



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

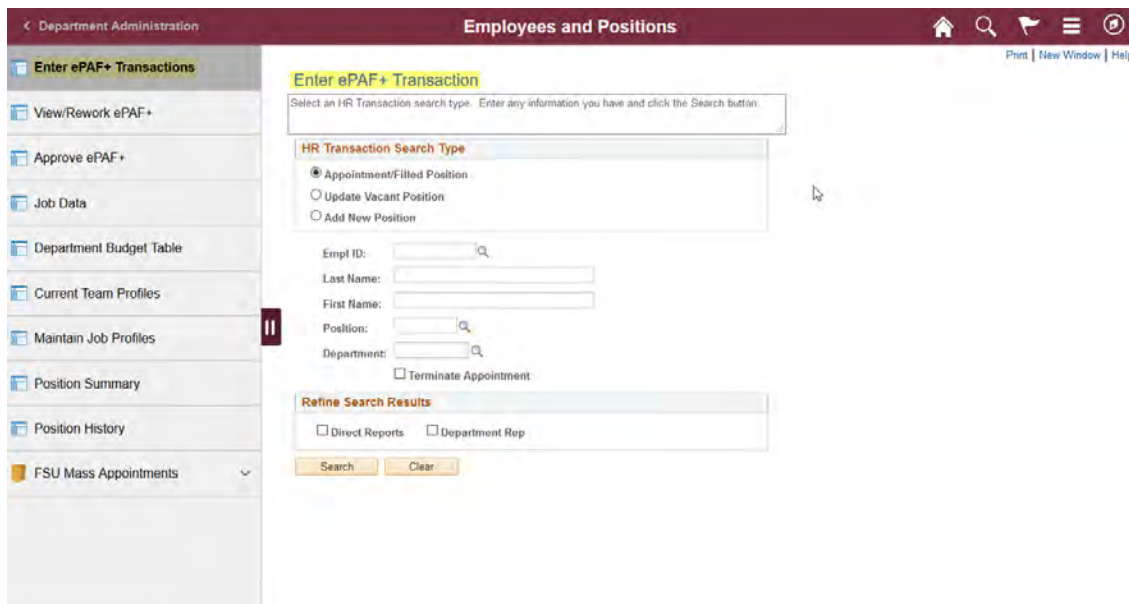
Position Profile Information



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.

Department Administration **Employees and Positions** Print | New Window | Help

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position: Academic Advisor Level 1
 Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Name	Empl ID	Empl Record	Job Code	Job Title	Dept	Department Name	Originator Name	Current Approval Status
Seminole, Suzie	000012345	0	9451	Academic Advisor	098000	Dean Undergraduate Studies		

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 .

Transaction Effective Date

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date:



< Employees and Positions Home Flag Menu Print

Enter ePAF+ Transaction

Incumbents:			Position Number: 00099999
Emplid	Rcd#	Name	Working Title: Academic Advisor Level 1
000012345	0	Suzie Seminole	Headcount Status: Filled

*Requested Transaction Date: 04/25/2018

Position Data

	Current Information	Proposed Changes
Job Code		
Job Code	9451 Academic Advisor	<input type="text"/>
Salary Admin Pln	021 Administrative & Professional	<input type="text"/>
Pay Grade	004 A&P 4	<input type="text"/>
FLSA Status	Nonexempt	<input type="text"/>
Union Code	29N Fac_A&P No Established CBU	<input type="text"/>
Academic Rank		<input type="text"/>
Working Title	Academic Advisor Level 1	<input type="text"/>
Position Specific - Job		
Max Head Count	1	<input type="text"/>
FTE	1.000000	<input type="text"/>
Standard Hours	40.00	<input type="text"/>
Comb Hours / FTE	40.00 / 1.000000	<input type="text"/>
Shift	Day/Standard	<input type="text"/>
Full/Part Time	Full-Time	<input type="text"/>

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

< Employees and Positions Home Flag Menu Print

Shift: Day/Standard

Full/Part Time: Full-Time

Organizational Relationships

Department: 098000 Dean Undergraduate Studies

Location Code: 00070227 FINE ARTS BUILDING0227

County: Leon

Reports To: Asst Director, Acad & Stu Svcs

[View Reporting Relationships](#)

Specific Information

<input type="checkbox"/> Time Limited Funding	<input type="checkbox"/> Time Limited Funding
<input checked="" type="checkbox"/> Confidential Position	<input checked="" type="checkbox"/> Confidential Position
<input type="checkbox"/> Financial Disclosure	<input type="checkbox"/> Financial Disclosure

Position Description

Profile ID: 127191 Position Profile Data



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.

Non-Person Profile
Profile ID: 127191
Profile Type: ROLE
Profile Status: Active
Description: Academic Advisor Level 1

04/25/2018 Print Comments

Summary **Responsibilities** Competencies Qualifications

ID	Responsibility	*Effective Date	Effective Status	% Time Allocation	Essential Function	Description	View History
RE01	Position Responsibility	06/02/2017	Active	80	<input checked="" type="checkbox"/>	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	09/14/2015	Active	10	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Participates in initiatives established by Advising First and Undergraduate Studies.	
RE04	Position Responsibility	07/01/2016	Inactive	5	<input type="checkbox"/>	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
8.	To make changes to a responsibility that is currently on the profile, click the Position Responsibility that you would like to change.

