



How to Review/Modify Position if HR initiates a reclassification

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 **Pending Requests** link.

4. Click on the blue “**View**” link in the first column.

5. Click on “**Edit**” towards the top of the page.

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.

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

9. Be sure to complete the “Duties and Responsibilities” field to ensure everything is up to date.

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

11. Enter the Educational requirements, necessary licenses, and type/amount of minimum experience on the Qualifications tab.

12. **For FEAP and Staff positions**, when you get to the view summary screen, submit the PD to the **employee** for his/her review. Once s/he reviews and sends back to you, log in and then submit the PD to the appropriate next level approver. (For more information, see IMPORTANT note on next page).

For Faculty positions, send the PD on to the next approver (i.e., Sr. Level HM, Cabinet/Provost, or President). For more information, see IMPORTANT note on next page.

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

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 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.*