

Maintain Positions



This job aid will walk you through the steps to create a new position, update an existing position, or reclassify a position. Once created or updated, approvals are required by the department and by HR.

USF has both Regular and Temporary employees.

- Regular employees can be Faculty, Staff, or Administration (Admin). They will always have a position number.
- Temporary employees do not have a position number and are appointed at intervals of up to one year.
- Faculty, Staff and Admin employees hired on a position have a position profile maintained in GEMS.
- Use “Maintain Job Profile” to review and make changes to a position profile or to create a new position.
- If you’re planning to recruit for an existing Faculty, Staff, or Admin position, you must first review and update the position profile if changes are needed.
- When recruiting for a new position or updating an existing position, department and HR approval is required. You may then create the job opening and proceed with the recruitment.

Resources

Resources

- ✓ ClassComp@usf.edu
- ✓ Position Information Questionnaire (PIQ)
- ✓ Compensation Request Form
- ✓ Position Description Guide
- ✓ [List of Admin and Staff Job Titles](#)

Job Code Description: general description of the duties for the job code

Minimum Qualifications:

- cannot be changed
- should be copied and pasted

Preferred Qualifications:

- can be used to further screen and identify
- should not be less than the minimum qualifications

Any applicants not meeting these minimum qualifications must be rejected from consideration.

*The position profile function in GEMS does not have a *Save as Draft* feature.

Recommendation: Use copy/paste to transfer the text from the Position Information Questionnaire (PIQ) to GEMS.

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Let's review the list of resources to guide you through maintaining positions. First, if you have any questions or are not certain about the job classification for a new position, contact ClassComp@usf.edu for guidance.

To begin the classification review process, you'll need to complete the **Position Information Questionnaire (PIQ)** and a **Classification and Compensation Request form**. Both of these forms can be found in the [HR Forms library](#).

Every Staff and Admin job at USF has a position description which includes a position summary, essential functions, qualifications, department, and other characteristics. The **Position Description Guide**, found in [HR Procedures](#), is designed to assist you in writing an effective position description. The list of Administrative and Staff job titles, found at https://usfweb.usf.edu/human-resources/resources/admin_staff provides information about every Admin and Staff job code along with a summary description and pay band.

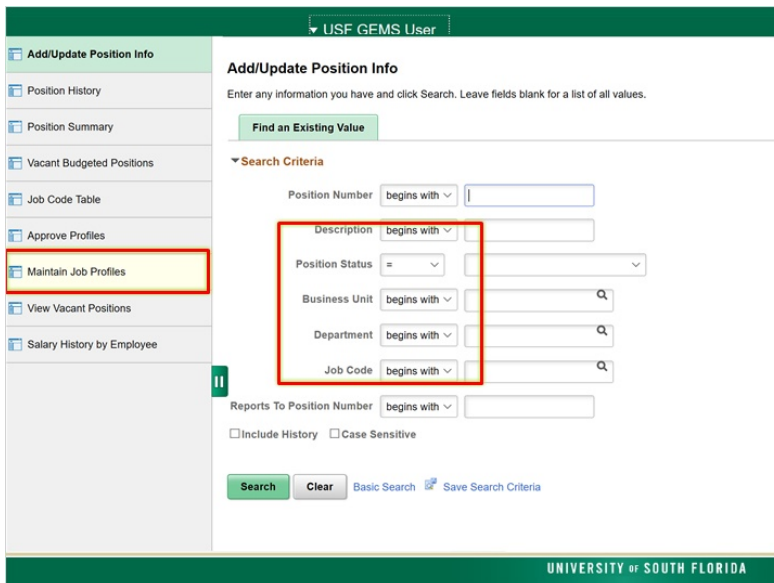
The **job code description** is a general description of the duties for the job code. Please personalize the position description for the needs of the department. The **minimum qualifications** cannot be changed and should be copied and pasted into your position description.

The **preferred qualifications** can be used to further screen and identify the ideal candidate for the position. The preferred qualifications should not be less than the minimum qualifications. When you recruit for this position,

remember that any applicants not meeting these minimum qualifications must be rejected from consideration.

Once the position description is ready, follow the directions in the rest of this training to add it to GEMS. Before starting to create or update a position in GEMS, it's important to know that unlike the job opening, the position profile function in GEMS does not have a Save as Draft feature. As soon as you click "Save," you must either submit for approval or cancel. Because GEMS is not designed to be a text editor, we strongly recommend that you use copy/paste to transfer the text from the **Position Information Questionnaire (PIQ)** to GEMS.

Navigation in GEMS



From the GEMS USER menu, click the "Position/Profile Management" Tile, then click "Maintain Job Profiles."

