

Maintain Positions In GEMS

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Overview of Positions

USF has both temporary and position employees. Temporary can be student employees such as Graduate Assistants or non-student employees, such as Adjunct Faculty or temporary clerical. They do not have a position number. Positions can be Faculty, Staff, Administration or Executive Service; they will always have a position number.

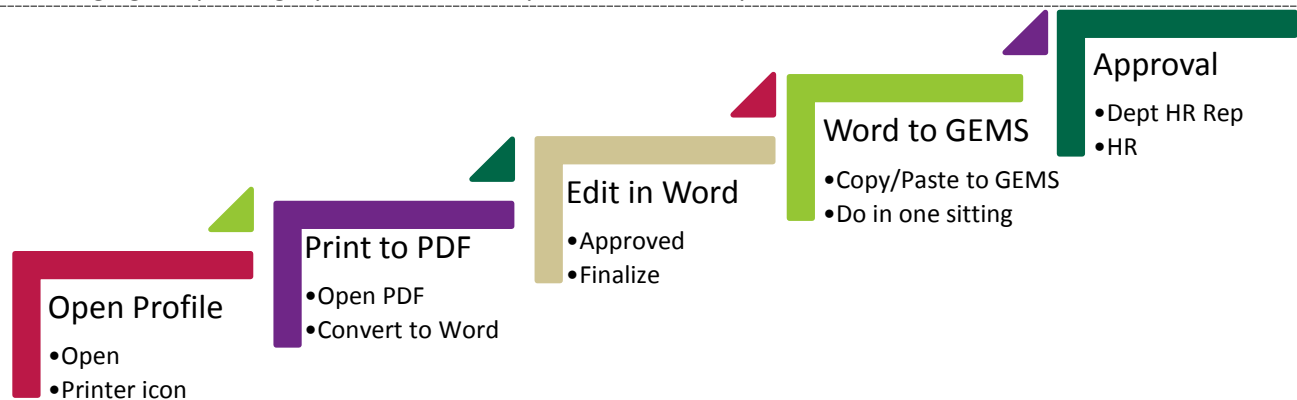
USF employees hired on a position have a position description maintained in GEMS. This information is stored in two places: Position Data, accessible in GEMS, and Maintain job Profiles accessible in GEMS Self-Service. Use Maintain job Profile to review and make changes to a position description or to create a new position.

New positions or changes to an existing position must be approved by HR before creating a job opening on the position because data from the profile populates parts of the job opening.

Install Acrobat Pro

Before updating a position, you will need to have Acrobat Professional on your computer. If you do not have it, install using USF's Software Center. Contact the HelpDesk if you need help. (USF Health employees will need to contact the Health IS department to install software.) Use Acrobat Pro throughout the position process to "print" to PDF. Once a document is created as a PDF, convert it to a **Word document** so it can be edited.

TIP: Changing or updating a profile is easier if you follow the steps below.



Change an Existing Position (Profile)

NAVIGATION: Main Menu > Manager Self Service > Position/Profile Management > Maintain Job Profile

To look up your position, type the position number in the Profile ID field, then click **Search**.

In the search result that appears, click the hyperlinked profile name.

Profile ID Type Position
Profile Name

[Advanced Search](#)

Your search has returned 1 results.

Profile Search Results [Personalize](#) | [Find](#) | [View All](#) | [\[2\]](#)

Profile ID	Profile Type	Profile Name
00014985	Position	Fiscal and Business Specialist

[Select All](#) [Deselect All](#)

[+ Add a Profile](#)

Convert Profile to a Word Document

Because changes to a Position Profile cannot be edited until they have been approved, we recommend that changes be made first in a Word document.

*Description
*Status

[Comments](#)

[Position Details](#) [Duties and Responsibilities](#) [Additional Data](#)

Click the printer icon to open the position profile PDF in a web page. Internet browsers vary in the way they handle PDFs, so you will need to learn how your browser works.

In this example, Internet Explorer displays a tool bar near the bottom of the screen when you roll your mouse over the area. Click the disk icon to save the PDF to your computer.

USF UNIVERSITY OF SOUTH FLORIDA **Position Profile Description**
Fiscal and Business Specialist (00014985)

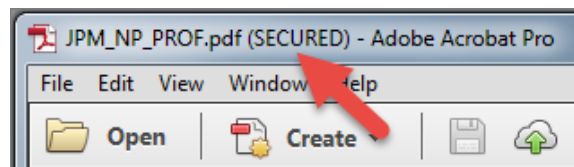
summary
This position is responsible for providing direct support of fiscal and business processes associated with the distance learning fee revenue and expenditures as related to the academic units. This position will work in an office environment with minimal physical demands.

