

**University of South Carolina**  
**Division of Human Resources**  
**Which Modify Position Form Do I Use?**

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.

- ★ [Modify Position Action](#)
- ★ [Modify Position Details](#)
- ★ [Update Supervisor/Vacate Position](#)

<b>Update Supervisor/Vacate Position</b>	<b>Modify Position Details</b>	<b>Modify Position Action</b>
<p>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. <i>Job purpose, job duties, and qualifications do not appear on this form.</i></p> <ul style="list-style-type: none"> <li>• Supervisor change</li> <li>• Vacating a position (unseating an employee) to post. <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> </ul> <p align="center"><b>Routing:</b></p> <p>When you are ready to submit the update supervisor/vacate position form to central HR for approval, select the Submit option shown below to route to your Service Team.</p> <p align="center"><a href="#">Submit (move to Submitted)</a></p>	<p>Tip - this quick form should only be used if the body/function of position description itself is up to date. <i>Job purpose, job duties, and qualifications do not appear on this form.</i></p> <ul style="list-style-type: none"> <li>• Data changes: <ul style="list-style-type: none"> <li>○ Location change</li> <li>○ Internal title change</li> </ul> </li> <li>• Changing initiator access on the position <ul style="list-style-type: none"> <li>○ Note an initiator will be able to initiate the ‘update supervisor/vacate position’, the ‘modify position details’ and the ‘modify position action’ forms for this position.</li> </ul> </li> <li>• Department Change <ul style="list-style-type: none"> <li>○ A correction to the department number to align with the HCM PeopleSoft home department number.</li> </ul> </li> </ul> <p align="center"><b>Routing:</b></p> <p>When you are ready to submit the modify position details form to central HR for approval, select the Service Team option shown below.</p> <p align="center"><a href="#">Submit for Approval (move to HR Service Team)</a></p>	<p>Tip – this expansive form is used to modify core structures of a position description.</p> <ul style="list-style-type: none"> <li>• All changes to job classification vacant or filled: <ul style="list-style-type: none"> <li>○ Change in USC Market Title</li> <li>○ Reassignment <ul style="list-style-type: none"> <li>▪ Including moving a position from one department to another</li> </ul> </li> <li>○ Promotion</li> <li>○ Demotion</li> <li>○ One-step promotion</li> </ul> </li> <li>• Update to position qualifications: <ul style="list-style-type: none"> <li>○ Including changes to both the position specific minimum qualifications and preferred qualifications.</li> </ul> </li> <li>• Increase or decrease in base salary</li> <li>• Changes to work hours (hours per week) <ul style="list-style-type: none"> <li>○ Including change in full-time or part-time status</li> </ul> </li> <li>• FLSA change request to evaluate exemption status</li> <li>• Modifying the function of the job: <ul style="list-style-type: none"> <li>○ Changes to job duties</li> <li>○ Changes to Job purpose</li> </ul> </li> </ul> <p align="center"><b>Routing:</b></p> <p>When you are ready to submit the modify position action form to central HR for approval, select the Class/Comp option shown below.</p> <p align="center"><a href="#">Submit for Approval (move to HR Class &amp; Comp)</a></p>