** to begin.

![Screen](image)

**Evaluate Position Justification Tab**

The **Position Justification** screen appears.

This section allows you to select a reason(s) for the position update and also justify your need for the position update. **Any box in red is a required field.**

Although there are required and non-required fields, providing the most information aid Central HR with their review process.
Evaluate Classification Tab

The next screen allows you to select a classification. This read-only tab displays a list of classifications. If a classification has already been selected you will see classification details.

If you need to refine your search and quickly find another classification, you can use the search tools.

To search for a classification, select **Filter these results**. The following box will appear allowing you to search for a classification by classification title, Classification code, EEO code etc.

You also have the ability to **Add column** and customize your search.

Once you select a classification, the information provided in the selected classification will copy into the appropriate field.
**Evaluate Position Details Tab**

This section allows you to complete the position details. **Any box in red is a required field.**

**NOTE:** Required fields are also marked with a red asterisk “*”. This indicates that the data field must be completed to save, move to the next page, and/or to submit.

When evaluating a position the seated employee section may be blank because it was vacated and has not been filled yet.

If there is already a seated employee in the position and it needs to be changed, you have the ability to change this later in the Evaluate position request process.
Evaluate Duties/Responsibilities Tab

Instruction text has been provided as guidelines on how to utilize the Duties and Responsibilities section.

When adding more than one Duties/Responsibilities Entry, press the Add Duties/Responsibilities Entry button to add an additional section. To remove an entry, check the Remove Entry box and then select save.
Evaluate FLSA Exemption Tests Tab

If you are creating an exempt position, look through the listed Exempt position Test.

If you decide that your position is most related to a specific test, click on the link provided next to the title of the test.

The link will open the fact sheet from the U.S. Department of Labor so you can determine if the position you are looking for meets that criteria.
If the fact sheet meets your position criteria, **copy and paste** the title of the Exemption Test into the **Exemption Test used** box. If the position is non-exempt, "N/A" is an acceptable answer.

You can refer back to the classification tab to check if a position is exempt.

**Evaluate FLSA Determination Tab**

Fill out all of the required information. This information is in extension to the information given on the FLSA Exemption Test Tab.
Evaluate Budget Position Information Tab

On this screen you are can update the **Budget Position Number**.

You also have the ability to add/ update budget information. Click on the **Add Budget Summary Entry** button.

Once you select Add Budget Summary Entry, the following information will appear:

To remove an entry, check the **Remove Entry box** and then select **save**.
Evaluate Seated Employee Tab

If one of the reasons for updating the position description included Replacement of Employee, on the seated employee tab, if there is an employee already seated in the position select Vacate Position.

Note: If required information has not been filled out on a tab, the Green check mark will be missing beside the tab title. Be sure to check for green check marks after completing a tab.

If you need to select an employee, select the radio button next to employee you would like to seat in the position and then select Next or Save.
If your department does not currently have any employees to choose from **BUT** there is someone already seated in the position, **DO NOT vacate the position** unless you are absolutely sure you need to because you will not be able to add the previously seated employee back into the position.

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**Evaluate Position Supervisor Tab**

The **position supervisor** tab allows you to select the **supervisor** that supervises the employee in the position you are creating.

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For example, **Position test z1** will supervise the position that is being created. Therefore, whoever is seated in Position test z1 will supervise the position that is being created. If the employee in test z1 ever leaves for some reason and someone else gets hired, the subordinates’ positions will update automatically. This will alleviate the need to do supervisory updates.
Evaluate Position Documents Tab

The following page allows you to upload any internal documents pertinent to this position. The documents will not be seen by applicants, only those in the Position Management workflow with access to the position.

The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous posting.

Select **Actions** and choose from the options provided:
- Create New
- Choose Existing
- Upload New

By selecting the option, **Upload New**, you will be taken to the below screen

Be sure to read the instruction text provided
Once a file is chosen to upload, and you are ready to submit your document, click the Submit button. You will then be taken back to the Position Documents main screen (see above).

The system will convert all documents into PDF’s. All PDF conversions must be completed for the document to be valid when applicable. The document will transform into a hyperlink when the conversion is complete. You can also view the status of the conversion to determine if the upload was successful.