Responsibilities

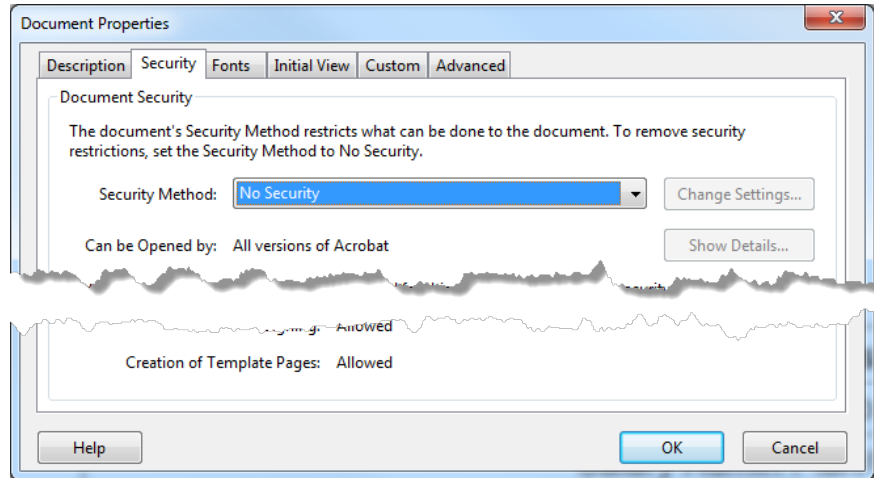
% Time	Essential?	Description
70	Y	Administration of fiscal and business processes serving as liaison with the colleges in

Page | 1

After saving, open the PDF using Acrobat Professional. Notice the document name in the title bar has the word SECURED in parenthesis. You will need to turn off this security setting before converting to Word.



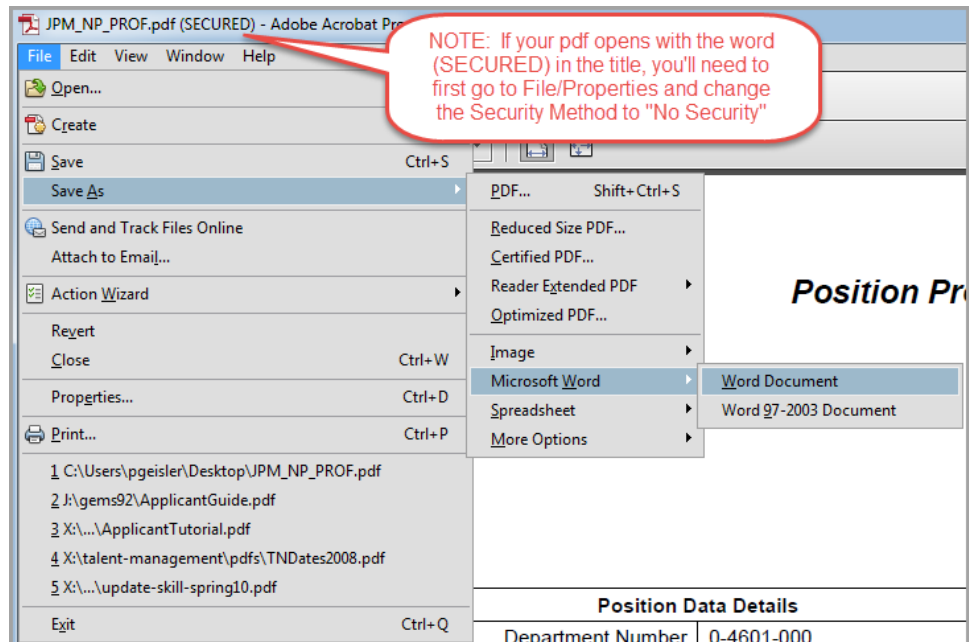
Go to File > Properties in Acrobat Pro and change the Security Method to “No Security.”



Click File > Save As > Microsoft Word > Word Document

Make your changes in the Word document. You can send the document to anyone who needs to have input.

Once you’ve made the changes, copy/paste each section into the profile in GEMS.



Stop! Have all your profile changes completed in Word and copy/paste from Word to GEMS in one sitting. Each change made and saved in GEMS creates a separate approval instance. When these changes are approved, they can overwrite each other and your position may updated incorrectly.

Update Profile

There are four tabs to complete when updating a profile and each tab has sections.



Position Details Tab

The first tab is Position Details. There are four sections to complete on this tab:

- *Position Data Elements* – data such as Department ID, job code, Reports To, Union Code.
- *Summary Information* – Short summaries. The Organizational Unit summary should be the same for every position in your department.
- *Add Info for Applicants* – Not always needed but available.
- *Additional Required Documents* – List documents needed by person in this position.

Profile Identity – USF is not using Profile Identity.

Position Data Elements – Including Supervisor or Telephone Changes

In the Position Data Elements section, click the trash can to delete and start over, or click the red pencil icon to make changes.

