Position Descriptions in PageUp

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Position Description Resources and Tools:

This guide serves as a step-by-step overview of how to update and create position descriptions (PD) within the applicant tracking system, PageUp. For more information about position descriptions, please refer to the following resources:

Position Description Overview (webpage): Accurate position descriptions are crucial to properly classify and determine pay for positions. Keeping position descriptions current helps K-State remain compliant with employment laws and regulations, including maintaining pay equity, and ensures that job requirements, qualifications, and expectations are consistent and fair, reducing the risk to the university. This webpage includes information about the purpose of this record and how it is used at the university.

Position Description Form (PER-1): The PER-1 Position Description Form can be used as a communication tool for HR liaisons or others as they collect position information from department/unit supervisors. The PER-1 closely follows the format of the position description, or PD, in PageUp.

Key Terms:

The following key terms are provided as a reference for terminology used throughout this guide.

Business title: A business title, or working title, may be utilized to provide a more specific description of the function or work performed. Business titles appear in the K-State Directory. Business titles are reviewed and approved by Compensation and Organizational Effectiveness to ensure they reasonably reflect the job duties, responsibilities and level of the position.

Compensation structure: The compensation structure is an important part of a compensation program that supports competitive and equitable pay. K-State's compensation structure includes unclassified professional staff (UNC) and university support staff (USS) job titles. Pay grades are associated with each job title and are based on established market data. Market-based ranges are managed by Compensation and Organizational Effectiveness (COE) and are based on pay within the established market for the duties being performed. Some staff job titles utilized at K-State are not part of the compensation structure but must be submitted for review by COE to ensure appropriate classification.

Compensation team: Often referred to as Comp or COE (Compensation and Organizational Effectiveness), this is the unit within HR responsible for matters related to position descriptions and classification.

Duplicate PD: Each position number should be tied to only one position description within PageUp. The user should conduct a search for any current PDs in PageUp before creating a new position description. If a duplicate PD is created, the department will be required to instead update the original position description to maintain the history of the position in one record.

Educational Equivalency: Utilization of an educational equivalency is the practice of substituting education for experience and vice versa when reviewing minimum qualifications for a position. K-State utilizes a 1:1 equivalency ratio. Educational equivalencies may only be utilized for jobs whose descriptions in the compensation structure include the statement that the position is eligible to use an educational equivalency. If available, use of an equivalency is up to the position supervisor.

FLSA: FLSA stands for Fair Labor Standards Act. This federal law establishes minimum wage and overtime requirements. At K-State, Human Resources has the responsibility for ensuring and maintaining compliance with the FLSA. The compensation team reviews positions and determines FLSA exemption eligibility.

Hiring manager: An employee that is responsible for hiring for a given position. This may be the supervisor for the position but may also be a designee. The hiring manager indicated on the PD in PageUp will be the person with access to the new employee's onboarding tasks once a hire is determined.

HRIS: Employee Self Service or HRIS (Human Resource Information System) manages employee information, payroll, and budget data.

Job description: Descriptions which are intended to describe the general functions and responsibilities assigned to each job title. Work described within these descriptions should not be viewed as an exhaustive list of the specific duties to each position classified as such.

Job title: The job title is the generic title for a job description and serves as the official payroll title within the HR system. Job titles comprise K-State's staff compensation structure and have been developed based on the work performed by K-State staff.

Organizational chart: A visual representation of a department or unit's internal structure. This document shows how employees within that unit are organized and relate to one another and illustrates reporting relationships. A current organizational chart (one reflecting staffing in the current fiscal year) should be attached each time a PD is submitted in PageUp.

PageUp: The applicant tracking system (ATS) utilized by Kansas State University. PageUp is a software used to maintain position descriptions, post job openings on the university website or job board, screen applicants, manage applicant progress through the search process, create job offers and manage onboarding.

PageUp access: Access is granted to employees based on their need and use within the system. Permission change requests can be submitted using the form on the Applicant Tracking System Instruction Guides website by selecting the "PageUp Access Request" icon.

Position description: A position description describes the specific work of a single staff position. Position descriptions are reviewed by Compensation and Organizational Effectiveness to determine the appropriate job title within the compensation structure.

Position description number (PD number): A number generated by PageUp for the given position description. This is NOT the same as a position number (see below).

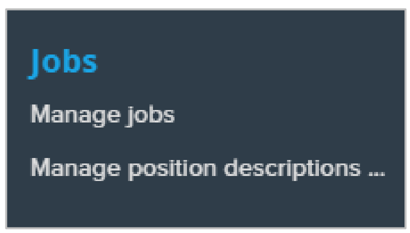
Position number: An eight-digit identifier established in HRIS for a specific position. A position number must first be established in HRIS before a position description can be created within PageUp. If a position number needs to be established in HRIS, the user should reach out to the department's Budget/Fiscal Officer or similar point person.