Summary **Responsibilities** Competencies Qualifications

ID	Responsibility	*Effective Date	Effective Status	% Time Allocation	Essential Function	Description	View History
RE01	Position Responsibility	06/02/2017	Active	80	<input checked="" type="checkbox"/>	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	09/14/2015	Active	10	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Participates in initiatives established by Advising First and Undergraduate Studies.	
RE04	Position Responsibility	07/01/2016	Inactive	5	<input type="checkbox"/>	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
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 .



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

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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Participates in initiatives established by Advising First and Undergraduate Studies.	
RE04	Position Responsibility	07/01/2016	Inactive	5	<input checked="" type="checkbox"/>	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

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



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

Summary **Responsibilities** Competencies Qualifications

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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Participates in initiatives established by Advising First and Undergraduate Studies.	
RE04	Position Responsibility	04/25/2018	Active	10	<input checked="" type="checkbox"/>	Represents department at outreach events.	

Add New Responsibilities

Step	Action
18.	Click the Look Up Responsibility button.

Non-Person Profile Help

Add New Responsibilities

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

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Find | View All First 1 of 1 Last

Effective Date 04/25/2018

*Responsibility

*Effective Status Active

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

*% Time Allocation

Essential Function

Description

OK Cancel



Step	Action
19.	Select the next available Responsibility Number .

Look Up Responsibility

Content Type: RESP

Content Item ID: begins with

Content Group Type: begins with

Content Group: begins with

Description: begins with

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 | First | 1-7 of 7 | Last

Content Item ID	Content Group Type	Content Group	Description
RE01	(blank)	(blank)	Position Responsibility
RE02	(blank)	(blank)	Position Responsibility
RE03	(blank)	(blank)	Position Responsibility
RE04	(blank)	(blank)	Position Responsibility
RE05	(blank)	(blank)	Position Responsibility
RE06	(blank)	(blank)	Position Responsibility
RE07	(blank)	(blank)	Position Responsibility

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.

Non-Person Profile

Add New Responsibilities

Profile ID: 127191 | Academic Advisor Level 1

Profile Type: ROLE | Position Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details | Find | View All | First | 1 of 1 | Last

Effective Date: 04/25/2018

*Responsibility: RE05 | Position Responsibility

*Effective Status: Active

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

% Time Allocation: 10

Essential Function

Description: Assumes leadership roles within Advising First to include role of initiative lead, senior advisor, or other equivalent opportunities.

Buttons: OK, Cancel



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

< su Mss Multi Tran Home Flag Menu Refresh

04/25/2018 Print Comments

Summary **Responsibilities** Competencies Qualifications

Responsibilities Personalize | Find | View All | [Grid] [List] First 1-5 of 5 Last

ID	Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description	View History
RE01	Position Responsibility	04/25/2018	Active	60	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Participates in initiatives established by Advising First and Undergraduate Studies.	
RE04	Position Responsibility	04/25/2018	Active	10	<input checked="" type="checkbox"/>	Represents department at outreach events.	
RE05	Position Responsibility	04/25/2018	Active	10	<input checked="" type="checkbox"/>	Assumes leadership roles within Advising First to include role of initiative lead, senior advisor, or other equivalent opportunities.	

[+ Add New Responsibilities](#)

Profile Identities Personalize | Find | View All | [Grid] [List] First 1 of 1 Last

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

Save



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.

Approvals

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

Summary Responsibilities Competencies Qualifications

Position Focus Statement

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

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.

Person Profile Approvals

Items Awaiting Submission

Profile Type ROLE Position Profile

This page shows a summary of the items awaiting submission for your profile.

Changed Responsibilities (Approval Not Required)

Disposition	ID	Responsibility	*Effective Date	Effective Status	% Time Allocation	Essential Function	Description	Delete
Add	RE01	Position Responsibility	06/25/2018	Active	60	<input checked="" type="checkbox"/>	Responsible for advising undergraduate students and utilizing the 6 elements of the Developmental Advising Model created by	
Add	RE04	Position Responsibility	06/25/2018	Active	10	<input checked="" type="checkbox"/>	Represents the department at outreach events.	
Add	RE05	Position Responsibility	06/25/2018	Active	10	<input checked="" type="checkbox"/>	Assumes leadership roles within Advising First to include role of initiative lead, senior advisor, or equivalent opportunities.	

Save

Return to Previous Page



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 | [grid] | 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 | [grid] | 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.	<p>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.</p> <p>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.”</p>

Originator's Information

Name: Robert Renegade Telephone:

Email ID: RRenegade@psinvalid.fsu.edu

Additional Approver (Required)

*VP Approver:

Pre-Manager Approver (Optional)

Pre-Manager Approver:

ePAF+ Originator Comments

*Originator Comments:

[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. <i>The inserted approver must have appropriate approval authority.</i>

ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID= , EMPL_RCD=0, POSITION_NBR= , ACTION_DT_SS=2018-06-25, EFFSEQ=0:Pending [View/Hide Comments](#)

FSU ePAF+ Approval

Pending

Multiple Approvers
ePAF+ Comp/Class Staff Admin

→ + →

Not Routed

ePAF+ Department Manager

→ + →

Not Routed

Chief Osceola
ePAF+ VP Approver

→ + →

Not Routed

Multiple Approvers
ePAF+ Comp/Class Staff Admin

→ + →

Comments

Robert Renegade at 06/22/18 - 9:35 AM

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.

Buttons: Saved, Save as Draft, Return to Transaction Search / Action Page

Congratulations!
You have completed this topic.

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