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This QRG outlines the steps required to update the details of a position. Common edits include updating supervisor and work location status FTE or other changes often made before filling vacant position.

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| When to Update Position Details |
| The main instance in which position details should be updated is when the position is **vacant** and needs data elements to be changed prior to posting. Exceptions: * **Updates to a position’s *higher-level position* (supervisor) may be made via Updating Position Details whether the position is vacant or filled.**
	+ Note: When a supervisor is terminated, the termination initiator will be presented with the opportunity to re-assign all direct reports (individually or en masse) to an interim person or position– it is not necessary to follow the steps in this QRG to re-assign direct reports of a supervisor being terminated.
* Updates to a **mass** position’s title should be made using the steps included in this QRG

When a position is currently filled, changes to the position (other than supervisor or title for mass positions) should occur through an **employee data change**.  |
| Position Detail Update Process |
| The **Initiator** receives a request to update the supervisor of a position, update the title of a **mass** position, change a data element of a vacant position, or delimit a position and processes it in SuccessFactors. Once complete, it is routed to **HR Admin-Position** via the workflow process for either approval or rejection. |
| Access SuccessFactors |
| Visit **OneCampus** and select **Employee Launchpad** or from the **Employee Self-Service web page** click **SuccessFactors**Log in using Purdue Career Account ID and Password. | <https://one.purdue.edu/> <https://www.purdue.edu/hr/global/pgnew.php>  |
| Updating Position Details |
| Using the ***Home*** drop-down menu, choose ***Company Info*** |  |
| On the Company Info screen,Click ***Position Org Chart*** |  |
| Select the desired ***Search By*** option. (By position or by person)  |  |
| Depending on the ***Search By*** option selected, Enter the Position Number or Person’s name into the ***Search*** field  |  |
| The org chart will appear.If direct reports exist, they will populate below the position box |  |
| To update the position details, **click** inside the position box |  |
| Pop-up box will appear to the right of the position; click on the **Show Position** icon. |  |
| Position box will appear.Click **Edit.**  |  |
| Enter **Effective Date** in the pop-up box. Click **Proceed**. |  |
| Position data entry screen will appear.Edit data as necessary. **For guidance and definitions regarding each of the fields and tips for completing them, please see the Purdue Global** [**Position Field Overview guide.**](https://sharepoint.purdue.edu/sites/treasurer/bpr/training/_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/treasurer/bpr/training/Shared%20Documents/Position%20Fields%20Overview.docx&action=default)**TIPS*** *Higher-Level Position field designates the position’s* ***supervisor****.*
* *Use Type and FTE fields to adjust to/from Mass Positions.*
* *Ensure To be Hired field is marked if appropriate.*

Scroll down to view all available fields.Select the appropriate **Location Group** - **Purdue Global (PG)****Select the appropriate Location:*** **PG – Remote** if employee is working remotely
* **PG – WL** if the employee is working onsite at the West Lafayette campus.

Select the appropriate **Location Status*** **Remote – 100%:** majority of work is done on a computer and collaboration can occur virtually through email, phone, text, instant messaging, and/or video conference; work is performed independently and does not require a high level of manager oversight.
	+ Please note when the position is filled this field should be updated with **Remote – State** from the picklist.
* **Hybrid/Rotational:** job is capable of remote work, but may require some on-site work days to accomplish tasks that cannot be performed while remote (choose option that most closely represents ongoing schedule for the position); on-site = West Lafayette campus
* Hybrid (Remote) 25% - (On-Site) 75%
* Hybrid 50/50
* Hybrid (Remote) 75% - (On-Site) 25%
* **On-Site – 100%:** job requires a physical presence to perform the work; job duties may require the use of equipment, dedicated work space, service, delivery, or public safety; manager oversight is often required; on-site = West Lafayette campus

Select the **appropriate Essential Worker Status*** **Essential:** Position a department has deemed critical and necessary to keep the core operations and infrastructure running on a bare minimum level.

Once all updates are complete, click **Save**.Click ***Save*** when all edits are complete.  |    |
| **HR Admin – Position** will receive notification via workflow that the position is ready to review and approve; Initiator will be notified of action taken by HR Admin – Position. |