Reclassification: A reclassification involves a thorough review process to determine the appropriate job title and pay grade for positions whose job duties and responsibilities have undergone significant changes. A request for reclassification does not guarantee any particular outcome. The process may result in a pay grade increase, pay grade decrease or no change at all.

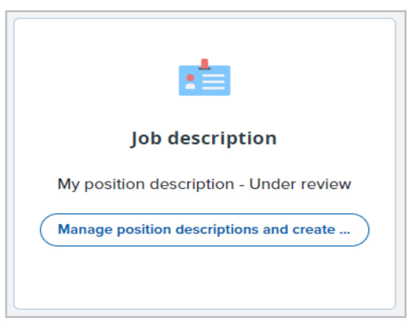
Locating a Position Description:

There are two ways to access position descriptions within PageUp.

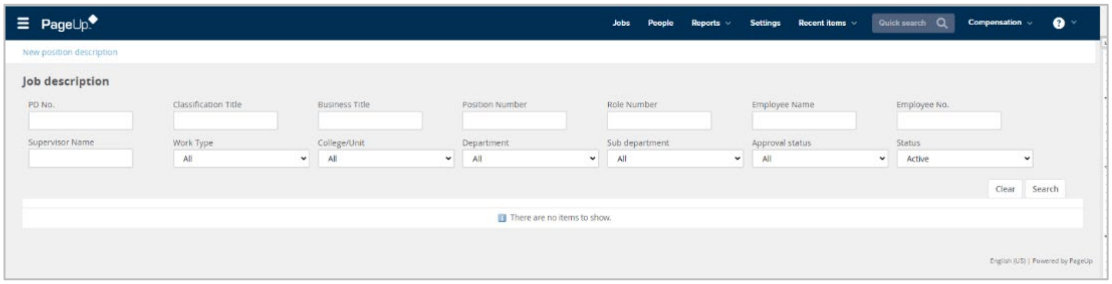
Option 1: After logging into PageUp, click the dropdown menu (three stacked horizontal lines in the upper left corner of screen) and under **Jobs** select **Manage position descriptions.**



Option 2: After logging into PageUp, from the dashboard click on **Manage position descriptions.**



The user will then be directed to the **Job description** page, which displays the searchable position description library.



> **NOTE:** It is best practice to use a position number to search. This ensures duplicate position descriptions using the same position number are not created. Other fields that are typically used to search for established position descriptions are **Employee Name**, **Supervisor Name or PD No.** (if known). The **Classification Title** field can be used but it searches by the business title of the position, not the classification title/position title.

Before conducting a search, always begin by clicking **Clear** in the lower right corner. Criteria used in the most recent search usually remains in the search boxes if not cleared. Use the position number to search by typing or pasting the number into the **Position Number** field. Then click **Search** in the bottom right corner.

If the matching position number appears, click **View** on the right side of the screen to view the position description, or click **Edit** to update the position description.

If the search does not return a result, ensure all search boxes were cleared and try using only one search field at a time. Using multiple search fields may unnecessarily limit results as it will search for results that match all entered criteria. If there are still no results, then it is most likely that a position description has not yet been established in PageUp for that position number. See directions later in this guide for *Creating a New Position Description.*

If you are expecting to see an established PD but cannot locate the record, it could be that the user has incorrect access, or the position description has been archived. Please contact hrcomp@ksu.edu if you have questions about locating a position description.

If there are multiple results for the same position number, please contact hrcomp@ksu.edu, as this indicates that there is a duplicate PD for this position number and one of the PDs will need to be archived by the Compensation team before proceeding.

Printing a Position Description:

To print a position description, search for the record by using the directions above and access the document either by clicking **Edit** or **View**. Toward the top right of the screen, click the three dots to open a menu, then click **Print**. You may also save this document to PDF using the dialog box that appears after clicking **Print**, adjusting the destination to Save as PDF**.**

Updating a Position Description:

NOTE: Position descriptions for filled positions should be reviewed yearly and kept up-to-date in PageUp. If any of the following fields need to be changed for a filled position, please contact hrcomp@ksu.edu to be directed to the proper personnel form: department, FTE, USS/UNC conversion. If updating a PD in order to recruit for a position that is currently filled, certain changes in HRIS cannot be made until a position is vacant: job title, job code, department, FLSA status, FTE, and USS/UNC conversion. If the position number a department is using is currently filled but requires one of the above-mentioned updates, then a new or vacant position number will need to be created and utilized, or the department can opt to wait until the position is vacant and submit the position description at that time.

