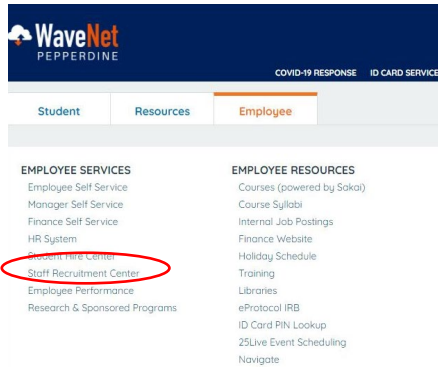
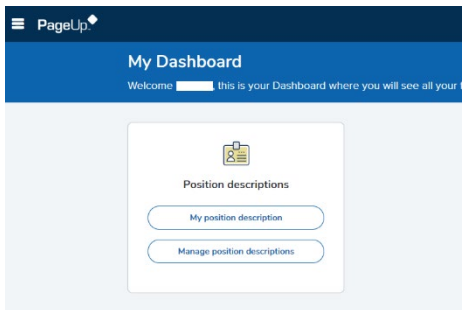


# HOW TO EDIT, COPY AND SUBMIT POSITION DESCRIPTIONS



*Access PageUp, Pepperdine's Talent Management System, through the "Staff Recruitment Center" link on the Employee Services tab in WaveNet*

*If you do not have permission to access this component of the talent management system, please contact an Employment Specialist at [employment@pepperdine.edu](mailto:employment@pepperdine.edu) or extension 4397.*



*Click "Manage Position Descriptions" and enter search criteria based on position number, classification title, or employee name*

*If you cannot find the "Manage Position Description" button on your dashboard, please click the  icon on the navy-blue bar.*

Please note: PageUp will remember any previous search history. Click the "Clear" button and then the "Search" button to see all position descriptions on your team.

## TO CREATE A NEW POSITION DESCRIPTION

If you cannot find the position description you're looking for, you may need to connect with an Employment Specialist, or create a new position description using the link in the top-left corner.

PageUp

Jobs People Recent Items

New position description

Position descriptions

PD No. Classification Title Position Number Employee Class Employee Name Employee No. Supervisor Name Work Type

Major area Department Sub department Approval status Status

Clear Search

PD No.	Classification Title	Position Number	Employee Class	Employee Name	Supervisor Name	Date modified	Approval status
PD-87	Associate Director	10001481	REG			Apr 12, 2017	Approved

Edit View Job posting request Archive

*Update all content, as necessary.*

The job posting will be drafted by Human Resources based on the information provided in the Purpose, Job Duties, and Qualifications sections. Please complete each section to the best of your knowledge and ability, as the data you provide here is used for official reporting and legal matters.

Please note: Adding or editing job duties will place them at the end of the list once you click "Add." All duties should be listed as "Essential" and have an estimated percentage of time, totaling 100%.

Please assign a percentage of the 100% to "perform other duties as assigned". This duty is required and needs to be manually added to the position description.

Save often using the "Save" button at the bottom of the page, in order to ensure you do not lose your work.

### Submit for Approval

Once all edits have been made, select "HR Review and Approval" under the required "Approval process" field, and click "Save and Submit."

Once submitted, you will not be able to edit any content until an Employment Specialist approves the position description or cancels the approval process.

Once approved, you will receive an email notification instructing you how to submit a job posting request.

New position description

Position info Notes Documents

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press "Update PD"  
Click "OK" in the pop-up window that appears to reset the approval process

Please enter an active position number in the Position Details field below.

Please note: The information in the blue box is populated based on current information on file. This information may differ from the information you input here. Positions will be updated once an offer is made or an Employment Action Request is received.

Position details:

Business title:\* Associate Director

Major area:\*

Hours per week:\* 40

PURPOSE

Please describe the basic purpose of this position and how it contributes to the University's mission and strategic plan?\*

Assist in the management of all aspects of campus facilities including daily operations, grounds and landscaping, preventive maintenance, and project

JOB DUTIES

Approval process:\*

HR Review and Approval

1. Employment Group Representative:

Human Resources

employment@pepperdine.edu

Recruiter:\*

Human Resources

Email address: employment@pepperdine.edu

Next page >

Save a draft

Save

Save and submit

Cancel

## TO EDIT AN EXISTING POSITION DESCRIPTION

Please note that editing a position description overrides any past versions. Please only edit an employee's existing position description upon a change in duties for said employee. To use a past position description for a new posting, please copy the position description first. You will find instructions in the next sections.