Maintain Job Profile Page

Maintain Job Profiles

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Basic Search Criteria

Type Position
Profile Name

Search Clear Advanced Search

+ Add a Profile

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The page opens. If you need to view or update an existing position, type the position number, including the leading zeros, into the "Profile ID" field and click "Search."

To create a new position, Click "Add a Profile."

Add Profile Page

The screenshot shows the 'Add Profile' page with a sidebar on the left and a main content area. The main content area has a 'Profile Type' dropdown menu with 'Role' selected, a 'Description' field containing 'STAFF ASSISTANT', and a 'Status' dropdown set to 'Inactive'. A magnifying glass icon is positioned over the 'Profile Type' field. To the right, a 'Look Up Profile Type' search window is open, showing a search by 'Profile Type' and a 'Search' button. Below the form, there are four tabs: 'Position Details', 'Duties and Responsibilities', 'Additional Data', and 'Qualifications'. The 'Position Details' tab is active, showing sections for 'Position Data Elements (Requires Approval)' and 'Summary Information (Requires Approval)'. The footer of the page reads 'UNIVERSITY OF SOUTH FLORIDA'.

The “Add Profile” page opens and asks for two things - profile type and description. “Role” is the only profile type and it is selected using the magnifying glass lookup.

- The description field is for the job title. Your department might use a working title for a position but the working title has to be at the same level as the job code title.
- The working title may be updated when the classification is finalized by HR. For this example, we’ll add the job title “Staff Assistant.”
- The position profile has four tabs with several sections in each tab.
 - Positions detail tab - This page holds data associated with the job code and with the specific position
 - Duties and responsibilities tab - duties associate with the job, percentage of time for each and whether they are essential
 - Additional Data - This tab allows you to identify the working conditions and requirements for this position. such as Work Environment.
 - Qualifications

In this example, we’ll look at the “Position Details” tab first.

Position Details Tab

The screenshot shows the 'Maintain Position Profile' application window. The 'Position Details' tab is active. The 'Add New Position Data Elements' section is highlighted with a red box. Below this, the 'Details' form is visible. The 'Effective Date' field is set to 06/12/2020. A magnifying glass icon is over the 'Content Item' field. The form includes various fields for position details, such as Location, Department ID, Job Code, Salary Admin Plan, Grade, Step, Regular/Temporary, Full/Part Time, Standard Hours, Work Frequency, Reports To (Position Nbr), Supervisor Level, Mail Drop, Work Phone, Union Code, Bargaining Unit, and Workflow Status. The 'Last Updated' timestamp is 06/12/2020 12:59:39PM. The University of South Florida logo is at the bottom.

We are on the "Position Details" tab. Notice that there is no information in the box under "Position Data Elements" Click "Add New Position Data Elements."

Since this is a new position, the effective date will default to the current date but you can change it if the effective date is in the future. Type the information if you know it or use the lookups next to each field.

Data Elements

Add New Position Data Elements

Add item details. Select OK to apply changes and return. Select Return to Previous Page to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Effective Date 06/12/2020
*Content Item DETAILS
*Location 01
*Department ID 040000-000
*Job Code 2201
*Salary Admin Plan 23
Grade B
Step
Regular/Temporary Regular
Full/Part Time Full-Time
Standard Hours 40.00
Work Frequency WU
*Reports To (Position Nbr) 00000001
Supervisor Level 99
Mail Drop
Work Phone
Union Code
Bargaining Unit 8888
Workflow Status New
Last Updated 06/12/2020 1:13:15PM

Position Data Elements
Main Campus - Tampa
University of South Florida
Staff Assistant
Staff
12 Month
University President
No Administrative Function

OK Apply and Add Another
Return to Previous Page

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When we added 2201 in the job code field and tabbed out, several other fields auto populated based on default settings.

It is important to populate all the fields, including mail drop and phone number.

Remember that if you have any questions about any of these fields, you can always call HR. When done, click "OK."

Summary Information

The screenshot displays the 'Maintain Position Profile' application. A modal window titled 'Add New Summary Information' is open, showing fields for 'Effective Date' (06/12/2020), 'Summary Item(s)' (UPD_ORG), and 'Descriptive Information'. A 'Look Up Summary Item(s)' search window is also open, showing search results for 'UPD_ORG' and 'UPD_SUMMARY'. The search results table is highlighted with a red box.

Description	Content Item ID
Organizational Unit	UPD_ORG
Position Summary	UPD_SUMMARY
Special Requirements	UPD_XTRA_REQ

Now there is information in the position data elements box. It shows a link with the information that has just been entered. To make changes, click the pencil icon in the "Edit" column.

