Create Position Description & Library View
To login go to jobs.ua.edu/hr

You will see the following screen. Login using your MyBama ID and password.
To access the Position Description Library:

You can access the Position Description library by selecting “Manage position descriptions & c...” bubble on the Position Description tile on your dashboard.
Use the following steps to search your position description library or locate a specific position description:

To search the full library of job positions:
1. Use the “clear” button to clear your search history.
2. Hit search.
3. This gives you all the position descriptions you have access to.

To search for a specific position:
1. Use the “clear” button to clear your search history.
2. Sort by using search fields. (Search using only one field at a time works best!)
3. Click “search”.

We suggest searching by position number or by department, not both. You can also search by the employee name.

Click on “new position description” to create a new position description. Please note, you may already have a similar position. Contact your Compensation Analyst before choosing to create a new position.

Be sure to clear your search before entering new criteria!!
Position Description Library Actions:
You can complete a number of actions from the Position Description Library, including:

- Edit the Position Description
- View the Position Description
- Create a Requisition
- Archive Position Description (only available to HR TalentAcquisition)

If a position description has an approval status of draft, the Create requisition from PD will be grey.

You will only be able to “Create a Requisition” from an approved position description.
Complete your New Position Description

Refer to the Position Description Template training for details on completing the individual fields on the position description.

New position description

You will need to complete all mandatory fields marked with an asterisk (*).

You may attach additional justification information, notes to HR or other approvers on the Notes tab. Be sure to attach current and proposed organizational charts on the Documents tab.

Modification:
You are making changes to an existing PD, including updating job duties, department-specific information, and appointment type.

New Position:
You are creating a new position.

Reclassification:
Job duties have incurred significant changes. You have updated the PD and need HR to review it for the appropriate classification.

You will need to complete all mandatory fields marked with an asterisk (*).
If an alternate individual needs access to the position description, future requisition and applicants; they will need to be listed as an “alternate hiring manager” in this box.

This does not include members of the search committee.
Approval Process:
Once you have completed the position description you will need to select the appropriate approvals for the approval process.

Please contact your Compensation Specialist for more information regarding your department's specific approval process.

If you are not ready to submit the position description for review, select the Save a draft button.

Once you save a position description as draft, it can be retrieved by searching Draft in the Approval Status search field.

Human Resources is typically the first and last approver in most cases.
Click **Save & submit** to submit the position description to the first approver. This will cause the screen to disappear from your view.

**Save** – saves the document but does not initiate the approval process.

**Save a draft** – saves the position description as a draft only. It does not initiate the approval process.
If you have missed any mandatory fields, you will be directed to complete the mandatory fields denoted with a red asterisk.

Once completed, select **Save & Submit** again. Your position description has now been submitted for approval.

Please refer to the Position Description Template Training for more detailed instructions.
For more information please contact your Compensation and Classification Analyst.