Job Aid: Managing Position Description in PageUp

- **Who can create and make edits to position description in PageUp?**
  Users who have the *Department* or *School/Division* Permission group.

- **If the existing position description is accurate, do I need to update anything?**
  No, the current approved position descriptions were brought over from PeopleAdmin. If no changes are required to an approved position description, proceed directly to 'Recruit for this position'. New position descriptions should be started **only** when there is not an existing position number.

- **What information is needed to create or update a position description?**
  Position descriptions have 7 sections. Required fields are designated by an asterisk. You will not be able to submit until these fields are completed: **Functional position title, Campus Location, School/Division, Reports To, Department point of contact, and an approval process**.
  1. **Position Description Information:** Provides basic administrative details, such as employee type, title, department, classification, work location, & reporting structure.
  2. **Minimum Qualifications**: Identifies the required education, experience, & credentials.
  3. **Preferred Qualifications**: Additional skills or experience that are not required but enhance the employee's ability to perform the role.
  4. **Position Summary**: Gives a high-level overview of the role's primary purpose.
  5. **Job Duties**: The essential responsibilities the employee is expected to perform.
  6. **Physical Demands**: Defines the physical requirements & work conditions.
  7. **Documents**: Any necessary attachments including justification, org chart, funding, etc.

- **What is the purpose of the Department Point of Contact?**
  The Department Point of Contact will receive email communication regarding approvals and should be able to answer any questions from approvers. It will typically be the individual creating the request but can be a different person.

- **What is the Approval Process?**
  The Approval Process is a flexible way to send the form to your approvers. It is the submitter's responsibility to enter the appropriate approvers for their department and school. If an error is made, reach out to HRM for assistance to have it corrected. When you submit, the approvers will receive an email prompting their review.

  Approvers have two options. They can approve the request, which will send the request on to the next approver, or decline, which stops progress. The Department Point of Contact will receive a message with the reason for the 'Decline.' They may make any necessary edits and re-initiate if appropriate.

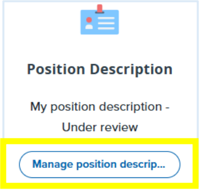
  Extended Approval: the user will populate their department approver, School/division budget approver, dean/division approver, and the HRM compensation approver is prepopulated.

  Standard Approval: the user will populate their department approver, School/division budget approver, and the HRM compensation approver is prepopulated.

Job Aid: Updating Position Descriptions in PageUp

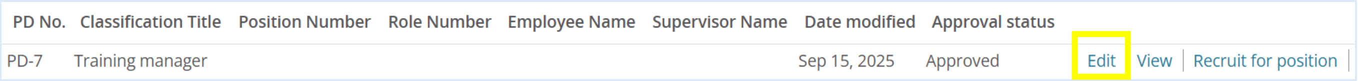
Access Position Descriptions

Log in to PageUp. From your dashboard, locate the tile labeled “Position Description.” Select “Manage position descriptions” to view all position descriptions you have access to. Use the search & filter options as needed.


Position Description
My position description - Under review
Manage position descrip...

Initiate Edits to an Existing Position Description

Select ‘Edit’ on the right side of the Position Description. This opens the position description.



PD No.	Classification Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-7	Training manager					Sep 15, 2025	Approved	Edit | View | Recruit for position

Review the Current Position Description

Review the PD in its entirety. When you reach the bottom of the page, select “Update PD.” PageUp will prompt you to confirm that you want to update and restart the approval process.

Enter the Updates & Review for Accuracy

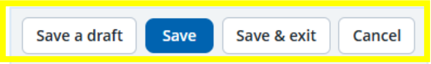
Review all entered information carefully to ensure accuracy and completeness prior to submission.

Select the Approval Process

Select the approval process based on your school/division requirements. Enter the approver’s name into the fields, which will route the request to them for approval.

Save & Submit

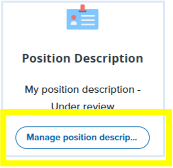
You can save your progress and return later by clicking ‘Save a draft.’ To initiate the approval process select Save or Save and Exit.


Save a draft
Save
Save & exit
Cancel

Job Aid: Requesting a New Position Description in PageUp

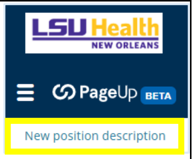
Access Position Descriptions

Log in to PageUp. From your dashboard, locate the tile labeled “Position Description.” Select “Manage position descriptions” to view all position descriptions you have access to. Please validate that you do not already have a position description before starting a new one.


Position Description
My position description - Under review
Manage position descrip...

Start a New Position Description

In the top-left corner of the screen select “New position description.” A new, blank position description form will open.


LSU Health
NEW ORLEANS
PageUp BETA
New position description

Complete Position Information

Enter all required information for the new position. Follow the on-screen help text and ensure all required fields are completed before proceeding.

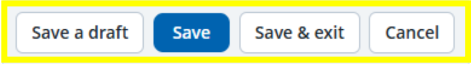
Review for Accuracy

Review all entered information carefully to ensure accuracy and completeness prior to submission.

Add a Point of Contact and select the Approval Process

The point of contact will receive communication updates about the position. Select the appropriate approval process based on your school/division requirements. Enter the approver’s name into the fields, which will route the request to them for approval.

Save and Submit You can save your progress and return later by clicking ‘Save a draft.’ To initiate the approval process select *Save* or *Save and Exit*.


Save a draft
Save
Save & exit
Cancel