Next, we would add summary information for the department and for the position by clicking "Add New Summary" Information.

On the modal page that opens, select your summary item type. Click the lookup next to the "Summary Item" field.

There are two summary types - "Organizational Unit" and "Position Summary." We'll click "Organizational Unit" first.

Using the Word document with your position description, copy and paste the summary into the field as we have done here. Please remember that the organizational unit summary should be the same for every position in your department or division. Click "Apply and Add Another" so that we can add the position summary.

Position Summary

The screenshot displays the 'Position Summary' section of a web application. At the top, there are tabs for 'Position Details', 'Duties and Responsibilities', 'Additional Data', and 'Qualifications'. Below the tabs, there is a section for 'Position Data Elements (Requires Approval)' with a table header containing 'Content Item', 'Department ID', and 'Description'. A red box highlights the 'Add Info for Applicants (Requires Approval)' section, which contains a text input field and a 'Save' button. Another red box highlights the 'Additional Required Documents (Requires Approval)' section, which also contains a text input field and a 'Save' button. Below these, there is a section for 'Profile Identities' with an 'Add Profile Identity' button. The bottom of the page features the 'UNIVERSITY OF SOUTH FLORIDA' logo.

Following the steps we used to add the organizational unit summary, we have added the position summary. The position summary should be a concise overview and usually is only two to three sentences long. When we Click "OK." We see the two summaries we just created. There are two other sections below.

In the "Add New Additional Information for Applicants" box, you'll record the hiring range which is located in the job code table for the job classification. Contact ClassComp@usf.edu if you have questions about the hiring range. Click Return to Previous Page.

"Add New Additional Required Documents" is typically used for faculty positions to record the types of documents required during a recruitment.

Duties and Responsibilities

This profile displays competencies, qualifications, and responsibilities of a certain job code, position, job family, salary grade, or other defined business entity.

*Profile Type Position
*Description
*Status

[Print](#) [Comments](#)

Position Details **Duties and Responsibilities** Additional Data Qualifications

Add new profile items in the given grid. Edit profile items by selecting the item name.

Position Data Elements (Requires Approval)

Content Item	Department ID	Description	Edit	Delete
Position Data Elements	0-0000-000	University of South Florida		

[Add New Position Data Elements](#)

Summary Information (Requires Approval)

Summary Item(s)	Descriptive Information	Description (cont'd)	Edit	Delete
Organizational Unit	Sample Text. Paste your description here.			
Position Summary	Sample Text. Paste your description here.			

[Add New Summary Information](#)

Add Info for Applicants (Requires Approval)
There are currently no Add Info for Applicants for this profile. Please add one if required.

[Add New Add Info for Applicants](#)

Additional Required Documents (Requires Approval)
There are currently no Additional Required Documents for this profile. Please add one if required.

[Add New Additional Required Documents](#)

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Back at the top of the screen, move to the next tab. Click the “Duties and Responsibilities” tab.

Add New Responsibilities

Add Profile

This profile displays competencies, qualifications, and responsibilities of a certain job code, position, job family, salary grade, or other defined business entity.

*Profile Type Position
*Description
*Status

[Print](#) [Comments](#)

Position Details **Duties and Responsibilities** Additional Data Qualifications

Responsibilities (Requires Approval)
There are currently no Responsibilities for this profile. Please add one if required.

[Add New Responsibilities](#)

Select the entity that the profile describes, such as a specific job code or position number. Leave this section blank if you're creating a new profile for a new job that does not yet exist in the system.

Profile Identities

[Add Profile Identity](#)

Save

[Return to Previous Page](#)

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Here, you'll Add each of the responsibilities for this position. Click “Add New Responsibilities.”

Responsibilities

Add New Responsibilities
Add item details. Select OK to apply changes and return. Select Return to Previous Page to return to the previous page. Continue adding additional items.

Details

Effective Date: 06/12/2020

Responsibility: [Lookup Icon]

Status: Active

Percentage of Time: [Input Field]

Essential Function: [Checked]

Responsibility/Duty: Text pasted here. We have copied the text from the PIQ and pasted it here.

