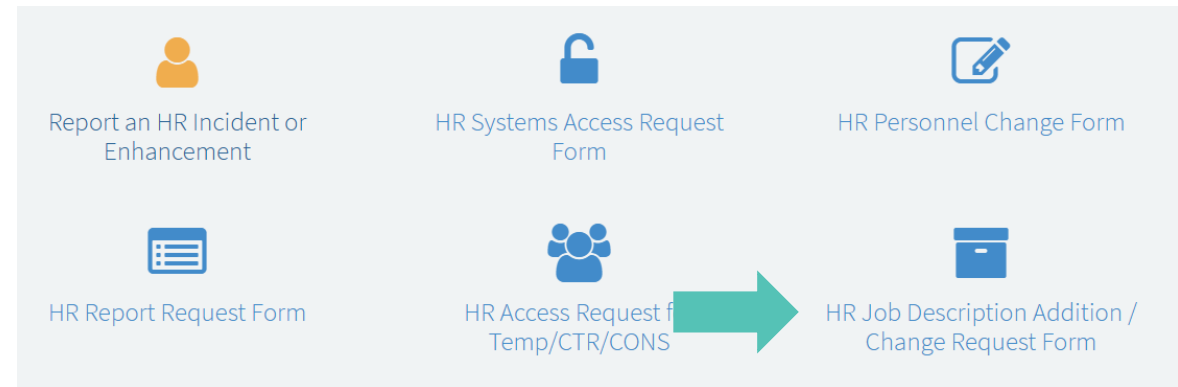
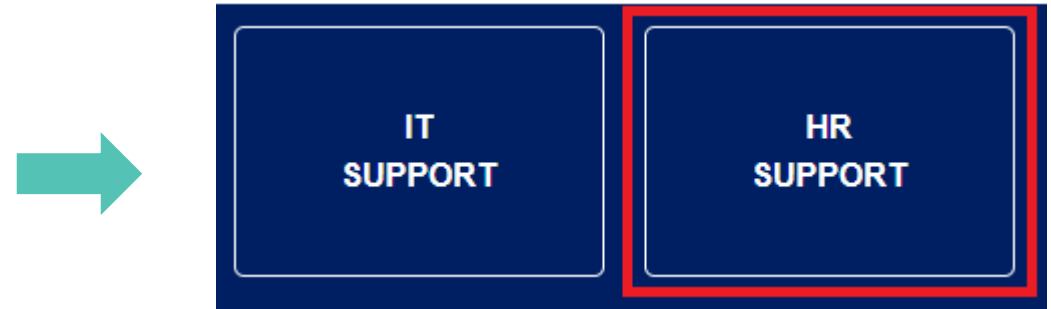


Job Description Request Form:

Use the [HR Job Description Addition / Change Request Form](#) to:

- Request a new job description
- Update an existing job description (including duties that are changing due to a promotion or salary adjustment)

The form can be found on the Employee Portal under [HR Support](#).



When to Use the Job Request Form

Addition To Headcount

Increasing the number of total headcount in your Department. Ex., going from 7 employees to 8 employees)

Job Reclassification

The assignment of a new job profile that results in a change to the job duties, payscale and/or job family. Ex., taking a Program Manager position and reclassifying it as a Curriculum Designer.

Intention to promote an existing employee

Movement of an employee that is higher in pay and pay scale, at least 20% of the job has changed resulting in greater responsibility, moves vertically in the organization.

Modify duties with a salary change

Additional pay for additional duties, less than 20% of the job has changed resulting in greater responsibility

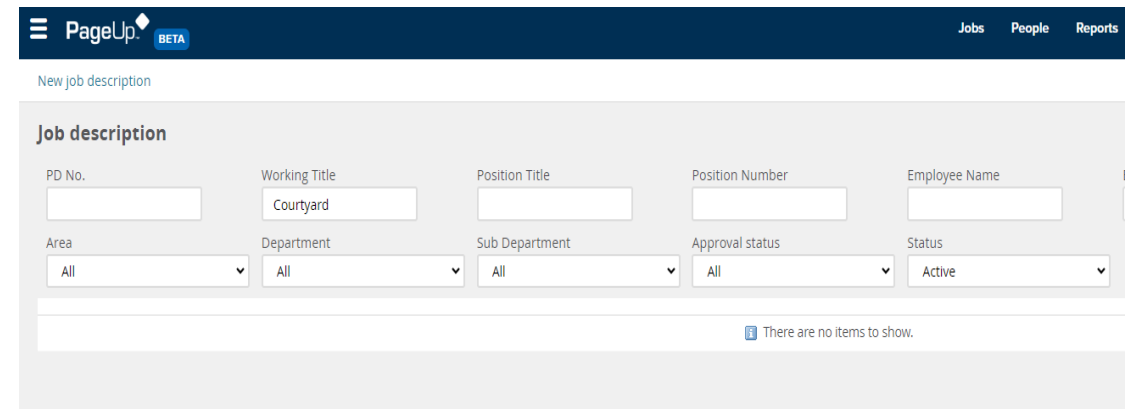
Modify duties with no salary change

Ex., decreasing the percentage of duties spent on filing and increasing the percentage of duties spent on scanning.

When **NOT** to Use the Job Request Form

- To Create/Edit **Student** Job Descriptions
- To Create/Edit **PT Instructional** Job Descriptions
- To Create/Edit **Interim** Job Descriptions

If you do not have access to a student, pt instructional, or interim job description template, please contact your HR Generalist or assistance.



The screenshot shows the 'PageUp BETA' interface for creating a new job description. The form is titled 'New job description' and 'Job description'. It contains the following fields:

PD No.	Working Title	Position Title	Position Number	Employee Name
<input type="text"/>	<input type="text" value="Courtyard"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Area	Department	Sub Department	Approval status	Status
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="Active"/>

There are no items to show.