Position Data Elements captures details about a position such as location, job code or salary plan. Departments are responsible for keeping position information up to date.

FIRST: Add the effective date of the change. If you don't add a new date, the change will overwrite the existing information

Make your changes, using the lookups as needed, and click **OK** at the bottom of the page.

Summary Information

Update organizational unit and position summaries as needed by copying and pasting the information from the Word document you created earlier. If there is no summary information in GEMS to edit, click Add New Summary Information to add the summaries. Select Organizational Summary to add a short description of the department and Position Summary to add a short summary of the position.

Add Information for Applicants

Use this box to record the target salary range you think is appropriate; HR Classification and Compensation will determine the final salary range. Use the special skills and training field to record the kinds of skills and training you want the employee in this position to have. Click Return to Previous Page.

When you have updated all elements on the Position Details tab, click the **Duties and Responsibilities** tab.

Duties and Responsibilities Tab

Edit or delete a responsibility by clicking the icons at the right. Add a new responsibility by clicking the **Add New Responsibility**.

In this example, we click the red pencil Edit icon.

Responsibility	Percentage of Time	Essential	Responsibility/Duty	Edit	Delete
Position Responsibility - 1	70	<input checked="" type="checkbox"/>	Administration of fiscal and business processes serving as liaison with the colleges in support of the expenditures of distance learning shared revenue in assigned college accounts. Implement timely reconciliation of expenditures while maintaining proper documentation in accordance with fiscal compliance. Prepare budget versus actual reports. Reconcile payroll registers to personnel leaders, monitor pay distribution and salaries of faculty.		
Position Responsibility - 4	5	<input checked="" type="checkbox"/>	Florida State College System (FL-C) Distance Learning Education Board (SREB) online course catalogs in accordance with the Florida Department of Education and State Authorization regulations.		
Position Responsibility - 5	5	<input type="checkbox"/>	Perform other related duties as required.		

To make a change, add the effective date for this change. Enter the percentage of time for this duty and copy/paste the duty from the Word document into the responsibility field.

When finished, click **OK**.

Note: if you were adding a NEW responsibility, there would be another button next to OK to Apply and Add Another.

Update Responsibilities
Update item details, then select OK to apply changes and return. Select [Return to Previous Page](#) to return without any changes.

Details

*Effective Date: 03/02/2013

Responsibility: RESP_001 Position Responsibility - 1

Status: Active

Percentage of Time: 70

Essential Function

Responsibility/Duty: Administration of fiscal and business processes serving as liaison with the colleges in support of the expenditures of distance learning shared revenue in assigned college accounts. Implement timely reconciliation of expenditures...

Workflow Status: Approved

Last Updated: 12/09/2013 2:54:41PM

OK [Return to Previous Page](#) [Previous Item](#) [Next Item](#)

Additional Data Tab

Work Environment – Describe the environment (office, warehouse, etc.) and the percentage of time.

Physical Demands – Describe the physical demands this position will require and the percentage of time.

Fiscal Accountability – Describe the financial responsibility this position will hold and provide details on the dollar amount.

Compliance Requirements – Describe the compliance requirements for this position.

Additional Information – Anything additional that this position requires.

Supervisory Responsibility – Does this position supervise others? List the position numbers and titles of the people reporting to this position.

Qualifications Tab

Update the minimum and preferred qualifications. Remember that the minimum qualifications are set by the job code.

Other sections on this tab include:

Licenses and Certifications – Does this position require a CDL license, scuba certification?

Machines or Equipment Used

Tests or Examinations – use this to specify the type of background check required for this position.

Language Skills – add any required.

Work Environment (Normal) (Requires Approval)
There are currently no Work Environment (Normal) for this profile. Please add one if required.

[+](#) Add New Work Environment (Normal)
Add new profile items in the grid below. Edit profile items by selecting the item name.

Physical Demands (Requires Approval)
There are currently no Physical Demands for this profile. Please add one if required.

[+](#) Add New Physical Demands
Add new profile items in the grid below. Edit profile items by selecting the item name.

Fiscal Accountability (Requires Approval) View All | ²¹ First 1 of 1 Last

Content Item ID	Annual Dollar Amount	Edit	Delete
Budgetary Authority	None		

[+](#) Add New Fiscal Accountability
Add new profile items in the grid below. Edit profile items by selecting the item name.

Compliance Requirements (Requires Approval)
There are currently no Compliance Requirements for this profile. Please add one if required.

[+](#) Add New Compliance Requirements
Add new profile items in the grid below. Edit profile items by selecting the item name.

Additional Information (Requires Approval)
There are currently no Additional Information for this profile. Please add one if required.

[+](#) Add New Additional Information
Add new profile items in the grid below. Edit profile items by selecting the item name.

Supervisory Responsibilities (Requires Approval)
There are currently no Supervisory Responsibilities for this profile. Please add one if required.