Workflow Status: New

Last Updated: 06/12/2020 3:04:57PM

OK Apply and Add Another

Return to Previous Page

Look Up Responsibility

Search by: Description begins with [Input Field]

Search Cancel Advanced Lookup

Search Results

View 100 of 25 of 25

Description	Content Item ID
Position Responsibility - 1	RESP_001
Position Responsibility - 2	RESP_002
Position Responsibility - 3	RESP_003
Position Responsibility - 4	RESP_004
Position Responsibility - 5	RESP_005
Position Responsibility - 6	RESP_006
Position Responsibility - 7	RESP_007
Position Responsibility - 8	RESP_008
Position Responsibility - 9	RESP_009
Position Responsibility - 10	RESP_010
Position Responsibility - 11	RESP_011
Position Responsibility - 12	RESP_012
Position Responsibility - 13	RESP_013
Position Responsibility - 14	RESP_014
Position Responsibility - 15	RESP_015
Position Responsibility - 16	RESP_016
Position Responsibility - 17	RESP_017
Position Responsibility - 18	RESP_018
Position Responsibility - 19	RESP_019
Position Responsibility - 20	RESP_020
Position Responsibility - 21	RESP_021
Position Responsibility - 22	RESP_022
Position Responsibility - 23	RESP_023
Position Responsibility - 24	RESP_024
Position Responsibility - 25	RESP_025

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- Remember to change the effective date, if needed. Add the responsibilities by the percentage of time with the highest percentage listed first, using increments of 5%. Click the lookup next to the Responsibility field.
- Give each responsibility a unique number. Responsibilities should be added in order of percentage of time.
- Click "Position Responsibility - 1."
- Enter the percentage of time and the essential function checkbox has been checked. Click in the "Responsibility/Duty" field to enter the text. We have copied and pasted the text from the PIQ into the responsibility/duty field. Because we have several more duties to add, click "Apply and Add Another."
- Continue to add each responsibility from the highest percentage of time to the lowest, using copy and paste, until they are all added.
- Be very careful that you add them in order, and check all of the functions that are essential functions. Click "OK" when done.

Add Profile

This profile displays competencies, qualifications, and responsibilities of a certain job code, position, job family, salary grade, or other defined business entity.

*Profile Type: ROLE Position

*Description: staff assistant

*Status: Inactive

Print Comments

Position Details **Duties and Responsibilities** **Additional Data** Qualifications

Responsibilities (Requires Approval)

Responsibility	Percentage of Time	Essential Function	Responsibility/Duty	Edit	Delete
Position Responsibility - 1	50	<input checked="" type="checkbox"/>	Add the duty here		
Position Responsibility - 2	30	<input type="checkbox"/>	Add the duty here		
Position Responsibility - 3	20	<input checked="" type="checkbox"/>	Add the duty here		

+ Add New Responsibilities

Select the entity that the profile describes, such as a specific job code or position number. Leave this section blank if you're creating a new profile for a new job that does not yet exist in the system.

Profile Identities

+ Add Profile Identity

Save

Return to Previous Page

- Each responsibility is listed in order, along with the percentage of time and a check to designate whether it is an essential function.
- If you notice a mistake at this point, you can click the pencil icon in the “Edit” column or click the trash can icon in the delete column.
- Next, we'll go to the “Additional Data” tab.

Additional Data Tab

Position Details Duties and Responsibilities **Additional**

Look Up Content Item ID

Search by: Description begins with

Maintain Position Profile

Add New Work Environment (Normal)

Add item details. Select OK to apply changes and return. Select Return to Previous Page to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Effective Date: 06/12/2020

*Content Item ID: UWE_003 Outdoor weather conditions

Percentage of Time: 100%

Workflow Status: None

Last Updated:

OK Apply and Add Another

Return to Previous Page

Additional Information (Requires Approval)

There are currently no Additional Information for this profile. Please add one if required.

+ Add New Additional Information

Work in manholes, tunnels, confined spaces UWE_013

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- This tab allows you to identify the working conditions and requirements for this position, physical demand, fiscal accountability,

compliance requirements and more. Click “Add New Work Environment.”

- On the “New Work Environment” page, we clicked the Content Item lookup and see a list of options. Click the first item in the list; office or other indoor work area.
- We have specified the percentage of time using the drop-down box. Click “OK.”

Other Additional Data

The screenshot displays the 'Additional Data' tab with several sections, each containing a table of data and an 'Add New' button. The 'Work Environment' and 'Physical Demands' sections are highlighted with red boxes.

Content Item ID	Percentage of Time	Edit	Delete
Outdoor weather conditions	Less than 20%		

Content Item ID	Percentage of Time	Edit	Delete
Manual Dexterity	More than 50%		

Content Item ID	Annual Dollar Amount	Edit	Delete
Budgetary Authority	2 - \$100,001 - \$250,000		

Content Item ID	Edit	Delete
Code of Conduct for Financial Functions		

Additional sections include 'Additional Information' and 'Supervisory Responsibilities', each with a text input field and an 'Add New' button.

