

7/14/2009

#### Quick Updates on Position Descriptions

University of Alaska Human Resources is pleased to announce that as of July 9, 2009, a new option has been added in UAKJOBS. You will be able to use the "Quick Update" PD action to make minor changes to the employee and position details of a position description. This will help expedite the time it takes to make the minor changes that would not require a reclassification request and eliminate the need to submit the update to HR. The field changes that you will be able to make in the PD include:

#### **\*Employee Details\***

- Employee First Name
- Employee Last Name
- Employee ID Number

#### **\*Position Details\***

- Employee
- Title
- PCN (This field is viewable, but will not be updateable with the "Quick Update" PD action)
- MAU
- Region
- Job Location
- TKL
- Indicate whether this position receives direct or indirect funding
- Department
- Department address
- Supervisor User Account

- Supervisor Name
- Supervisor Phone
- Supervisor Email
- Supervisor's PCN
- Departmental users with permission to access position information