Refer to the below guidelines to help you determine which modify position form to use when initiating updates to your employee’s position descriptions in PeopleAdmin.

<table>
<thead>
<tr>
<th>Update Supervisor/Vacate Position</th>
<th>Modify Position Details</th>
<th>Modify Position Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tip – this is the shortest position modification form and is only to be used to update a supervisor or vacate a position. This form can only be used if the body/function of the position description itself is complete and up to date. <em>Job purpose, job duties, and qualifications do not appear on this form.</em></td>
<td>Tip - this quick form should only be used if the body/function of position description itself is up to date. <em>Job purpose, job duties, and qualifications do not appear on this form.</em></td>
<td>Tip – this expansive form is used to modify core structures of a position description.</td>
</tr>
</tbody>
</table>
| - Supervisor change | - Data changes:  
  - Location change  
  - Internal title change  
- Vacating a position (unseating an employee) to post.  
  - This is only if the PD is accurate and up to date. If changes are needed in the job duties, job purpose, qualifications, market title, etc. you must initiate a Modify Position Action form. | - All changes to job classification vacant or filled:  
  - Change in USC Market Title  
  - Reassignment  
  - Including moving a position from one department to another  
  - Promotion  
  - Demotion  
  - One-step promotion  |
| **Routing:**  
When you are ready to submit the update supervisor/vacate position form to central HR for approval, select the Submit option shown below. | **Routing:**  
When you are ready to submit the modify position details form to central HR for approval, select the Service Team option shown below. | **Routing:**  
When you are ready to submit the modify position action form to central HR for approval, select the Class/Comp option shown below. |
| Submit (move to Submitted) | Submit for Approval (move to HR Service Team) | Submit for Approval (move to HR Class & Comp) |