The “Work Environment” displays and can be edited or deleted. Using the same process, we added a physical demand. We would now move down the page, clicking and saving for each option. We scroll to the top when finished with the page. Click the “Qualifications” tab.

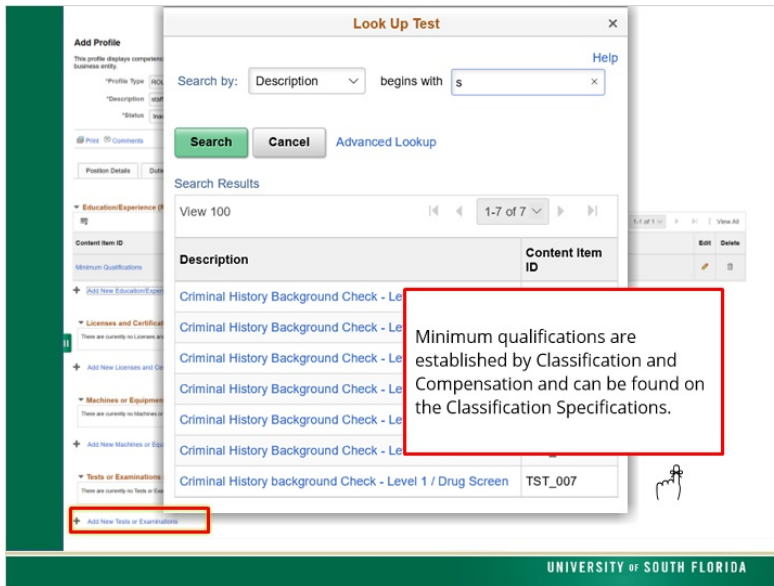
Qualifications Tab

The screenshot shows the 'Qualifications' tab in a system interface. The main page has a sidebar with navigation options: Position Details, Duties and Responsibilities, Additional Data, and Qualifications. The 'Qualifications' section is active, showing a list of categories: Education/Experience (Requires Approval), Licenses and Certifications (Requires Approval), Machines or Equipment Used (Requires Approval), Tests or Examinations (Requires Approval), and Language Skills (Requires Approval). A modal dialog box titled 'Add New Education/Experience' is open, allowing users to add new qualifications. The dialog box contains the following fields and options:

- Effective Date:** 08/12/2020
- Contract Item ID:** U_MFG224L
- Education Level:** High School Diploma or GED
- Years of Experience:** 2
- Experience Substitutable:**
- Additional Information:** We have copied and pasted text here.
- Work/Leave Status:** New
- Last Update:** 08/12/2020 3:04:07PM
- Buttons:** OK, Apply and Add Another

This tab allows you to identify the qualifications expected for someone in this position.

- First add the minimum and preferred qualifications. Click “Add New Education/Experience.”
- We have added the minimum qualifications. Using the “Education Level” drop-down, we selected high school diploma; we added two in the years of experience field.
- We copied and pasted the descriptive information from the Classification Specifications for this job code into the field. We have the option to check the “Experience Substitutable” box, if appropriate.
- Now we are ready to add the preferred qualifications. Click “Apply and Add Another.”
- Once you’ve added the preferred qualifications, Click “OK.”



The qualifications are added but can be edited or deleted at this point. Remember that the minimum qualifications are established by Classification and Compensation and can be found on the Classification Specifications. When we scroll down, we see there are options to add new licenses and certifications that are required for this position. We can add machines or equipment used.

For this position, we don't need to add anything for those two fields but we do need to add the background check. Click "Add new Tests or Examinations." We have clicked the test field lookup and see options for background checks or a drug screen. We choose the appropriate test. Contact HR if unsure which option to choose. Once you have added all information needed, click "Save"

Summary of Changes

Summary of Changes

Profile ID: 00000079 Position: staff assistant

Profile Type: ROLE Position: Position

This page shows a summary of all the changes that you made that require approval. Any changes not requiring approval have been automatically saved. Select the Submit button to request approval of these changes.

Changed Compliance Requirements (Requires Approval)

Disposition	View Content Item ID	ID
Add	Code of Conduct for Financial Functions	CC_FINANCE

Changed Responsibilities (Requires Approval)

Disposition	View Responsibility	ID	Percentage of Time	Essential Function	Responsibility/Duty
Add	Position Responsibility - 1	RESP_001	50		Add the duty here
Add	Position Responsibility - 2	RESP_002	30		Add the duty here
Add	Position Responsibility - 3	RESP_003	20		Add the duty here

Changed Tests or Examinations (Requires Approval)

Disposition	View Test	ID
Add	Criminal History Background Check - Level 1	TST_001

Changed Summary Information (Requires Approval)

Disposition	View Summary Item(s)	ID	Descriptive Information	Description (cont'd)
Add	Organizational Unit	LPO_ORG	Sample Text: Paste your description here.	
Add	Position Summary	LPO_SUMMARY	Sample Text: Paste your description here.	