**Provide a name and description of the document, allowing other designated users the ability to view uploaded documents.**

Evaluate Central HR Recommendation

Central HR will fill out the Central HR Recommendation tab. It will be available to review by those who are in the Position Management workflow with access to the position.
Evaluate Position Request Summary

The next page will show your **drafted** position request. The top of this page will display current status, position type, department, created by, and owner of position request.

Please review all details of your position request. If any changes need to be made you can select **Edit**.

On the Position Request Summary page, you may also see “**Currently: blank**” under the information you have just put on the position request. “Currently: blank” means since your position is still in draft and not yet approved this information is still currently blank. Once the position request moves in the workflow and is approved the “Currently: blank” wording should no longer be seen.

When all the tabs have been completed and you are on the position request Summary page, the tabs that have **exclamation points** next to them indicates that there is required information missing that must be completed before **Taking Action on the Position Request**. Select **Edit** to fill out the missing information.
When a position request’s **Current Status** is in a **Draft** state, it means that position request has been started but not completed. Only the individual who created the position request can edit or transition the position request to the next step in the workflow.

![Screenshot of position request interface with Draft status highlighted.]

To submit forward, hover over the **Take Action on posting** button. When you are ready to submit your position request through the workflow to gain approval, choose either **Submit (move to Initiator)** OR **Submit (move to Approver)**.

**Option 1: Submit (move to Initiator)**

This transition allows multiple **Initiator** account users to have the ability to edit the position request by taking it out of a “draft” state.

![Screenshot of submit action options with Submit (move to Initiator) highlighted.]

After clicking on **Submit to Initiator**, this box will appear. Be sure to **select the user** you will be sending this request to and insert any additional comments in the **Comments** box.

Only those in the workflow will have access to this information.

The box **Add this posting to your watchlist** will be automatically checked.

If you would not like for this posting to appear in your watch list, uncheck the box.
**Option 2: Submit (move to Approver)**

After clicking on **Submit to Approver**, this box will appear. Be sure to **select the user** you will be sending this request to and insert any additional comments in the **Comments** box.

Only those in the workflow will have access to this information.

The box **Add this posting to your watchlist** will be automatically checked.

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A Staff Position Request is a Position Description, Modify or Evaluate that is in process or saved.

To view or continue editing a Position Description, Modify or Evaluate that is in process, in the Position Management Module, hover over Position Descriptions tab and select Staff Position Requests from the drop-down box.

The Staff Position Request page reflects the listing of actions that are currently in progress such as Draft, Approver, Executive Authority, Central HR, etc.

**Note:** Position Request that have been Approved are available in the listing of Position Request, however, Positions that are Approved can only be viewed and are no longer editable.
You can also keep up with the workflow state of your position request in the Watch list on the home tab. See the Guide on Inbox and Watch list for more information:

**Outstanding Position Request or Hiring Proposal**

An outstanding position request means that either a modify or evaluate is in progress and needs to be completed and has not been approved in order to initiate another modify or evaluate. Click the View Outstanding Position Request link to continue working on the Position request if you initiated the request and did not finish. If someone else initiated the request, you will only be able to view not edit.

An outstanding hiring proposal means that a hiring proposal is in progress and needs to be completed and has not been approved in order to initiate another modify or evaluate. Click the View Outstanding Hiring Proposal link to continue working on the Hiring Proposal if you initiated the Hiring Proposal and did not finish. If someone else initiated the Hiring Proposal, you will only be able to view not edit.
You would typically see an outstanding position request or hiring proposal if you go to the Position Management module, hover over the Position Descriptions tab and click the Staff option.

**Navigating Classifications Tab**

The Classifications tab holds a library of staff classification. To Search through these classifications, in the position management module hover over the **Classifications tab** and then select **Staff**.

Once you are on the staff classifications page you will see a list of classifications. To search for a specific classification use the search bar to enter in specific information, for example, Classification Title or Classification Code.
You also have the ability to customize your search by adding in a specific column. Select the **More Search Options** button. Hover over the **Add Column** feature and select what information you would like to see. The page will update automatically to show the column you have added.