1. After locating a position description in PageUp, click **Edit** to the right of the screen. Scroll to the bottom of the position description in the Users and Approvals section and click **Update PD** in the approval process box. If there are multiple levels of approvals, sometimes the user will need to scroll down within the Users and Approvals box to see the **Update PD** button. When you click this button, a dialog box will appear requiring the user to acknowledge that by updating the PD, this will restart the approval process and therefore move the PD into draft status until submitted for approvals.

2. Make proposed changes within the position description for the position. For example, if the department would like to increase the FTE for a position, indicate the proposed FTE within the FTE section of the PD. The compensation team will review the proposed changes and make necessary updates to HRIS to align with the proposed elements of the position description provided by the department. Please use the text box on the PD under the reason for action to briefly explain the changes and provide context or relevant information. Note: If the position is currently filled, this will limit some adjustments the compensation team are able to make to the position and further administrative steps may be needed (see note above).

3. Select Users and Approvals. Once changes are made and the position description is ready to be routed through approvals, the user must select the appropriate approval process for the needs of the department and for the purpose of the update. If the position description is being updated for a current employee, whether that be an update, an FLSA determination review or a reclassification request for their position, the employee must be included on the approval process and the user should utilize the **Employee Included-Updates/Reclassifications** approval process, ensuring the appropriate recipients are identified for each approver level. If the purpose of the update is for a recruitment but the position is currently filled, the employee does not need to be included on the approval process. Always ensure Compensation (hrcomp@ksu.edu) is included as the final approver. Clicking **Save** will move the position description forward through approvals; however, the position description screen will remain open. **Save and exit** will also initiate the approval process but close the screen and take the user back to the Job Description page which is also known as the Position Description Library.

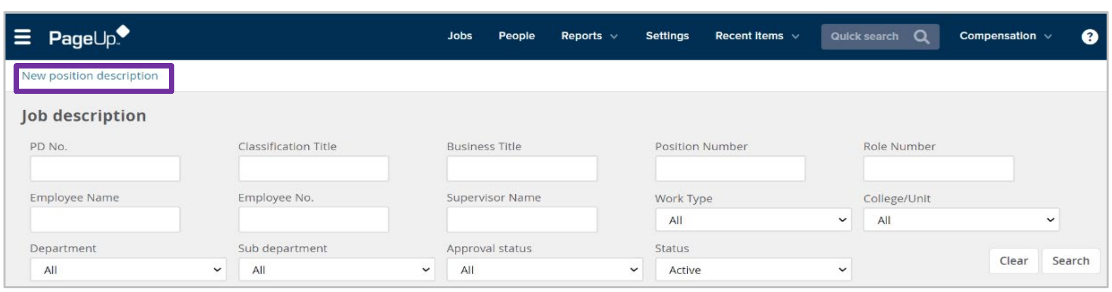
4. Declining a position description: Any approver within the approval process can decline the PD by selecting decline at the bottom of the position description. A dialog box appears with a drop-down list allowing the approver to select an appropriate justification for the decline and provide additional context within the comment box. Declining the PD will restart the approval process and the originator will be prompted to make necessary changes before initiating the approval process again.

5. Compensation review and approval: If further clarification is needed from the department regarding a position description, the compensation team will reach out to discuss any questions they may have. If during the review, the compensation team needs to adjust information within HRIS, the position description will be approved once the changes have uploaded back into PageUp from HRIS.

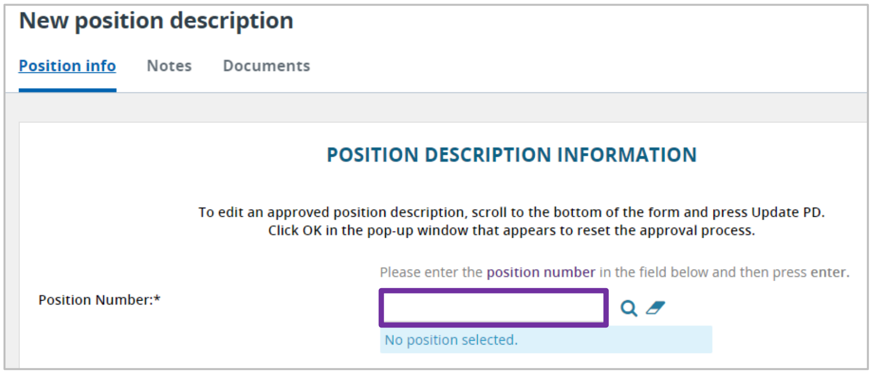
Creating a New Position Description:

After checking to ensure there is not a current position description within PageUp, the user can create a new position description. From the **Job description** search page in PageUp (see *Locating a Position Description- pg. 5* - for instructions on finding this page), click on **New position description**.

