

BSU's HR-TMS

Help-At-A-Glance

<https://bsu.peopleadmin.com/help/>

POSITION DESCRIPTIONS – ACCESS/VIEW/EDIT

To access and view position descriptions

1. Open the **Position Descriptions** menu and select the appropriate position type.
2. [Search](#) to locate the position description of interest, and open it.

To view other information about a position description

Supervisor: From the summary page of the position description, select **View Supervisor**. This opens the position description for the original position's supervisor.

History: From the summary page of the position description, select the **History** tab. This presents a list of changes to the position description since it was created.

To edit a position description

To format text, use RedCloth Textile wiki markup – not HTML. See [Formatting Text in Postings and Other Items](#) for details.

Do not paste formatted text into form fields. Text that you cut and paste from Word files or email messages contains hidden code that appears in reports as strings of random characters, making the reports difficult to work with.

Edit the position description if you need to make changes that do not need to go through a formal approval process, such as correcting typographical errors. For changes that require approval, use the **Modify/Update Position Description** action instead.

If there is an open action on the position description, it is locked and cannot be edited. Depending on your permissions, you may be able to view and possibly act on the action. If so, the **View Outstanding Action** control is available. See [Working with Position Actions](#).

1. View the position description.
2. Select **Edit** on for the desired portion of the form.
3. Add or revise information as needed. The information available depends on the way the position description form is set up in your system, and the form's sections may have names other than those in this procedure. The position description may include categories of information such as:
 - **Title information** – May include the title, summary of duties, minimum and preferred qualifications, and general salary information.
 - **Position information** – May include organizational unit and location of the job, minimum and preferred qualifications, job duties, current salary.
 - **Employee information** – May include the name, hire date, and contact information for the person currently seated in the position.
 - **Supervisor information** – May include the name, title, organizational unit, and contact information for the person who supervises this position.
4. Select **Next** to advance through the position description form, or select **Save** before moving to another tab or page.

Your changes are saved and the position description is updated immediately.