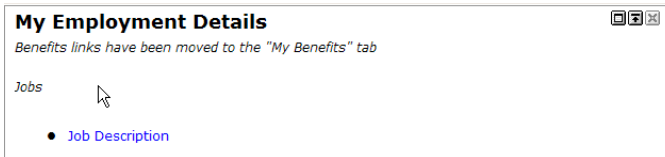


Step by Step

- 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” (<http://yourfuture.sdbor.edu/hr>) using your **SNAP** login and password.
- 4) Check that your Current Group is “Hiring Manager” 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 ADMIN menu and select the appropriate group.

ADMIN

HOME

CHANGE DEFAULT

VJEW

CHANGE USER TYPE

LOGOUT

Change User Type

To change your current user type, choose from the user types below that you are a member of, then click **Change Group**.

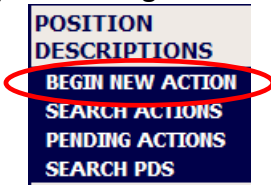
Inst HR

NFE Employee

Hiring Manager/Assistant with Org Access

CHANGE GROUP

- 5) Click “Begin New Action” under the Job Description section of the left side menu.



- 6) Click “Start Action” under the “**NFE 2. Institutional Update/Review a Position**”

<p>NFE - 1. Establish a New Position Start Action</p>	<p>This action is primarily for hiring managers to establish a new NFE position that currently does not exist.</p>
<p>NFE - 2. Institutional Update/Review a Position Start Action</p>	<p>This action is primarily for hiring managers to review current NFE positions and update the position as applicable to the departmental or institutional needs.</p>

- 7) Search for the job description.
- 8) Click “Start Action” under your classification title to begin to update your Job Description (PDQ).

NFE - 2. Institutional Update/Review a Position

Select NFE PD to Begin Action On						
1 Record						
Classification Title	Position Number	Class Code	Organization	Employee Id	Employee Last Name	Last Action
Analyst	RE9995	00561	1DOHR1-Human Resources			NFE: Hiring Proposal Updated View History
Start Action View Summary						

- 9) Fill in each field as allowed under each of the 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 “Job Functions” section use the appropriate link under each Job Entry to edit, view or delete as needed.
 - c. 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 route based on your organization
 - a. If you report to a position defined as “Dean/Department Head” then send to him/her for review and approval.
 - i. He/she will then send to HR or return as appropriate.
 - b. If your position is already defined as Dean/Department head then “Send to Inst HR” and press continue/confirm on the routing screen.