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The summary of changes opens. Notice that you now have a Profile ID at the top; this is the new position number. Be sure to write down this number to make it easier to find later. Read through all the information you added.

Submit for Approval

Changed Summary Information (Requires Approval)

Disposition	View Summary Item(s)	ID	Descriptive Information	Description (cont'd)
Add	Organizational Unit	LPO_ORG	Sample Text: Paste your description here.	
Add	Position Summary	LPO_SUMMARY	Sample Text: Paste your description here.	

Changed Education/Experience (Requires Approval)

Disposition	View Content Item ID	ID	Education Level	Years of Experience	Experience Restrictions	Descriptive Information
Add	Minimum Qualifications	U_MINQUAL	D - H.S. Diploma or Equivalent	2		

Changed Fiscal Accountability (Requires Approval)

Disposition	View Content Item ID	ID	Annual Dollar Amount
Add	Budgetary Authority	BUDGET	2 - \$100,001 - \$250,000

Changed Physical Demands (Requires Approval)

Disposition	View Content Item ID	ID	Percentage of Time
Add	Manual Lifting	LPO_006	More than 50%

Changed Position Data Elements (Requires Approval)

Disposition	View Content Item	ID	Department ID	Description
Add	Position Data Elements	DETAILS	00000000	University of South Florida

Changed Work Environment (Normal) (Requires Approval)

Disposition	View Content Item ID	ID	Percentage of Time
Add	Outdoor weather conditions	USE_008	Less than 25%

Comments:

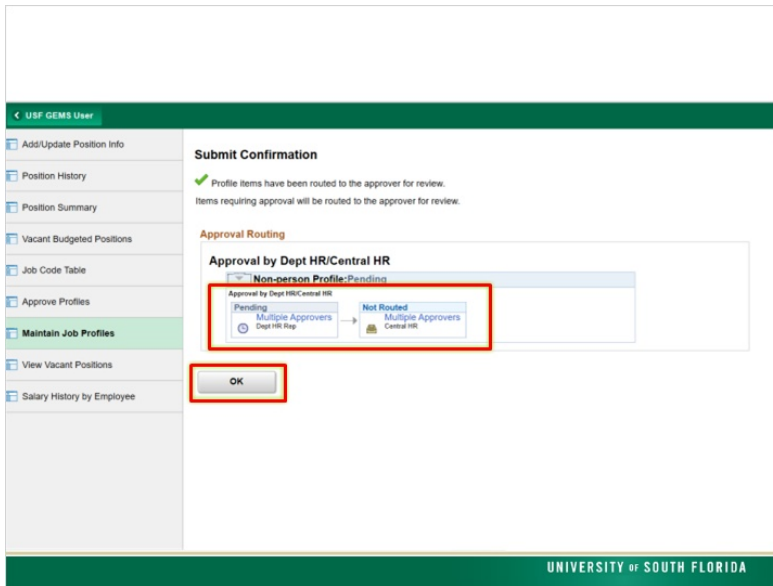
Reclassification?
New Position?
Supervisor Change?
Organizational Changes?

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- Look over the summary of changes to be sure everything is correct.
- Use the comments box to tell HR why you are submitting this. Is it a reclassification, a new position, a supervisor change? This is also a

- good place to communicate any organizational changes that affect the position or to explain why the duties are changing.
- At this point you can submit the changes or cancel the submission. If you see a problem, click "Cancel." It doesn't cancel the changes you've made so far; but it does allow you to make changes before submitting. Once submitted, it cannot be edited.

Submit Confirmation



The Submit confirmation page opens with two boxes - the first one shows that this approval is Pending for the Department HR Rep and the second shows it's not yet routed to Central HR. Click "OK."

Approval in Workflow

Add Profile
This profile displays competencies, qualifications, and responsibilities of a certain job code, position, job family, salary grade, or other defined business entity.

*Profile Type Position

*Description

*Status

[Print](#) [Comments](#)

Approvals
14 item(s) pending approval

[Position Details](#) | [Duties](#)

Add new profile items in the

Education/Experience
There are currently no Edu.

[Add New Education/Ex](#)

Enter licenses and certifications information below.

Licenses and Certifications (Requires Approval)
There are currently no Licenses and Certifications for this profile. Please add one if required.