Any field followed by an asterisk (*) is a mandatory field. The position description will not be saved unless the field has been completed.



1. Enter the **Position Number** for the role in the first field.



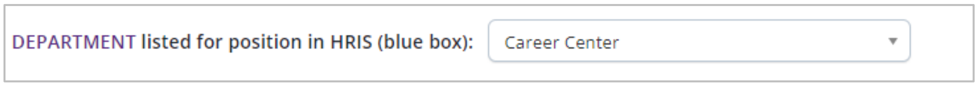
2. If the **Position Number** has already been established in HRIS, the **Position Number** field will automatically change to display the position title, and a blue display box containing pertinent information from HRIS position data will appear.

3. Complete all fields on the position description. If there are changes that need to be made to the information within the blue box, indicate those adjustments in the appropriate locations within the position description.

4. Indicate the desired **Business Title** for the position. During the review, the compensation team will review business titles, also referred to as working titles, to ensure they reasonably reflect the job duties, responsibilities and level of the position. Business titles should not use elements of another official K-State job title, nor should it elevate or demote the position by title. This will be the title used for advertising purposes and will also appear in the K-State Directory after hire.

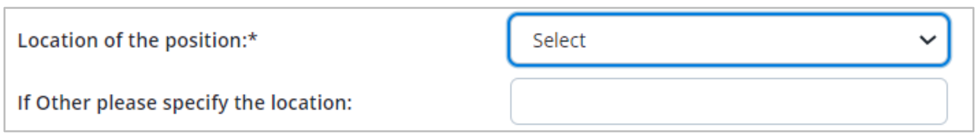
5. Identify the **Department** the position should reside within. If the user completing the position description has permissions to access multiple departments within a college, the user should ensure they select the appropriate department for the position. Most HRIS adjustments can be made by the compensation team during the review; however, there are some HRIS elements that will require the department to act, such as changing the department listed for the position. If the compensation team

encounters an adjustment that needs to be made by the department, they will communicate this need with the department during their review.

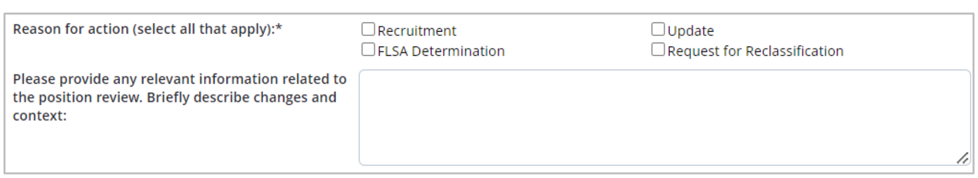


6. Indicate who the compensation team should contact should they have questions about the position. This is typically the HR liaison.

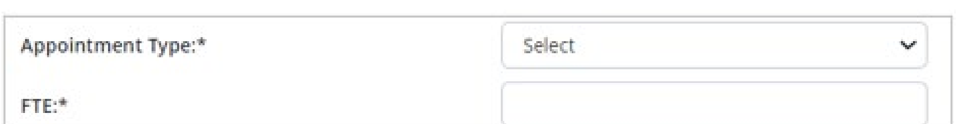
7. Indicate the intended **Location of the position**. Options for indicating the position's eligibility for hybrid or remote work are included at the requisition stage of the PageUp process.



8. The **Reason for action** section is where the user communicates the intent for the position description update. This information drives different administrative processes and helps provide necessary context for the compensation team's review. Ensuring this information is correct will streamline the position review and ensure the correct processes are followed. Utilize this text box to provide further context about the position. Examples of information to include could be the anticipated term date of the incumbent in the position, if this position description is identical to another position description (and if so, providing a PD or position number), reassignment of work, new functions added, or any other relevant information that could aid in the compensation team review.



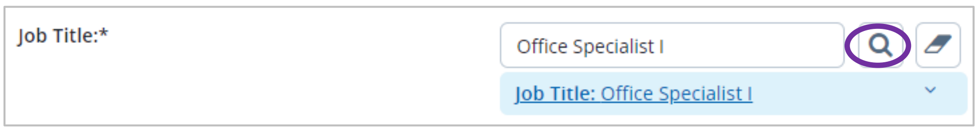
9. Make appropriate selections for the position's **Appointment Type** and **FTE**. Note: faculty positions do not require PDs and are not reviewed by the compensation team. Contact your talent partner for assistance with faculty positions.



