**What is the PD Module?** The Position Description Module is an enhancement to our current online applicant system (OASys). The PD Module allows for the transition from paper to an electronic process for actions which are impacted by changes within the position description. The actions available to you are summarized on the reverse side of this reference sheet.

### ACCESSING THE PD MODULE

<table>
<thead>
<tr>
<th>Steps</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Go to the following web address: <a href="http://www.unfjobs.org/hr">www.unfjobs.org/hr</a></td>
</tr>
<tr>
<td>2.</td>
<td>Type your user name and password into the appropriate fields; they are the same as what you use for the Recruitment Module.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Login button.</td>
</tr>
</tbody>
</table>

### User Types

All PD Module Users are assigned one of the following User Types:
- **PDPOC**: Position Description Point of Contact
- **DDD**: Dean/Director/Department Head
- **DivBudget**: Division Budget
- **VP**: Vice President
- **UnivBudget**: University Budget
- **VP A&F**: Vice President Admin & Finance

User Types in the PD Module are different from the Recruitment Module:
1. If you do not see “Position Descriptions” on the left side bar when you log in to OASys, you need to change your **User Type** in order to access the PD Module.
2. Change your User Type by selecting “Change User Type” located under the Admin Section on the left sidebar.
3. Select your User Type then click “Change Group.”

### HOW DO I...

#### Approve an action?
- You will receive an email notifying you of a pending action.
- Log in to OASys and select “Pending Actions” on the left sidebar. You will see a list of all actions requiring your attention.
- Select “View” to review an action and select the appropriate Action Status. Your options will be to submit the action to the next level for approval, return or submit the action back to a previous User and in some instances cancel the action.

#### Check the status of an action?
- On the left sidebar select “Search Actions.”
- Select one or all of the Action Status boxes on the right.
- Enter the title or position number and select “Search.”
- The Status column will indicate where your action is in the approval process.

#### Search for an Approved Position Description?
- Select “Search Position Descriptions” on the left sidebar to search for a finalized and APPROVED position description. You can search by Position Number, Job Title, or Class Code.
- Enter your search criteria and select “Search.”
- Select “View Summary” to view the Position Description.

#### Print an Approved Salary Action
- You will receive an email notice of approval for a Reclassification or Special Pay Increase.
- On the left sidebar select “Search Actions”.
- Enter the Request Number from your email notification and select “Search.”
- Select the “View Summary” link.
- The complete action will open in a new window; scroll down to the justification for Action to see details on the salary action.
- With the report open on your screen, select CTRL+P to print or save as a pdf.

#### Find more detailed instructions for the PD Module?
- The complete User Training Manual is posted in the Quick Links box on the Classification and Compensation page, [http://www.unf.edu/hr/classcomp/Classification_and_Compensation.aspx](http://www.unf.edu/hr/classcomp/Classification_and_Compensation.aspx).
- The manual provides detailed instructions on how to perform each action and includes step by step instructions with screen illustrations.

