How to Modify and/or Reclassify and Request to Fill an Existing Faculty/FEAP/Staff Position

NOTE: If you wish to change the type of position (i.e., change from Classified to Non-Classified Staff), etc., please contact Elizabeth McCutcheon in the HR office **before** starting an action.

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. Once logged in, be sure the Supervisor/HM user type is active.

   How to change your user type:
   a. In the left-hand navigational area under ADMIN, click on "*Change User Type*"
   b. On the Change user type page, select "Supervisor/Hiring Manager"
   c. Click on Change Group

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

4. Under the Modify/Reclassify Existing Faculty/FEAP/Non-Classified staff Position Description action, click on the blue *Start Action* link.

5. On the search screen, enter the **former employee's last name (or enter the position number)** and click on the *Search* button.

6. Click on the blue "*Start Action*" link.

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

8. 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. **Note: be sure to update the working title and salary.**

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

10. When you reach the view summary screen, submit the PD to the appropriate next level approver. (For more information, see IMPORTANT note on next page).

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

12. HR will create a requisition from the approved position description and post as applicable.

IMPORTANT note - Choosing appropriate next level approver:

If you report **DIRECTLY** to a Cabinet Administrator or Provost, submit position request to **Cabinet/Provost.** If you report DIRECTLY to the President, submit position request to the **President.** If you don't report directly to a Cabinet Administrator, Provost, or the President, this means that you report to a "Senior Level Hiring Manager." **Please** make sure that the Senior Level Hiring Manager is assigned on the position description **before** you submit the position request to the next level approver. If the Supervisor/HM or Senior Level Supervisor of the position needs to be changed, you may make the change by selecting the correct supervisor or senior level supervisor. **Please do not assign yourself as the Supervisor/HM AND the Senior Level HM.**

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.