[Add New Licenses and Certifications](#)

Add new profile items in the grid below. Edit profile items by selecting the item name.

Machines or Equipment Used (Requires Approval)
There are currently no Machines or Equipment Used for this profile. Please add one if required.

[Add New Machines or Equipment Used](#)

Enter test / examination information below.

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The approval is now in the workflow queue for the Department HR Rep. Back on the Add Profile page, the fields appear empty. That is because the items added are awaiting approval and are available near the top in the approvals section. To view the items submitted for approval, click the link. The Pending Items open, but cannot be edited at this point. If you notice a problem here, you will have to ask the approver to deny the approval.

Approve Profiles

USF GEMS User

Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Include History Case Sensitive

[Basic Search](#)

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There are two levels of approval for position profiles: the department HR rep and central HR. **Following are the steps to approve as a department HR Rep.**

To approve, log in to GEMS Self Service and navigate to Position/Profile Management. This is the same navigation you use to maintain the profiles. Click Approve Profiles.

Choose Transaction

Select Approval Transaction

Enter your search criteria and select the "Search" push button.

Search

Submitted By:

From Date: 09/20/2020

To Date: 10/20/2020

Profile Type:

Workflow Status: Pending

Search Clear

Originator	Submitted	Profile Type	Profile ID	Profile	Workflow Status
Rocky Bull	10/20/2020 11:41AM	Position	00023535	Learn & Devel Facilitator	Pending
R Bull Rocky	10/14/2020 3:17PM	Position	00023526	Instructional Multi Media Deve	Pending

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Once logged in as a Department HR Rep, we see the transactions available to approve. In this case, we want to work with the first transaction. We would click the first profile in the list.

Profile Approval

Changed Education/Experience (Requires Approval)

Disposition	ID	Education Level	Years of Experience	Experience Substitutable	Descriptive
Add	U_PREFQUAL	F - 4yr Degree/Bachelors	2	<input checked="" type="checkbox"/>	This possi one year o
Add	U_PREFQUAL	G - Masters Degree	4	<input checked="" type="checkbox"/>	A Master's related fiel specific ed subject ma

Changed Tests or Examination (Requires Approval)

Disposition	ID
Add	TST_001

Approval Routing

Approval by Dept HR/C

Non-person Prof

Approval by Dept HR/Central HR

Pending

Rocky Bull
Dept HR Rep

Non-person Profile has been approved.

OK

Comments

Approve Deny

Return to Previous Page

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The profile opens and displays all items added or changed. If this approval were for an update to an existing position, it might have only one or two items to review and those items would be labeled as "Change," not "Add," as

we see here.

- At the bottom of the page is the approval routing section. Any comments added previously can be viewed by clicking the small arrow to the left of the word.
- Any additional comments can be added in the comments field. Click "Approve."
- On the Approval Confirmation page, click "OK."

Pending Status

Select Approval Transaction

Enter your search criteria and select the "Search" push button.

Submitted By: [text box]

From Date: 09/20/2020

To Date: 10/20/2020

Profile Type: [text box]

Workflow Status: Pending

Originator	Submitted	Profile Type	Profile ID	Profile	Workflow Status
Rocky Bull	10/20/2020 11:41AM	Position	00023535	Learn & Devel Facilitator	Pending
R Bull Rocky	10/14/2020 3:17PM	Position	00023526	Instructional Multi Media Deve	Pending

The profile is not fully approved by central HR until you receive an e-mail confirming that you can initiate recruitment. @

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You have approved the first profile in the list. It will remain at a Pending status until it has been approved by central HR. The profile is not fully approved by central HR until you receive an e-mail confirming that you can initiate recruitment.

Update Position

USF GEMS User

Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Include History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

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Remember that GEMS is not intended to be a text editor and there is no “save as draft” in the position profile. Follow these steps to make updating a profile easier.

- If the changes are minor, have the supervisor make them in Word.
- For substantial changes have the Manager complete a PIQ.
- Once all changes are finalized, copy and paste from the PIQ or Word into GEMS. Then, submit for approval.
- To update a profile, log into GEMS and navigate to Position/Profile Management. Click Maintain job Profile.

Search by Position Number

Maintain Job Profiles

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Basic Search Criteria

Profile ID: 00022068

Type: Position

Profile Name:

Search Clear Advanced Search

Your search has returned 1 results.

Profile Search Results

Profile ID	Profile Type	Profile Name
00022068	Position	Staff Assistant

Select All Deselect All

Add a Profile

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Type the position number as we did here, including the leading zeroes. Click "Search." In the search results, click the profile name link.

