

Step by Step

- 1) Log in to SNAP and click the “Employee” tab.
- 2) Click the “Job Description” link in the lower right corner (My Employment Details channel).
- 3) Log in to “Your Future” using your SNAP login and password.
- 4) Check that your Current Group is “CSA Employee” at the top of the screen below your name.
 - a. If your group needs to be changed click “Change User Type” on the left side menu and select the appropriate group.
- 5) Click “Begin New Action” under the Job Description section of the left side menu.
- 6) Click “Start Action” select the **“CSA - 2. Employee Update/Review a Position”**
- 7) Enter your name and search for your job description.
- 8) Click “Start Action” under your classification title to begin to update your Job Description (PDQ).
- 9) Fill in each field as allowed under each of the 4 sections of the reclassification request. Use the navigation buttons at the top of the screen to move between sections.
 - a. Fill in all information as completely as possible. Incomplete information may delay the process.
 - b. In the “Duties” section use the appropriate link under each Job Entry to edit, view or delete as needed. Use the “Add Entry” button to add a new duty. All the duties should add up to 100%, even for part time positions. The system will not automatically tabulate the totals.
- 10) Review and ensure your changes are complete.
- 11) Click the radio button to “Send to Supervisor for Review” and select continue/confirm on the routing screen.