**How Do I Make Changes to a Staff or PPF Position Description?**

**Do you have access to PeopleAdmin?**

- **Yes**
  - Login at [https://jobs.wm.edu/hr/](https://jobs.wm.edu/hr/)

- **No**
  - Go to Position Management to review the position description

  - Select Staff/PPF from Position Description tab to view your position descriptions

  - Find the position you need to update. Hover over “Actions” to choose “View”

**To start the update, click on the [Start] to enter the editing action.**

**Choose Update/Reclassify Existing to begin**

**Level 2 - Division Approver will send to HR - Compensation**

**Compensation will send Staff to VP Admin and PPF to Provost**

**Action will be sent to Budget, Sponsored Programs & Investment Admin if necessary**

**HR Compensation approves PD Update & sends to Employment to begin hiring process**

Refer to [Update/Reclassify Existing Position Description Workflow](https://jobs.wm.edu/hr/) for all steps