Make Changes

Maintain Position Profile

This profile displays competencies, qualifications, and responsibilities of a certain job code, position, job family, salary grade, or other defined business entity.

Description: Staff Assistant

Status: Active

Print Comments

Position Details Duties and Responsibilities Additional Data Qualifications

Add new profile items in the grid below. Edit profile items by selecting the item name.

Content Item	Department ID	Description	View All	First	Add	Last
Position Data Elements	REC-TRN-01	Recruitment Training - 01			Edit	Delete

Add New Position Data Elements

Add new profile items in the grid below. Edit profile items by selecting the item name.

Summary Item(s)	Descriptive Information	Description (cont'd)	View All	First
Organizational Unit	The Recruitment Training department supports the University's vision and goals by providing training opportunities to university employees.			
Position Summary	Perform a variety of office and administrative duties to facilitate the operations and mission of the Recruitment Training department. Provides skilled support in assisting the director and staff. Handles, prepares and maintains documents, communications, reports and files containing confidential, sensitive or proprietary information, as well as other legal, employment and administrative data and records.			

Add New Summary Information

Add new profile items in the grid below. Edit profile items by selecting the item name.

Add Info for Applicants (Requires Approval)

There are currently no Add Info for Applicants for this profile. Please add one if required.

Add New Add Info for Applicants

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On the maintain position profile page, make all your changes. In this case, we need to make changes to this position's supervisor and mail point. Click the pencil Edit icon.

Update Position Data Elements

Update item details, then select OK to apply changes and return. Select [Return to Previous Page](#) to return without any changes.

Details

*Effective Date 10/15/2020

Content Item DETAILS

*Location 01 Main Campus - Tampa

*Department ID REC-TRN-01 Recruitment Training - 01

*Job Code 2201 Staff Assistant

*Salary Admin Plan 23 Staff

Grade 8

Step

Regular/Temporary Regular

Full/Part Time Full-Time

Standard Hours 40.00

Work Frequency WJ 12 Month

*Reports To (Position Nbr) 00003063 Office Manager

Supervisor Level 25 No Administrative Function

Mail Drop SVC2172

Work Phone 813974-0111

Union Code 31 General Unit - USPS

Bargaining Unit E

Workflow Status New

Last Updated 09/30/2014 3:56:22PM

OK

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The very first thing to change is the effective date. If you don't change this date, the change you make will overwrite the existing information and the history is lost.

- Changing the date will, in effect, add a new row. To change the "Reports to," type the position number of the new supervisor into the reports to field.
- Another common change is the mail drop or work phone.
- These fields populate the campus directory, so if they are wrong here in the profile, they will be wrong in the directory.
- Once the changes are made, click OK.

Reclassify Position

Maintain Position Profile

Change

Change

position will report to the Fiscal and Business Mar

Changed Education/Experience (Requires Approval)

Disposition	Content Item ID	ID	Education Level	Years of Experience
Change	Preferred Qualifications	U_PREFQUAL		3
Add	Preferred Qualifications	U_PREFQUAL	F - 4yr Degree/Bachelors	2

Changed Position Data Elements (Requires Approval)

Personalize | Find | View All | First | 1 of 1 | Last

Disposition	Content Item	ID	Department ID	Description
Change	Position Data Elements	DETAILS	0-4601-000	Innovative Education

Comments

Requesting reclassification from 3213-Fiscal & Business Specialist to 3214-Fiscal & Business Analyst.

Submit Cancel

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What if you need to reclassify a position to better reflect the duties and responsibilities needed by the department?

- A reclassification follows the same steps covered under the Change a position section for most of the process.
- Once you've made all your changes and clicked "Save," the Summary of Changes opens for your review.
- Scroll to the bottom of the page, and use the comment box to let HR know that you are requesting a reclassification from one job code, to another.
- Once this comment is added, click "Submit."

Confirmation Screen

Submit Confirmation

✔ Profile items have been routed to the approver for review.
Items requiring approval will be routed to the approver for review.

Approval Routing

Approval by Dept HR/Central HR

Non-person Profile: Pending [View/Hide Comments](#)

Approval by Dept HR/Central HR

Pending: Rocky Bull, Dept HR Rep → Not Routed: Multiple Approvers, Central HR

Comments

Rocky Bull on 10/29/2020 - 10:31 AM
Requesting reclassification from 3213-Fiscal & Business Specialist to 3214-Fiscal & Business Analyst.

OK

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- As with other submissions, the approval goes first to the Department HR Rep, then to Central HR.
- Both approvers can view the comments added by clicking the small arrow next to the word Comments.
- Click OK.