The screenshot shows the 'New position description' form in the PageUp system. At the top, there's a navigation bar with 'PageUp' and links for 'Jobs', 'People', and 'Recent Items'. Below this is a search bar and a table of existing position descriptions. The table has columns for PD No., Classification Title, Position Number, Employee Class, Employee Name, Supervisor Name, Date modified, and Approval status. One entry is visible: PD-87, Associate Director, 10001481, REG, [Name], [Name], Apr 12, 2017, Approved. To the right of the table is a red circle around the 'edit' button. Below the table, there's a section for 'Approval process: HR Review and Approval'. It shows a list of representatives, with 'Roline Attia' approved on Dec 17, 2021. A red circle highlights the 'Restart Approval' button.

Click the “edit” button. This will take you into the existing position description.

Scroll to the bottom of the page and click the “Restart Approval” button

Once this button is selected you will receive a warning saying “Are you sure you want to restart the approval process?” Click “OK”.

*Update all content, as necessary.*

The job posting will be drafted by Human Resources based on the information provided in the Purpose, Job Duties, and Qualifications sections. Please complete each section to the best of your knowledge and ability, as the data you provide here is used for official reporting and legal matters.

Please note: Adding or editing job duties will place them at the end of the list once you click “Add.” All duties should be listed as “Essential” and have an estimated percentage of time, totaling 100%.

Please assign a percentage of the 100% to “perform other duties as assigned”. This duty is required and needs to be manually added to the position description.

Save often using the “Save” button at the bottom of the page, in order to ensure you do not lose your work.

The screenshot shows the 'New position description' form. The top section is 'POSITION DESCRIPTION INFORMATION'. It includes a note: 'To edit an approved Position Description scroll to the bottom of the form and press “Update PD” Click “OK” in the pop-up window that appears to reset the approval process'. Below this is a field for 'Please enter an active position number in the Position Details field below.' followed by a search bar. The 'Business title' field is populated with 'Associate Director'. The 'Major area' field is a dropdown menu. The 'Hours per week' field is populated with '40'. Below these fields is a section for 'PURPOSE' with a text area for 'Please describe the basic purpose of this position and how it contributes to the University's mission and strategic plan?'. The 'JOB DUTIES' section is partially visible at the bottom.

The screenshot shows the 'New position description' form. The 'Approval process' section is highlighted with a red circle. It shows a dropdown menu for 'Approval process' with 'HR Review and Approval' selected. Below this is a list of representatives, with 'Human Resources' selected. The 'Recruiter' field is also populated with 'Human Resources'. At the bottom of the form, there are four buttons: 'Save a draft', 'Save', 'Save and submit' (circled in red), and 'Cancel'.

### Submit for Approval

Once all edits have been made, select “HR Review and Approval” under the required “Approval process” field, and click “Save and Submit.”

Once submitted, you will not be able to edit any content until an Employment Specialist approves the position description or cancels the approval process.


Once approved, you will receive an email notification instructing you how to submit a job posting request.

## TO COPY AN EXISTING POSITION DESCRIPTION

Copying an existing position description is usually best option. This ensures that historical records of position descriptions are kept within PageUp.

PD No.	Classification Title	Position Number	Employee Class	Employee Name	Supervisor Name	Date modified	Approval status	
PD-87	Associate Director	10001481	REG			Apr 12, 2017	Approved	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Job posting request</a> <a href="#">Archive</a>

Click the “view” button. This will take you into the existing position description.

Click the  icon, then select “copy position description” from the dropdown menu. This will take you to the copy of the position description you can make edits to.

Update all content, as necessary.

The job posting will be drafted by Human Resources based on the information provided in the Purpose, Job Duties, and Qualifications sections. Please complete each section to the best of your knowledge and ability, as the data you provide here is used for official reporting and legal matters.

Please note: Adding or editing job duties will place them at the end of the list once you click “Add.” All duties should be listed as “Essential” and have an estimated percentage of time, totaling 100%.

Please assign a percentage of the 100% to “perform other duties as assigned”. This duty is required and needs to be manually added to the position description.

Save often using the “Save” button at the bottom of the page, in order to ensure you do not lose your work.

**POSITION DESCRIPTION INFORMATION**

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Click “OK” in the pop-up window that appears to reset the approval process

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Please note: The information in the blue box is populated based on current information on file. This information may differ from the information you input here. Positions will be updated once an offer is made or an Employment Action Request is received.

Position details:

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**PURPOSE**

Please describe the basic purpose of this position and how it contributes to the University’s mission and strategic plan?\*

**JOB DUTIES**

Assist in the management of all aspects of campus facilities including daily operations, grounds and landscaping, preventive maintenance, and project

**Approval process:\***

1. Employment Group Representative: Human Resources  
employment@pepperdine.edu

Recruiter:\* Human Resources  
Email address: employment@pepperdine.edu

Next page >

Save a draft Save **Save and submit** Cancel

### Submit for Approval

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Once approved, you will receive an email notification instructing you how to submit a job posting request.

If you have questions, please call extension 4397 or email [employment@pepperdine.edu](mailto:employment@pepperdine.edu)