10. Select **Job Title**. A link to the Job Title Search Page is available where you can view K-State's job descriptions by clicking on **COMPENSATION STRUCTURE**.

If you know the **Job Title or Job Code**, type it into the box. A pop-up window will appear if there are additional job descriptions for the same position title (some classifications have both unclassified and university support staff job codes).

The look-up feature can be accessed by clicking on the magnifying glass icon, which will bring up a search of the list of **Job Titles** and their general descriptions.



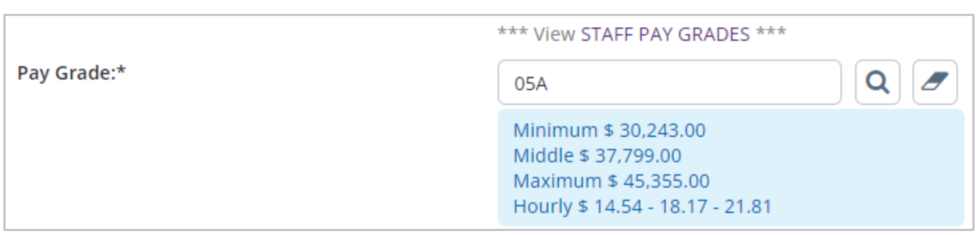
Select the appropriate job description, ensuring the selection aligns with your intended employment type, if applicable (unclassified or university support staff).

Information regarding the job description will appear which will assist in selecting the appropriate **Job Title**. Once the user has selected the correct **Job Title**, click **Okay** at the bottom of the screen. The selection information should now be populated in the **Job Title** field. To view the full job description, pay grade, employment type and job family, click on the down arrow in the display box.

> **NOTE:** A small number of positions may not have a job title option listed in PageUp. Please utilize **No Current Job Description Available** in the Job Description field if you are unable to find the appropriate job description title. Faculty positions do not require position descriptions in PageUp.

11. Enter the associated **Pay Grade** for the job title (click on **STAFF PAY GRADES** for a link to the pay grades webpage). You may also view pay grades by using the magnifying glass icon. The pay grade can be found within the full job description information as well.

12. Once the information is selected or typed into the field, a display box will appear below which will have the minimum, middle and maximum annual and hourly range amounts associated with that **Pay Grade.** For pay grade 001, no dollar amounts will be listed.



13. Use the amounts associated with the pay grade for the **Salary Range** field. The Salary Range should match the minimum-maximum range listed for the associated pay grade. Non-exempt positions should be represented with an hourly range and exempt positions should be represented with an annual range. The **Anticipated Hiring Range** is used to clearly communicate salary expectations to applicants. This amount, usually determined by the Budget/Fiscal Officer and hiring manager, is typically a narrower range within the pay grade that will be advertised for the position if being recruited, although the full range may be listed. Ensure a review of equity for similar positions within the unit as the anticipated hiring range is being determined.

NOTE: When recruiting, the offer amount for a candidate must fall within the anticipated and advertised hiring range. It is essential to identify this anticipated range at this stage of the recruiting process.

14. Enter a brief statement regarding the overall purpose of the position, explaining the focus of the position or the reason it exists.

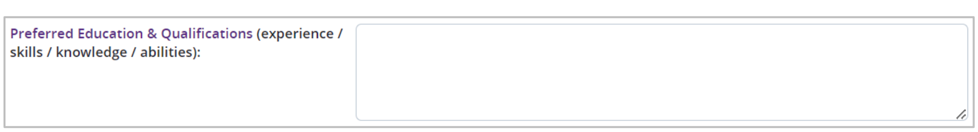
15. If the position's primary responsibility requires the ability to exercise independent discretion and judgement regarding matters of significance, provide detailed examples of independent actions this position performs.

16. Within the **Specific Job Responsibilities** section, click on **New.**

Provide a major area of responsibility for the position and list supporting duties or task statements to illustrate how the role fulfills that responsibility. Designate a percentage of time spent on that group of duties. Identify the group responsibilities as **Essential** or **Marginal** (Non-Essential in the drop-down box). Then click **Add.** Continue this process until all areas of responsibilities are accounted for and the designated percentages total 100%.

17. The **Qualifications** section of the position description contains the minimum requirements for the classification (determined by market data) and the department's preferred qualifications. Information provided in this section should be presented in bulleted lists. The **Required Education & Experience** must match the minimum requirements for the job classification. This information can be found within the general job description (located in Step 10 of these instructions). The minimum requirements can be copied and pasted from the job title information into the **Required Education & Experience** area**.**

The **Preferred Education & Qualifications** (skills / knowledge / abilities) area can be used for relevant preferred qualifications Search committees can screen candidates on the preferred qualifications if desired.