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<table>
<thead>
<tr>
<th>ACTION</th>
<th>HOW TO INITIATE THE ACTION</th>
<th>APPROVAL HIERARCHY</th>
<th>SPECIAL INSTRUCTIONS</th>
</tr>
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<tbody>
<tr>
<td>Search for a Job Specification</td>
<td>Use this feature to search for any approved Administrative &amp; Professional or Support Job Specification.</td>
<td></td>
<td>USER can search and view ONLY HR can create and approve</td>
</tr>
</tbody>
</table>
|                               | • Select “Search Job Specifications” from the left sidebar  
• Enter your search criteria, select “Search”  
• Select “View Summary” to view the Job Specification                                                                                                                                                      | USER PDPOC submits to DDD  
DDD submits to HR VP submits to HR HR Approves                                                                 | To establish a position out of cycle (without a current position number) for submission to the Vacancy Pool Committee, you must first assign a temporary position number using the following parameters: TBD + Division Code (AA, AF, DA, SA, PO) + a number (1 through 9)  
Examples: TBDAF1, TBDDA3, TBDPO2 |
| Establish a New Position      | Use this action to request the establishment of a new position description.                                                                                                                                                  | USER PDPOC submits to DDD  
DDD submits to HR VP submits to HR HR Approves                                                                 |                                                                                   |
|                               | • Select “Begin New Action” from left sidebar  
• Select “Establish a New Position”  
• Copy an Approved PD or Select Proposed Title  
• Describe Proposed Job Details  
• Describe Physical Requirements  
• Attach Documents  
• Provide Justification for the Action  
• Add notes in Action History (optional)                                                                 | USER PDPOC submits to DivBudget  
DivBudget submits to VP UnivBudget submits to HR HR submits to VP A&F VPA&F submits to HR HR Approves |                                                                                   |
| Update a Position             | Use this action to request routine updates to a position description such as change in supervisor or minor changes to job duties.                                                                                           | USER PDPOC submits to DDD  
DDD submits to HR VP submits to HR HR Approves                                                                 |                                                                                   |
|                               | • Select “Begin New Action” from left sidebar  
• Select “Update a Position”  
• Select PD to Update  
• Update Proposed Job Details  
• Update Physical Requirements  
• Attach Documents  
• Provide Justification for the Action  
• Add notes in Action History (optional)                                                                 | USER PDPOC submits to DivBudget  
DivBudget submits to VP UnivBudget submits to HR HR submits to VP A&F VPA&F submits to HR HR Approves |                                                                                   |
| Reclassify a Position         | Use this action to request a change in title due to significant changes to job duties.                                                                                                                                       | USER PDPOC submits to DDD  
DDD submits to DivBudget DivBudget submits to VP UnivBudget submits to HR HR submits to VP A&F VPA&F submits to HR HR Approves |                                                                                   |
|                               | • Select “Begin New Action” from left sidebar  
• Select “Reclassify a Position Description”  
• Select PD to Reclassify  
• Edit Proposed Job Details  
• Edit Physical Requirements  
• Attach Documents  
• Provide Justification for the Action and proposed rate change  
• Add notes in Action History (optional)                                                                 | USER PDPOC submits to DDD  
DDD submits to DivBudget DivBudget submits to VP UnivBudget submits to HR HR submits to VP A&F VPA&F submits to HR HR Approves |                                                                                   |
| Request a Special Pay Increase| Use this action to request a special pay increase or lump sum payment to recognize additional higher level job duties or special project completion.                                                                                 | USER PDPOC submits to DDD  
DDD submits to DivBudget DivBudget submits to VP UnivBudget submits to HR HR submits to VP A&F VPA&F submits to HR HR Approves |                                                                                   |
|                               | • Select “Begin New Action” from left sidebar  
• Select “Request for Special Pay Increase”  
• Select PD for SPI  
• Edit Proposed Job Details  
• Edit Physical Requirements  
• Attach Documents  
• Provide Justification for the Action and proposed rate change  
• Add notes in Action History (optional)                                                                 | USER PDPOC submits to DDD  
DDD submits to DivBudget DivBudget submits to VP UnivBudget submits to HR HR submits to VP A&F VPA&F submits to HR HR Approves |                                                                                   |
| Initiate a Recruitment Request from a Position Description | Use this action to create a recruitment request from an approved position description.                                                                                                                                      | USER POC submits to Hiring Official  
Hiring Official submits VP VP submits to EOD EOD submits to HR HR Approves |                                                                                   |
|                               | • In Recruitment Module, select “Create Recruitment Request from Position Description” from left sidebar  
• Enter your search criteria, select “Search”  
• Locate the payroll title, then select “create”  
• Edit Recruitment Details and all other tabs as you typically would  
• Add notes in Notes/History (optional)                                                                 | USER PDPOC submits to DDD  
DDD submits to DivBudget DivBudget submits to VP UnivBudget submits to HR HR submits to VP A&F VPA&F submits to HR HR Approves |                                                                                   |