All new postings for both SHRA and EHRA Non-Faculty permanent employees must be initiated only after an updated position description form has been submitted and approved by appropriate approvers within the respective division and HR Office.

If it has been less than 18 months since a previously approved position description please submit an updated description through ePosition.
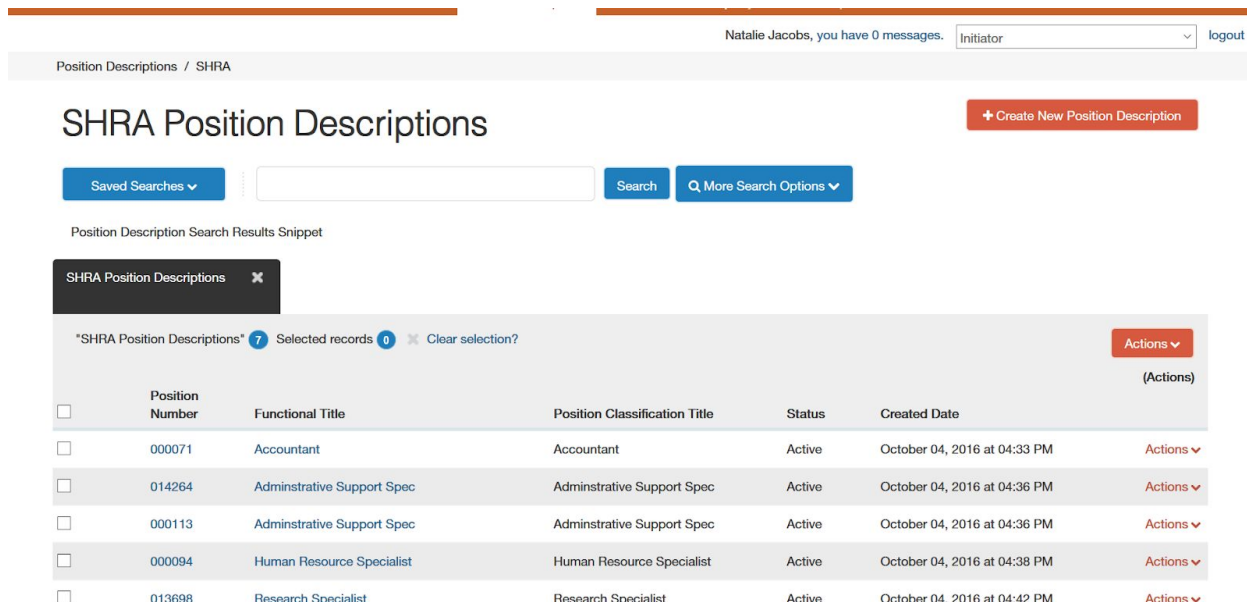
1. To access ePosition, select Position Management from the SpartanTalent module menu. Be sure to select the Initiator user group listed in the user group drop down menu.

2. 2. To modify a position in ePosition, select the position type you wish to modify, by hovering over the Position Descriptions Tab.
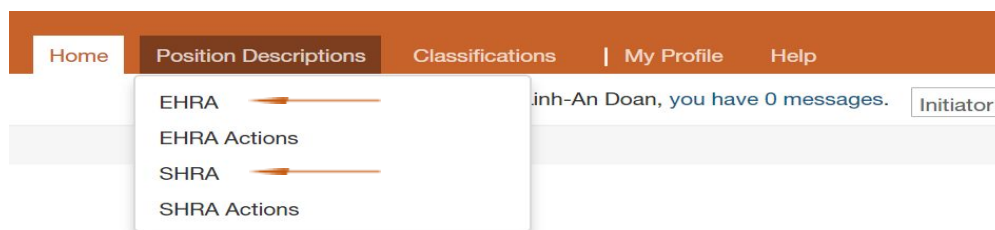
3.Once a position type is selected a list of positions should appear in the list search. If you do not see the position you wish to modify please contact your HR Talent Consultant. Select the position from the list by clicking on the position number or title.

4. To begin modifying the position description, select Modify Existing Position, then click Start.

🖶 Print Preview (Employee View)
🖶 Print Preview
⭐ Modify Existing Position ——————

5. Complete all electronic forms, progressing through the tabs by clicking the orange Next button on the bottom right corner of the screen. You may also save your progress by clicking the blue Save button.

Editing Action

Action Requested
✔ Classification
✔ Position Details
✔ Regulatory Codes
✔ Key Responsibilities
✔ Budget Information
✔ Competencies
✔ ADA Checklist
✔ Supervisor
✔ Position Documents
Action Summary

Please be sure to select all actions being requested for the position on the Action Requested tab. Multiple actions can be selected. If the position is to be posted after the position approval, please be sure to select one of the Request to Post options.

Action Requested

Changes Requested (SHRA)

☐ Reclassification
☐ Competency Level Change
☐ SHRA to EHRA
☐ Update Only - No Requested Changes (Does Not Require Unit Approval)
☐ Request to Post - No Changes (Does Not Require Unit Approval)
☐ Request to Post - With Changes
☐ Deactivate (Abolish) Position
☐ Temporary Increase
☐ Supervisor Change
☐ Salary Change
☐ Other _____

This field is required.

Multiple Actions may be selected

1. Once all forms have been completed you will reach the 'Summary' page.
2. Once you have reviewed the forms to your satisfaction, you will send the forms to the next approver.
3. To pass the forms to the next approver, hover over the orange Action button in the upper right corner, and select the appropriate next approver.

➡ **Take Action On Posting ⌄**

4. The position description will now appear in your Watch List on your home page. You may review the status of this position action by viewing the Watch List or by hovering over the Position Descriptions tab and selecting the correct Actions option. **IMPORTANT NOTE: Once an action has been taken on a position by an Initiator, no other action can be started on that position.**