If additional requirements such as licenses, certificates, etc. are necessary for the position, these requirements should be noted in the **Other Requirements** area.

Other Requirements (May include licenses, registrations, certification requirements and equipment used. May not include additional education and/or experience.):	

Indicate whether an employee in this position will be responsible for driving for university business or if a CDL will be required.

Does this position require driving for university business purposes?:	Select Select yes if driving is a requirement to perform the duties of the position. Select no if driving is not required at all or is an incidental part of the position such as occasionally driving to a meeting location or running an errand.
Is the employee in this position responsible for driving vehicles or equipment for which a Commercial Driver's License (CDL) is required?:	Select

18. Provide any **BFOQ** (Bona Fide Occupational Qualification) if applicable. A BFOQ is used in instances that a person's sex, religion, or national origin may be reasonably necessary to carrying out a particular job function. Uses of a BFOQ are extremely rare.

BFOQ (Bona Fide Occupational Qualification):	Additional qualifications necessary as a BFOQ

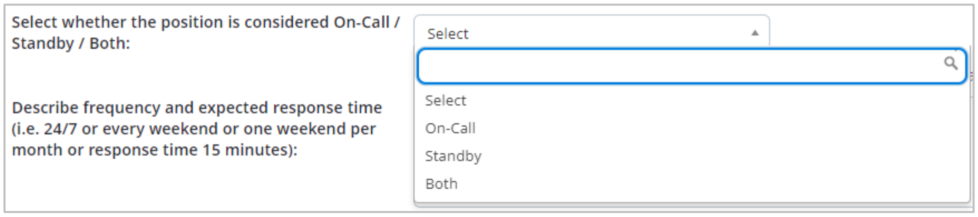
19. Within the **Supervisory Responsibilities** section of the position description**,** use the drop-down menu to indicate if this is a supervisor or lead position or neither. A lead worker assigns, trains, schedules or oversees work of others but does not evaluate work, while a supervisor plans, staffs, evaluates and directs work of employees of a work unit.

Is this a supervisory position?:*	Select Select Yes: Supervisor Yes: Lead Worker No

If the position supervises others, identify both the job title and position number of those the position supervises.

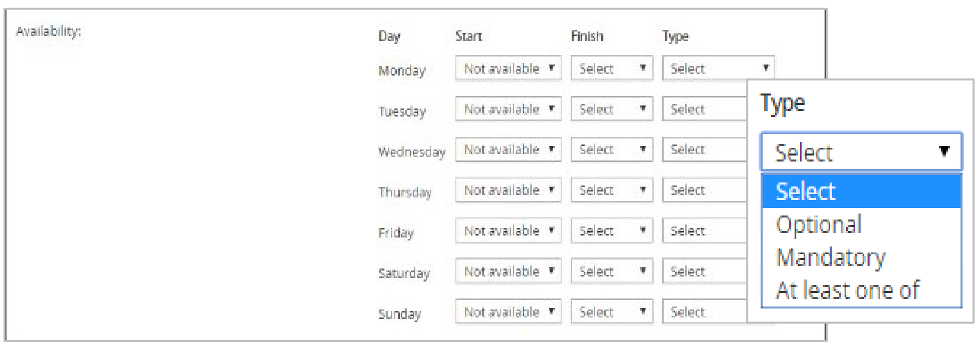
If supervisor, who do they supervise?:	(Job Title / Position Number) Example: (Accountant I / W0000001)

Work Schedule is where the user can indicate if the position is considered On-Call, Standby or both. Leave blank if neither. More information regarding these designations can be found within [Chapter 4220 of the Policies and Procedure Manual](). Use the drop-down menu to make the appropriate selection for the position.

