# FAIRMONT™ STATE UNIVERSITY    PIERPONT™ COMMUNITY & TECHNICAL COLLEGE

**How to Review/Modify your PD if**
**HR initiates a PD Classification change to Classified**

1. Login Instructions:
   For Fairmont State employees, go to www.fairmontstate.edu, under Quick Links, select myFairmontState>Click on LOGIN button>Enter your UCA and password>click on HR PeopleAdmin icon.

   For Pierpont employees, go to www.pierpont.edu, click on Faculty & Staff>click on Pierpont Portal>Click on HR PeopleAdmin icon>Click on "Login with your Fairmont State or Pierpont UCA">Enter your UCA and password.

2. Under the Position Description header, click on the *Pending Requests* link.

3. Click on the blue *"View"* link in the first column.

4. Click on "Edit" towards the top of the page.

5. The first tab is called "Proposed Classification" and it shows what all employees with this title share. This is a "view only" tab, so no information needs to be entered here. This will be updated once HR reviews/classifies the position.

6. Click on **"Continue to Next Page"** which will take you to the "Position Details" tab. Please enter information in all of the required fields, which are notated with a red, " * " The system will not allow you to advance to the next tab if there are any required fields that are left blank.

7. For the *Job Summary* text box, just enter 2-3 sentences highlighting the main function of the position.

8. For the *Duties and Responsibilities* text box, you can copy/paste the Job Summary.

9. For the **Proposed Job Duties** tab, you will click on the "Add New Entry" button and enter the duty (or group of duties) and the percentage of time spent performing these. Then click on "Add Entry." Repeat this process until the total percentage is 100%.

10. Navigate through each tab by clicking on the **"Continue to Next Page"** button, entering any new/revised information into each field as required.

11. When you reach the view summary screen, submit the PD to Supervisor/HM.

12. When the PD has been reviewed and approved by all required users, you will receive an email.

***\*\*NOTE: If at any time you need to stop, be sure to complete all required fields (marked with a red \* and click on the "Save and Stay on This Page" button at the bottom of the screen before you log out.***