Redescribing a Position in the APT Classification & Compensation System

A Self-directed On-line Tutorial for Personnel Representatives
Before proceeding with the redescripion process, please ensure that a conversation has occurred between the appropriate parties (e.g., Supervisor, Dean/Director/Provost, Personnel Representative, Fiscal Officer, etc.) with regard to the request to redescribe the subject position. **Designated personnel representatives** are authorized to enable the electronic process detailed in the following slides.
Redescribing a Position

The Contact Information System consists of three components: 1) Requesting a New Position, 2) Redescribing an Existing Position and 3) Reporting Relationships.

Viewing this self-directed tutorial will take approximately ten minutes and will provide you with instructions on redescribing an existing position in the APT Classification & Compensation System.
Log in by entering your ITS Username (UNIX ID) and Personal Password.
Redescribing a Position

University of Hawai‘i
Position/Contact Information System

Select "Redescribe Existing Position"

Reference Material
Redescribing a Position

1) Complete all fields

2) If the requested action is authorized, will it change the organizational structure? The following four slides will show an example of each scenario.

3) Click “Submit” to proceed.
### Change to Organizational Structure?

**“Yes” Slide 1 of 3**

#### University of Hawaii
Position/Contact Information System

<table>
<thead>
<tr>
<th>APT Broadband Home</th>
<th>Form to Redescribe Existing Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redescribe Existing Position</td>
<td></td>
</tr>
<tr>
<td>Quick Links</td>
<td>Current APT Career Group: Athletics Group</td>
</tr>
<tr>
<td>Request New Position</td>
<td>Current Pay Band: A</td>
</tr>
<tr>
<td>Redescribe Existing Position</td>
<td>Requested APT Career Group: Athletics Group</td>
</tr>
<tr>
<td>Reporting Relationships</td>
<td>Requested Pay Band: B</td>
</tr>
<tr>
<td>Logout</td>
<td>Official Supervisor Position No: 99999</td>
</tr>
<tr>
<td>References</td>
<td>Employing Agency Code: 678900 (e.g. Human Resources 602100)</td>
</tr>
</tbody>
</table>

If yes, click here to review Administrative Procedure relating to organizational changes for assistance.

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**Note:** All modified contact information will take effect the next business day. Verification may be required for any changes made after PD process submitted.

Please report any problems, questions or comments regarding this site to broadband@mail.pens.hawaii.edu.
Change to Organizational Structure?
“Yes” Slide 2 of 3

1) Review AP A3.101

2) Close “window” when review of AP completed
**Change to Organizational Structure?**

**“Yes” Slide 3 of 3**

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1) Click “No” after reviewing and determining that the assigned work is consistent with the approved table of organization and functional statements.

2) Click “Submit” to proceed.

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<table>
<thead>
<tr>
<th>Position Number:</th>
<th>12345</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current APT Career Group:</td>
<td>Athletics Group</td>
</tr>
<tr>
<td>Current Pay Band:</td>
<td>A</td>
</tr>
<tr>
<td>Requested APT Career Group:</td>
<td>Athletics Group</td>
</tr>
<tr>
<td>Requested Pay Band:</td>
<td>B</td>
</tr>
<tr>
<td>Official Supervisor Position No:</td>
<td>99999</td>
</tr>
<tr>
<td>Employing Agency Code:</td>
<td>678900 (e.g. Human Resources 502100)</td>
</tr>
</tbody>
</table>

*Note*: All modified contact information will take effect the next business day. Verification may be required for any changes made after PD process submittal.
If you determine that the assigned work is consistent with the approved table of organization, click “No,” then “Submit” to proceed.
Please instruct appropriate personnel (e.g., supervisor) to log on to the PD Generator to begin the redescription process. Access will be available the next business day.
Conclusion

- Thank you for viewing the self-directed online tutorial.

- If you are in need of further assistance, please contact the Office of Human Resources via email at: uh-broadband-l@hawaii.edu or by telephone at: (808) 956-8643