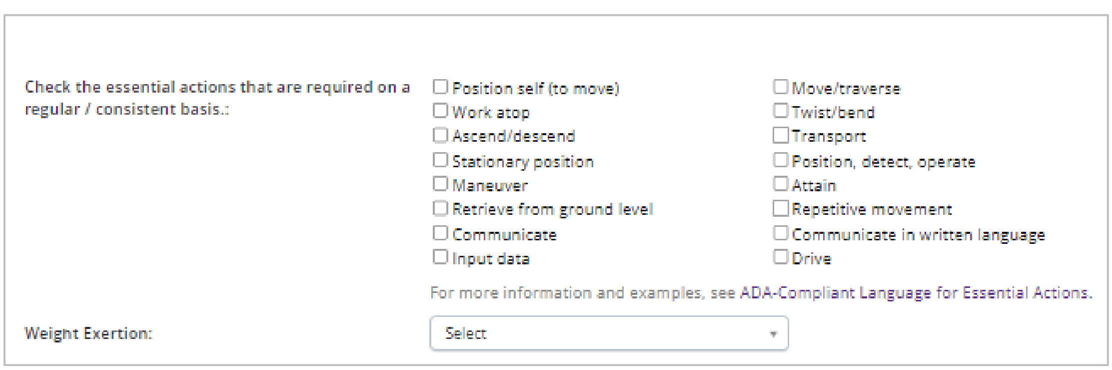


Next, describe the frequency and expected response time if the position is considered On-Call, Standby, or both. Examples of frequency would be one weekend per month, two weeks a year, or provide a specific expectation for response time for the position, if needed.

Indicate **Availability** of the position by selecting the **Start** and **Finish** time. Select the **Type** of schedule and whether it is **Optional, Mandatory**, or **At least one of**.



20. The **Essential Activities** area of the position description is where the user will identify the essential actions and the weight exertion required on a regular or consistent basis. Indicate which actions are ESSENTIAL for performing the duties of the position. While work in this position may be performed in a certain way, consider whether that is the only way the work can be performed. For example, while most employees may perform computer work sitting at a desk, could the work also be performed if the person stood? If yes, then is sitting essential to performing the duties of the position? Visit the [ADA Terms] site for more information.



The **Environmental and Hazardous Conditions section** will be where the user can account for the environmental conditions the person in the role can expect.

Check the environmental and hazardous conditions which are required on a regular / consistent basis.:

- ☐ Normal office environment
- ☐ Darkness or poor lighting
- ☐ Vibration
- ☐ Electrical hazards
- ☐ Explosives
- ☐ Heavy equipment
- ☐ Navigating uneven terrain
- ☐ Radiation
- ☐ Indoor temperature extremes
- ☐ Animals or wildlife
- ☐ Disease/pathogens
- ☐ Handling waste or biohazardous material
- ☐ Near-continuous use of screen
- ☐ Noise
- ☐ Mechanical hazards
- ☐ Fire hazards
- ☐ Traffic
- ☐ Close/cramped quarters
- ☐ Heights
- ☐ Dust/fumes
- ☐ Weather extremes
- ☐ Violence
- ☐ Chemicals

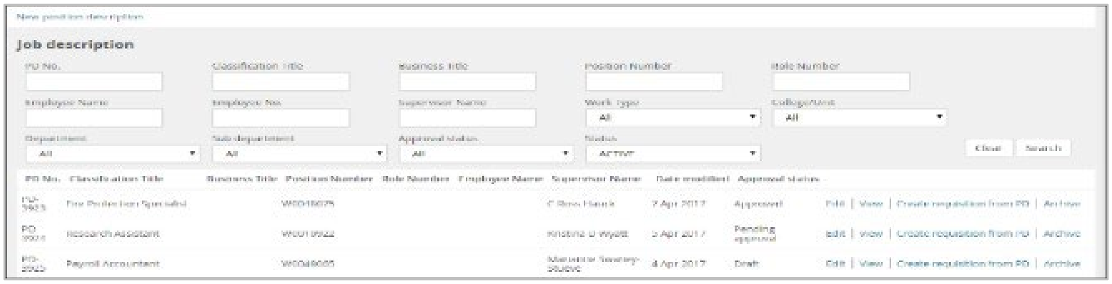
21. In the **Users and Approvals** section, the person updating the position description will enter their name as the **Originator**. Select from the drop-down the appropriate **College/Unit** for the position and the Hiring Manager, which is usually the supervisor or search chair for a recruitment and select the appropriate **Approval process** for the position.

> **NOTE**: When the position will be a direct report to the Provost, then the Provost must approve the position description.

The **Approval process** is dependent on the protocol for the college or unit and the purpose for the position description update or creation. The fields in the approval process are pre-determined, but if adjustments are needed to a position description approval process, please contact the compensation team at hrcomp@ksu.edu. Only select the approval process when all position description information is completed, and it is ready to be approved by the appropriate individuals. Select either **Save** or **Save and exit**; both options will initiate the approval process. The first listed approver will receive an email requesting approval of the position. Once that person approves the position description, the approval process will progress to the next listed approver. The final step of a typical position description approval process will go to hrcomp@ksu.edu. Please do not change this level of approval as it will cause a delay in the position description review.

