How to view your employee’s approved position description

1. Log in via myCampus with your UCA and password.

2. Under the Employee Menu, click on HR PeopleAdmin.

3. Once logged in, be sure to view positions with the Supervisor/HM user type.

   How to change your user type:
   - In the left-hand navigational area under ADMIN, click on “Change User Type”
   - On the Change user type page, select “Supervisor/Hiring Manager”
   - Click on Change Group

4. Under the Position Description header, click on the Search Positions link.

5. On the search screen, enter the employee’s first and/or last name and click on the Search button.

6. Click on the “Get Reports List” link.

7. Select the appropriate form based on your employee’s classification (i.e. Classified Staff, Non-Classified Staff, etc.)

8. Click on the “Generate Report” button.

9. This will open your employee’s position description in a new window.