## PAPERS User Guide: REFRESHING A POSITION DESCRIPTION CLASSIFIED EMPLOYEES



## PAPERS User Guide: REFRESHING A POSITION DESCRIPTION CLASSIFIED EMPLOYEES

Select My Employees' Reviews on the left hand side of the page.



Select the **Staff Annual Program** for the employee whose PD needs to be refreshed. Select **Plan** on the sidebar.



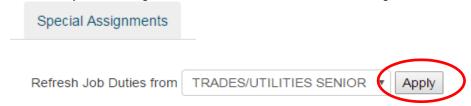
Click the blue **Actions** button and select **Revise**.



On the right side of the page use the option to **Refresh Job Duties From** select the correct job title and select **Apply**. Complete this action on each tab to update the PD for your Supervisor Evaluation.



Select the **Special Assignments** tab and refresh the duties again.



## PAPERS User Guide: REFRESHING A POSITION DESCRIPTION CLASSIFIED EMPLOYEES