FAIRMONT STATE UNIVERSITY   PIERPONT COMMUNITY & TECHNICAL COLLEGE

How to Review/Modify your PD if
<mark>HR initiates a PD Classification change to Non-Classified</mark>

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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.

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. If you are changing the title: Be sure to enter the new title in the "Working Title" field.

8. Be sure to complete the "Duties and Responsibilities" field to ensure everything is up to date.

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

10. Enter the Educational requirements, necessary licenses, and type/amount of minimum experience on the Qualifications tab. (Confer with your supervisor should you have questions regarding these fields).

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_ and then click on the "Save and Stay on This Page" button at the bottom of the screen before you log out.