FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Updating a Position Description

This tutorial outlines the basic steps to update Position Profile Data, using the electronic Personnel Action Form Plus (ePAF+). Position Profile Data includes the Position Focus Statement, Responsibilities, Competencies, and Qualifications.

NOTE: Multiple transactions effective on the same date require only one ePAF+. Do not submit multiple ePAFs for the same effective date.

An originator will not be able to originate a transaction on themselves. For this, please have another employee in the department with access to ePAF+ submit the transaction.

You cannot enter another ePAF+ if one has been pushed back or saved as a draft. The pushed back or saved ePAF+ must be processed or denied.

The ePAF+ cannot be used for retroactive actions.

Only indicate what needs to be changed in the Proposed Changes Column.

Key Information:
Employee ID/Name
Position Number
Position Profile Information

Step	Action
1.	Go to https://my.fsu.edu and sign into OMNI HR with your FSUID and password. Select **Department Administration** from the drop down menu, then click the **Employees and Positions** tile. (Alternate Navigation: **NavBar** > **Main Menu** > **ePAF+** > **Enter ePAF+ Transaction**)

Step	Action
2.	Ensure you are on the **Enter ePAF+ Transaction** screen.
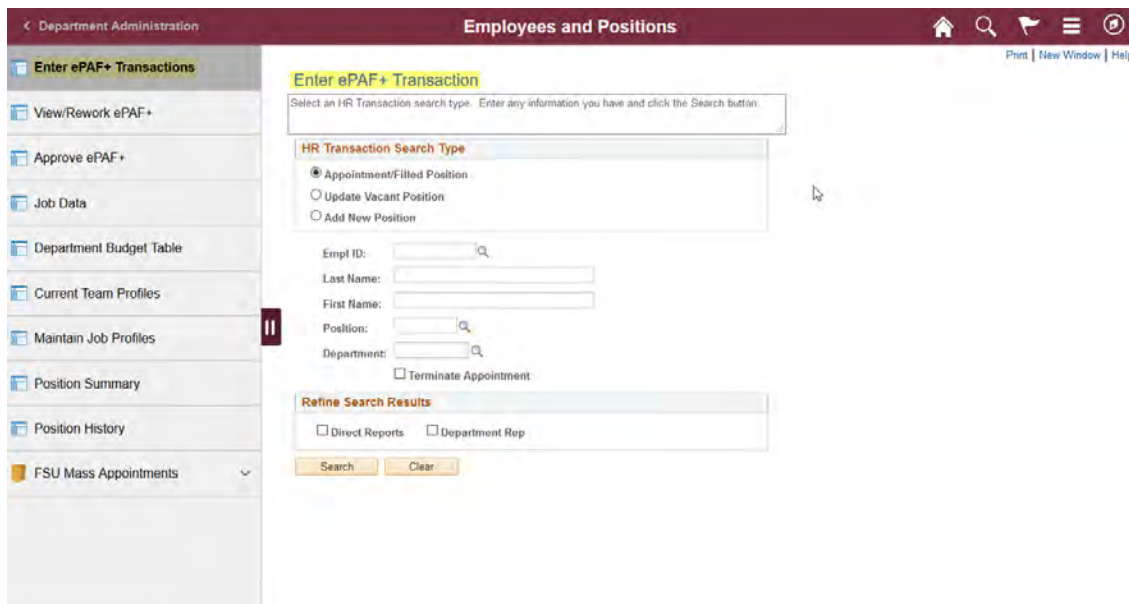
Step	Action
3.	Select the appropriate **HR Transaction Search Type** and enter the position number into the **Position** field.
4.	Click the **Search** button, then select desired employee's name from results.

Step	Action
5.	Check the transaction effective date. The requested transaction effective date defaults to the current date. Enter your desired transaction effective date or the first day of the next available payroll cycle into the **Requested Transaction Date** field. Click **Submit**.

Last updated 05/17/2021

Step	Action
6.	Click the **Position Profile Data** link to update and add information to the Position Focus Statement, Responsibilities, Competencies, and Qualifications.

Step	Action
7.	To update the position with increased responsibilities, select the **Responsibilities** tab. Click "View All" to make sure no rows are hidden.
	Note: The responsibility section requires **Time Allocation** totaling 100% with at least three **Essential Functions**. The maximum number of responsibilities a position can have is seven. Inactive responsibilities will also be visible, but do not count toward the total time allocation.

Step	Action
8.	To make changes to a responsibility that is currently on the profile, click the **Position Responsibility** that you would like to change.

Step	Action
9.	To update an existing responsibility, click the "**+**" button to **Add a New Row**.

Step	Action
10.	For the purpose of this example, we are adjusting the percentage of time for the first responsibility. Enter the desired information into the **% Time Allocation** field.
11.	If no further changes are being made to the selected responsibility, click **OK.**

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Step	Action
12.	On this example, you will notice that there is an "**Inactive**" responsibility available. Instead of adding a new responsibility, this row can be overwritten with the desired information. To do this, select the inactive **Position Responsibility.** **NOTE:** If not replacing an inactive responsibility, skip ahead to **Step 17** to **Add New Responsibilities**.

