

MODIFY DESCRIPTION

1. Login to the PageUp system at <https://mtsuemployees.pageuppeople.com> using your FSA credentials.
2. Click on the Administration link to be directed to your dashboard.
3. Several boxes should appear. Click on the “Manage position descriptions and create ...” link within the Position Description box.
4. You will see a listing of positions that you have access to. Click on the “Edit” link for the description that should be modified.
5. Review the summary. To begin making edits, scroll down to the Users & Approvals section and click on the “Update PD” button, then click “OK” in the pop-up window to reset the approval process.

Position Info Tab

6. Edit the description as needed.
7. Near the bottom of the form, under Users & Approvals, enter the hiring manager’s name and select the appropriate approval process: PD Approval (with AVP/Dean) – or - PD Approval (without AVP/Dean).
8. This will open additional fields. Enter the Department Head, AVP/Dean (if applicable), the division’s assigned Executive User (see below), and HR Compensation.
 - *Division Executive Users: Joe Bales, Yvette Clark, Rebecca Cole, Khalilah Doss, Kimberly Edgar, Andrew Oppmann, or Alan Thomas*
 - *HR Compensation: Shannon Sexton for administrative; Jamie Wilson for classified*
9. Enter “Jamie Wilson” in the HR Employment or Academic Resources field.

Notes Tab

10. Click the “Notes” tab to add notes, if needed.

Documents Tab

11. Click the “Documents” tab to upload a current departmental organizational chart and a memo summarizing the position. ***For reclassification purposes: please make sure the memo identifies the additional tasks that have been performed by the incumbent for a minimum of six months.***
12. Click on “Save a draft” if you are not ready to send through the approval process. Click on “Save” or “Save & Exit” to initiate the approval process.