

Staff / FEAP Employees: How to Modify and/or Request a Reclassification of your Position Description

1. **Login Instructions:**

Go to www.fairmontstate.edu, under Quick Links, select myFairmontState>Click on LOGIN button>Enter your UCA and password>click on HR PeopleAdmin icon.

2. Under the Position Description header, click on the ***Begin New Request*** link.

3. Under the *Modify/Reclassify Existing Faculty/FEAP/Staff Position Description* action, click on the blue ***Start Action*** link.

4. On the search screen, leave all fields blank and click on the ***Search*** button.

5. Click on the blue ***“Start Action”*** link in the first column.

6. The first tab is called “Proposed Classification” and it shows what all employees with this title share. This is a “view only” tab, so no information needs to be entered here.

7. Click on ***“Continue to Next Page”*** which will take you to the “Position Details” tab. Please enter information in all of the required fields, which are notated with a red, “*” The system will not allow you to advance to the next tab if there are any required fields that are left blank.

- Justification field: (Example - “Updating PD” or “Salary Adjustment only” or “Title Change only”)

8. On the ***“Action Requested”*** dropdown field:


- select the “Title change only or Salary adjustment only” option if just the working title **OR** the salary is changing - (See #9 below)
- select the “Reclassify existing employee’s PD (do not post) if **both** the salary and working title are changing - (See #9 and #10 below)

9. If you are changing the title: Be sure to enter the new title in the “Working Title” field.

10. If you are adjusting the salary: Be sure to enter the new annual salary amount in either the Unpublished Base Salary or the Published Base Salary field.

11. Navigate through each tab by clicking on the ***“Continue to Next Page”*** button, entering any new/revised information into each field as required.

12. When you reach the view summary screen, select “Send Action to Supervisor/Hiring Manger.” Click continue then confirm.



The screenshot shows a dialog box titled "Action Status". It contains two radio button options. The first option is "Save Action Without Submitting" with an unselected radio button. The second option is "Send Action to Supervisor/Hiring Manager" with a selected radio button. Below these options are two buttons: "CANCEL" and "CONTINUE". An arrow points to the "Send Action to Supervisor/Hiring Manager" option.

13. When the PD has been reviewed and approved by all required users, you will receive an email.

*****NOTE: If at any time you need to stop, be sure to complete all required fields and click on the “Save and Stay on This Page” button at the bottom of the screen before you log out.***