Summary | **Responsibilities** | Competencies | Qualifications

▼ Responsibilities

Personalize | Find | View All | 🖾 | 🔢   First ◀ 1-4 of 4 ▶ Last

ID	Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description	View History
RE01	Position Responsibility	04/25/2018	Active	60	☑	Responsible for advising undergraduate students and utilizing the 6 elements of the Developmental Advising Model created by Advising First. Takes a proactive approach to academic advising, seeking out contact with students to provide advising services. Maintains, records, and reports contact with assigned students. Develops appropriate academic schedules for stated educational goals of students. Coordinates with academic departments and Undergraduate Studies to deliver policies and procedures. Participates in outreach and programming instituted by academic site placement and Undergraduate Studies. Basic understanding of the available technology that supports the academic advising functions. Completes all corresponding administrative tasks associated with the position.	📋 🗑
RE02	Position Responsibility	08/14/2015	Active	10	☑	Participates in trainings necessary to perform duties of an academic advisor. Continues to acquire knowledge of university policies and procedures, improve advising skills by pinpointing key areas of growth, and actively participates in professional development.	📋 🗑
RE03	Position Responsibility	06/02/2017	Active	10	☑	Participates in initiatives established by Advising First and Undergraduate Studies.	📋 🗑
RE04	Position Responsibility ←	07/01/2016	Inactive	5	☑	Frequent contact with students, parents and University representative, will work with various student populations; present reports to university/advising workshops; speak with prospective students and parents. Contact outside the University community will be minimal.	📋 🗑

➕ Add New Responsibilities

Step	Action
13.	To update the responsibility, click the "**+**" button to **Add a New Row**.

Details   Find | View All   First ◀ 1 of 2 ▶ Last   ➕

Effective Date 07/01/2016

Responsibility RE04   Position Responsibility

Effective Status Inactive

(If not found in lookup list above, type in Major Description box below.)

% Time Allocation   5

☑ Essential Function

Description Frequent contact with students, parents and University representative, will work with various student populations; present reports to university/advising workshops; speak with prospective students and parents. Contact outside the University community will be minimal.

Step	Action
14.	In order to replace an inactive responsibility, you must change the **Effective Status** to "Active" using the dropdown menu.
15.	Enter the desired information into the **% Time Allocation** and **Description** fields. Verify that the **Essential Function** box is checked.
16.	After changes have been made to the selected responsibility, click **OK.**

Non-Person Profile

Help

Update Responsibilities

Profile ID 127191   Academic Advisor Level 1
Profile Type ROLE   Position Profile

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details   Find | View All   First ◀ 1 of 3 ▶ Last

Effective Date 04/25/2018
Responsibility RE04   Position Responsibility
*Effective Status Active

(If not found in lookup list above, type in Major Description box below.)

*% Time Allocation   10
☑ Essential Function
Description Represents department at outreach events.

OK   Cancel

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Step	Action
17.	To add an additional responsibility, click the **Add New Responsibilities** link.

Step	Action
18.	Click the **Look Up Responsibility** button.

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Step	Action
19.	Select the next available **Responsibility Number**.

Step	Action
20.	Enter the desired information into the **% Time Allocation** and **Description** fields. Verify that the **Essential Function** box is checked. Click **OK** to continue.

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Step	Action
21.	When all profile changes have been made, click the **Save** button.

Step	Action
22.	Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view your saved items, click the **item(s) awaiting submission for approval** link.

Step	Action
23.	For the purpose of this example, we have entered 3 items. Any necessary revisions to your saved items can be made here. **Save** to continue.

Step	Action
24.	Once all profile changes have been saved and reviewed, click **Return to ePAF+**.

▼ Approvals

*** *** 3 item(s) awaiting submission for approval ***

| Summary | Responsibilities | Competencies | Qualifications |

▼ **Position Focus Statement**   Personalize | Find | View All | | First 1 of 1 Last

ID	Statement	*Effective Date	Description	View History
POS	Position Focus Statement	07/01/2016	Responsible for the delivery of academic advising to undergraduate students.	

➕ Add New Position Focus Statement

▼ **Internal Requirements**

There are currently no Internal Requirements for this profile. Please add one if required.

➕ Add New Internal Requirements

▼ **Pay Additive Eligibility**

There are currently no Pay Additive Eligibility for this profile. Please add one if required.

➕ Add New Pay Additive Eligibility

▼ **Profile Identities**   Personalize | Find | View All | | First 1 of 1 Last

Profile Identity Option	Key 1 Value	Description	Edit Identity	Delete
POSITION		Academic Advisor		

Save

Return to ePAF+ ⬅

Step	Action
29.	Enter the appropriate VP Approver for your department in the **VP Approver** field.
30.	**Comments** are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ into the **Comments** field. Describe the changes being made, as well as the reason and/or objective. For the purpose of this transaction, the comments are "Updating position description RE1, RE4, and RE5. Position will now be responsible for representing the department at outreach events and assuming leadership roles within Advising First."

Originator's Information

Name Robert Renegade   Telephone

Email ID RRenegade@psinvalid.fsu.edu

Additional Approver (Required)

*VP Approver   COSCEOLA

Pre-Manager Approver (Optional)

Pre-Manager Approver

ePAF+ Originator Comments

*Originator Comments: Updating position description RE1, RE4, and RE5. Position will now be responsible for representing the department at outreach events and assuming leadership roles within Advising First.

Submit   Save as Draft   Cancel Draft   Return to Transaction Search / Action Page

Approval Signatures

Step	Action
31.	When all ePAF+ updates have been completed, click **Submit** to initiate the approval process.

Step	Action
32.	Review approval routing. To insert an approver, select the "**+**" at the desired step. *The inserted approver must have appropriate approval authority.*

Congratulations!
You have completed this topic.

Questions on this procedure? *Contact your* [assigned Compensation Analyst](#).