> **NOTE:** If the position description is being updated for a current employee, whether that be an update, an FLSA determination review or a reclassification request for their position, the employee must be included on the approval process. Use the Employee Included-Updates/Reclassifications approval process, ensuring the appropriate recipients are identified for each approver level. If the purpose of the update is for a recruitment but the position is currently filled, the employee does not need to be included on the approval process.

When you click **Save**, you will remain on the Position Description. However, the approval process has been started. **Save and exit** will close the screen and take you back to the Job Description page which is also known as the Position Description Library.

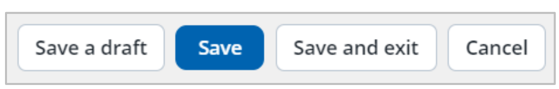


Declining a Position Description: Any approver within the approval process can decline the PD by selecting decline at the bottom of the position description. A dialog box appears with a drop-down list allowing the approver to select an appropriate justification for the decline and provide additional context within the comment box. Declining the PD will restart the approval process and the originator will be prompted to make necessary changes before initiating the approval process again.

Compensation review and approval: If further clarification is needed from the department regarding a position description, the compensation team will reach out to the contact person designated on the PD to discuss any questions they may have before either approving or declining the position description. If during the review, the compensation team needs to adjust information within HRIS, the position description will be approved once the changes have uploaded back into PageUp from HRIS.

Mandatory Fields:

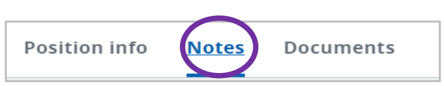
Any time you click on **Save a Draft**, **Save**, or **Save and exit**, if required fields and/or the Position Number is not provided, the position description will NOT save.



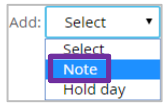
Creating a Note:

Notes can only be added when the user selected **Edit** and cannot be added in **View** status.

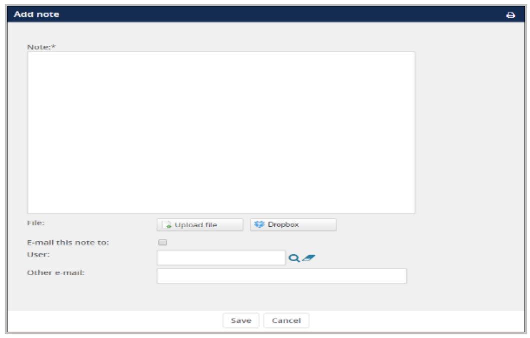
1. Within the position description, click on **Notes** in the header.



2. Select **Note** from the **Add** drop-down menu.



3. After selecting **Note**, the following dialog box will appear:



> **NOTE**: For compliance and auditing purposes, Notes will be permanently recorded as a matter of record.

A note can be typed or a file or document may be uploaded from another source. The content of the note can be emailed from the system to the **User** or to another party.

Enter information that may be helpful to the department, approvers, or compensation. The user may attach a file if they wish by clicking on **Upload file**.

To email the note to a recipient, click box next to "**Email this note to**". Then type the recipient email address into the **User** field. Emails can also be looked up with the use of the **magnifying glass icon**. If the user wants to receive a copy of the note, they could type in their email address in the **Other e-mail** field in order to receive a copy of the Note via email.

If further clarification is needed from the department regarding a position, the compensation team will reach out to discuss any questions they may have before either approving or declining the position description. If during the review, the compensation team needs to adjust information within HRIS, the position description will be approved once the changes have uploaded back into PageUp from HRIS.

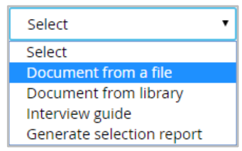
Adding an Organizational Chart:

A current organizational chart must be uploaded into the Documents tab when submitting a position description for a regular or term position. Organizational charts should be current and may also reflect a future-state when the organizational structure is changing. Temporary position descriptions are not required to have an organizational chart attached for compensation to review, although it is helpful to the review team.

The Documents tab can also be utilized to upload other documents pertinent to the role or to the departmental process, such as authorization to recruit documents. Documents can only be added while editing a position description and cannot be added if accessing the PD by clicking **View.**

1. Within the position description, click on the **Documents** in the header.

2. Select **Document from a file** from the drop-down menu within the Documents tab to upload a file.



Select the file and add a **Title** to the uploaded document. You can upload from a file on your desktop or folders. Click **Save and close**. If you have multiple documents to upload at once, click on **Save and add another**, otherwise select **Save and Close**. ***NOTE: PDF files are preferred.***

Contact Us:

The compensation team is here to help. Please reach out to us via email at hrcomp@ksu.edu if you have any questions about position descriptions or experience issues using PageUp. We can assist you via email, phone call, or video chat.