PAPERS User Guide: REFRESHING A POSITION DESCRIPTION CLASSIFIED EMPLOYEES



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Select My Employees' Reviews on the left hand side of the page.

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Select the **Staff Annual Program** for the employee whose PD needs to be refreshed. Select **Plan** on the sidebar.

Plan
Supervisor Evaluation
Self Evaluation
Approvals & Acknowledgements

Click the blue Actions button and select Revise.

	Actions -
Print	
Revise	
Copy	

On the right side of the page use the option to **Refresh Job Duties From** select the correct job title and select **Apply**. Complete this action on each tab to update the PD for your Supervisor Evaluation.

Refresh Job Duties from	TRADES/UTILITIES SENIOR	•	Apply)
				·

Select the **Special Assignments** tab and refresh the duties again.

Special Assignments

Refresh Job Duties from	TRADES/UTILITIES SENIOR	Apply

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