How to Review/Modify Position if HR initiates reclassification to Classified

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1. **Login Instructions:**
   For Fairmont State employees, go to www.fairmontstate.edu, under Quick Links, select myFairmontState>Click on LOGIN button>Enter your UCA and password>click on HR PeopleAdmin icon.

   For Pierpont employees, go to www.pierpont.edu, click on Faculty & Staff>click on Pierpont Portal>Click on HR PeopleAdmin icon>Click on "Login with your Fairmont State or Pierpont UCA">Enter your UCA and password.

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. This will be updated once HR reviews/classifies the position.

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. For the *Job Summary* text box, just enter two to three sentences highlighting the main function of the position.

9. For the *Duties and Responsibilities* text box, you can copy/paste the Job Summary.

10. For the **Proposed Job Duties** tab, you will click on the "**Add New Entry**" button and enter the duty (or group of duties) and the percentage of time spent performing these. Then click on "**Add Entry**." Repeat this process until the total percentage is 100%.

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, submit the PD to the ***employee*** for them to review.

13. Once the employee has reviewed, they will send it back to the Supervisor.

14. You will then log in and submit it to the next approver. (See important note below)

15. 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, Provost, or the Pierpont C&TC President, submit position request to **Cabinet/Provost/PC&TC President.**

If you don't report directly to a Cabinet Administrator/Provost/Pierpont C&TC 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.