

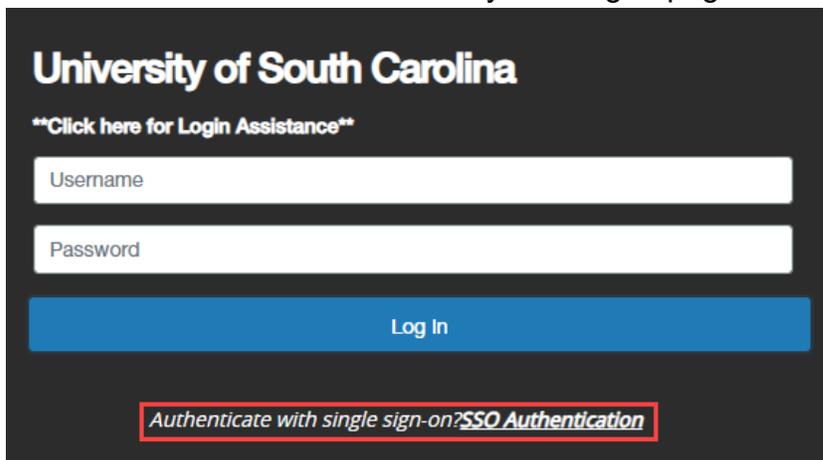
## Accessing Subordinate Employee Position Descriptions

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 \(sc.edu\)](#). Do not enter credentials on the main page, rather click the **SSO** link to redirect to the Central Authentication System log-in page.



University of South Carolina

**\*\*Click here for Login Assistance\*\***

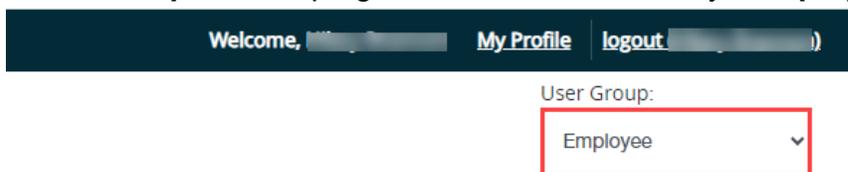
Username

Password

Log In

Authenticate with single sign-on? **SSO Authentication**

- 2) Check the **User Group** in the top right corner to ensure it says **Employee**.

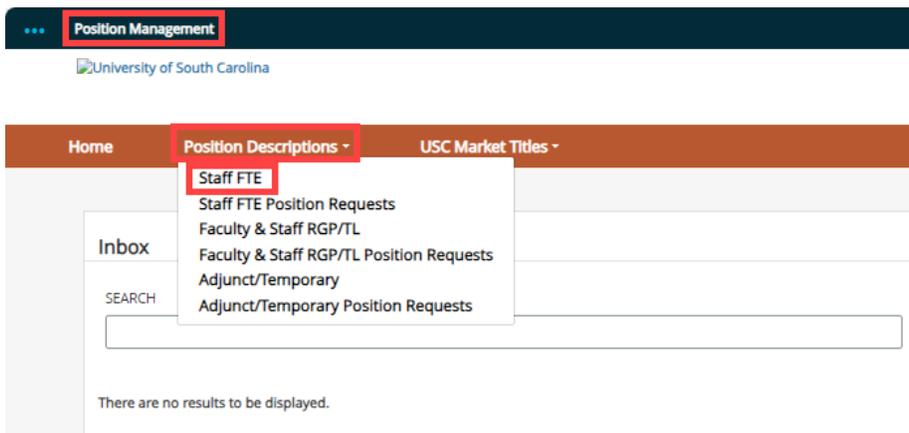


Welcome, [username] My Profile logout [username]

User Group:  
Employee

## Accessing Subordinate Employee Position Descriptions

- 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**.

### Staff FTE Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Saved Searches  Search [More Search Options](#)

Staff - Position Descriptions

"Staff - Position Descriptions" 12 Selected records 0 X Clear selection?

<input type="checkbox"/>	Position Number	Business Title (Internal Title)	Employee Last Name	Employee First Name	Department	Status	Job Family	Job Function	Job Level	USC Market Title	USC Title Code	Actions
<input type="checkbox"/>	00001571	Program Manager			PROV Continuing Education and Conferences (290000)	Inactive					Program Coordinator I	Actions
<input type="checkbox"/>	00002463	Business and Office Manager			PROV Continuing Education and Conferences (290000)	Active	Business Operations	Business Operations	P2 - Professional	Business Manager	AH15OP02	Actions
<input type="checkbox"/>	00002373	Office Coordinator			PROV Continuing Education and Conferences (290000)	Active	Enrollment Management	Student Services	P1 - Professional	Student Services Program Coordinator	CB70UVP1	Actions
<input type="checkbox"/>	00005640	Director			PROV Continuing Education and Conferences (290000)	Active	Enrollment Management	Student Services	M3 - Managerial	Student Services Program Director	CB85UVM3	Actions

- 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.

Home Position Descriptions USC Market Titles Shortcuts

/ Position Descriptions / Staff FTE / Business and Office Manager

Position Description: Business and Office Manager (Staff FTE)

Current Status: Active  
Position Type: Staff FTE  
Department: PROV Continuing Education and Conferences (290000)  
Created by: System Account

[Print Preview](#)  
Print Preview (Employee View)