It is important for supervisors to ensure employee position descriptions (PDs) are accurate and up-to-date. Supervisors who are properly attached to their subordinate position descriptions in the PeopleAdmin system can access the PDs at any time by following the steps outlined below.

Staff FTE, Faculty & Staff RGP/TL, and FLSA exempt Temporary Staff are required to have position descriptions as the foundation for their position. Temporary Faculty and FLSA non-exempt Temporary Staff are not required to have PDs, but a PD may be on file if the department established one. FTE Faculty, Affiliates, and Student Employees do not have position descriptions housed in the PeopleAdmin system.

**Note:** Supervisors who are employed in a position type that does not have a PD in PeopleAdmin will not be able to see subordinate PDs. Those individuals should work with their area’s HR Contact to request PDs as needed.

1) Log into the PeopleAdmin system by clicking this link: [University of South Carolina: Login (sc.edu)](sc.edu). Do not enter credentials on the main page, rather click the SSO link to redirect to the Central Authentication System login page.

![PeopleAdmin Login Page](image)

2) Check the **User Group** in the top right corner to ensure it says **Employee**.
3) Under Position Management, click the Position Description drop-down menu and select the type of PD. This example demonstrates searching for a Staff FTE Position Description.

4) This search displays the total number of position descriptions in the supervisor’s reporting structure in the left-hand corner. PDs for both direct and indirect reports are visible. To access a PD, click on the Business Title or Position Number.

5) Once in the PD, scroll through the default summary page to view all position information. There is a printable version of the PD that can be accessed by clicking the Print Preview link in the upper right-hand corner of the page.