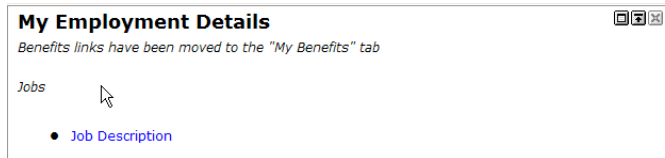
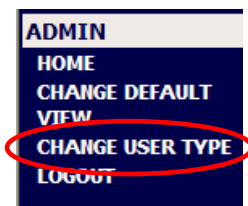


Step by Step

- 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.



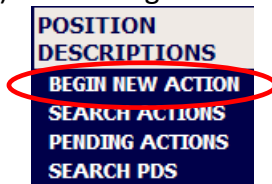
Change User Type

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 “**CSA - 3. Institutional Update/Review a Position**”
- 7) Search for the job description.
 - a. You can search by Position Number, Employee Name or Employee ID.

- 8) Click “Start Action” under the classification title to begin to update the Job Description (PDQ).

Select CSA PD to Begin Action On						
Classification Title	Position Number	Class Code	Organization	Employee Id	Employee Last Name	Last Action
Tech Integration Spec (OT Ex) Start Action View Summary	RE9948	12310	1COMP1-Computing Services	A0000000	Smith	CSA: Reclassification/Review Completed View History

- 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.
- Fill in all information as completely as possible. Incomplete information may delay the process.
 - 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 Inst HR” and press continue/confirm on the routing screen.