

Upgrades to APT BB Systems

(Effective May 1, 2003)

Position Description Generator

1. Addition of Employee's Name (if available) or Vacant to the position status screen.

Position Description Status	
Please click on the position number which you would like to preview:	
Position Number 0077028 CHUN, DIANA PUI SUAN IT SPECIALIST	Status Pending FO approval of banding action
Position Number 1234567 Test Position #2 Test Title	Status Pending FO approval of banding action

2. Allow Personnel Officer access after RWOA and select essential functions

Duties and Responsibilities	
Input statement of Duties and Responsibilities: Option 1 (note: maximum 255 characters per bullet)	
<ol style="list-style-type: none">1. "Cut and Paste" or type one duty or responsibility statement in the box below.2. When the statement is completed, click the "Save" button.3. When all statements are created, click the "Continue" button.	
<div style="border: 1px solid gray; height: 80px;"></div>	
<input type="button" value="Back"/>	<input type="button" value="Save"/> <input type="button" value="Continue"/>
Instructions: Option 2	
<ol style="list-style-type: none">1. View and select from a list of generic duties and responsibilities2. Identify the essential functions of this position description.	
Essential Functions List	
Instructions	
<ol style="list-style-type: none">1. Please check all appropriate essential functions. Click here for guidelines to determine an essential function.2. After identifying essential functions, click "Save" followed by "Continue."	
<input type="checkbox"/> test	<input type="checkbox"/> test
<input type="checkbox"/> test	<input checked="" type="checkbox"/> ** Classifies positions, executes personnel transactions, conducts employee training, completes recruitment and selection requirements, investigates and/or recommends action regarding labor relations grievances.
<input type="checkbox"/> test	<input type="checkbox"/> test
<input type="button" value="Save"/> <input type="button" value="Continue"/>	

Position/Contact Information System

1. Alpha-Numeric EAC Changes: As EACs are changed on Peoplesoft...

Administrative Officer/Personnel Officer Contact Information	
Please verify the information below. If there are any changes to this information, don't forget to click the "Save Changes" button to ensure that your changes are saved.	
Name	APT BB Sample PO
PO Position No	1234567
UnixID	dpschun
Email	aptbbpo@hawaii.edu
EACs Responsible For:	
EAC	ABAAAA 000000
<input type="button" value="Save Changes"/>	

2. Position/Contact Information System... addition of Secondary Supervisor information for access to input Position Description (if necessary).

Employee - Supervisor Relationship	
Please verify the information associated with this position number:	
Employee Information Position #: 0077028 IT SPECIALIST	<input checked="" type="radio"/> Employee Initiated <input type="radio"/> Supervisor Initiated (vacant)
Employee UnixID:	dpschun
Employee Email:	diana@mail.pers.hawaii.edu
Primary Supervisor Information	
Position #: 1234567	Supervisor UnixID: suptest1
	Supervisor Email: suptest1@hawaii.edu
Secondary Supervisor Information	
Position #: 7654321	Supervisor UnixID: suptest2
	Supervisor Email: suptest2@hawaii.edu
<input type="button" value="Save"/> <input type="button" value="Continue"/>	

3. Dynamic update of supervisor information... immediate update for all broadband systems. Note: Not yet in place for PO, FO, D/D/P, etc.

Employee - Supervisor Relationship

Please verify the information associated with this position number:

Employee Information
Position #: 0077028

Employee Initiated
 Supervisor Initiated (vacant)

IT SPECIALIST

Employee UnixID: dpschun
Employee Email: diana@mail.pers.hawaii.edu

Primary Supervisor Information
Position #: 1234567
Supervisor UnixID: supptest1
Supervisor Email: supptest1@hawaii.edu

Secondary Supervisor Information
Position #: 7654321
Supervisor UnixID: supptest2
Supervisor Email: supptest2@hawaii.edu