Education/Experience View All | ²¹ First 1-2 of 2 Last

Content Item ID	Education	Years of Experience	Experience Substitutable	Descriptive Information	Edit	Delete
Minimum Qualifications			<input type="checkbox"/>	This position requires a High School diploma or equivalent with three years of work experience in positions with fiscal support duties. College or other relevant post-secondary coursework may substitute for the experience requirement on a year for year basis.		
Preferred Qualifications			<input type="checkbox"/>	One year of work experience in a University setting. Experience in USF reporting systems, PeopleSoft (FAST), a plus. Flexibility to work outside of the 8-5 work day as needed.		

[+](#) Add New Education/

Licenses and Certifications (Requires Approval) View All | ²¹ First 1 of 1 Last

License	*Effective Date	Edit	Delete
Certified Public Accountant	07/27/2014		

[+](#) Add New Licenses and Certifications
Add new profile items in the grid below. Edit profile items by selecting the item name.

Machines or Equipment Used (Requires Approval)
There are currently no Machines or Equipment Used for this profile. Please add one if required.

[+](#) Add New Machines or Equipment Used
Enter test / examination information below.

Tests or Examinations (Requires Approval)
There are currently no Tests or Examinations for this profile. Please add one if required.

[+](#) Add New Tests or Examinations
Enter languages information below.

Language Skills (Requires Approval)
There are currently no Language Skills for this profile. Please add one if required.

[+](#) Add New Language Skills

Save and Submit Changes

Once all changes are made on all tabs, click **Save**.

NOTE: Once saved, you will not be able to edit the profile until it is approved or denied.

Submit Summary of Changes

Once you click Save, a Summary of Changes will appear. Add comments and click **Submit**.

Comments are always helpful.

1. Reclassification? Add a comment that you are requesting a reclassification from job code XXXX to job code XXXX.
2. Small changes to position data elements? Add a comment that this is a change to a reports to, mail point, phone number, etc.
3. New position? Put that in the comment.



What if you see a mistake on the Summary of Changes page? You get a Do Over!

Click Cancel. Your changes are saved but not submitted.

Back on the Add Profile (or Maintain Position Profile) page, the Approvals section will have a link with XX item(s) awaiting submission for approval.

Click that link to open a page titled Items Awaiting Submission.

Find the section you want to change and click the trash can icon to delete it.

Once deleted, click Save on the Items Awaiting Submission page.

Back on the Add Profile (or Maintain Position Profile) page. Go to the section you just deleted and click Add...

Click Save to save your changes, then, on the Summary of Changes page, click Submit.

The Submit Confirmation page opens showing the workflow - Dept HR Rep, then HR. Click **OK** to submit the confirmation for approval. If you are the Dept HR Rep, go to Approve Profiles and approve it.

Once all changes have been approved by HR, a job opening can be created.

Approve Position Profile Changes

NAVIGATION: Main Menu > Manager Self Service > Position/Profile Management > Approve Profiles

Changes to a position profile or the creation of a new position profile must be approved by the department and by HR. Below are the steps to approve position profile changes.

The workflow will route changes to the Department HR Rep first. Click the hyperlinked profile name.

Originator	Submitted	Profile Type	Profile ID	Profile	Workflow Status
Rody Bull	07/27/2014 11:17AM	Position	00014985	Fiscal and Business Specialist	Pending

The summary of changes will appear with hyperlinks for each change made.

Click the hyperlinks for each change to see the changes made.

Approval

Profile ID 00014985
Description: Fiscal and Business Specialist
Profile Type: ROLE Position
Profile Status: Active

Select the Approve button to approve the changes or the Deny button to reject the changes. You can view the item details by selecting the content description. Select and comments specific to this transaction.

Disposition	ID	Content Item	Department ID	Description
Change	DETAILS	Position Data Elements	0-4601-000	Innovative Education

Disposition	ID	Content Item ID	Percentage of Time
Add	UWE_001	Office or other indoor work area	

Disposition	ID	Responsibility	Percentage of Time	Essential Function	ResponsibilityDuty
Change	RESP_001	Position Responsibility	70		Administration of fiscal colleges in support of instructional services ac

Disposition	ID	Test
Add	TST_001	Criminal History Background Check - Level 1

Approval Routing

Approval by Dept HR/Central HR

Non-person Profile: Pending [View/Hide Comments](#)

Approval by Dept HR/Central HR

Pending: Amy E Bull, Dept HR Rep

Not Routed: Multiple Approvers, Central HR

Comments

Approve Deny

RECLASSIFICATION? Use the comments box to let HR know that this is a request for reclassification. For example, you might put "request reclassification from Job Code XXXX to Job Code YYYY."

After reviewing all the changes, add any comments and click **Approve** at the bottom of the page.

Approvals are routed to HR.

Non-person Profile

Approval Confirmation

Non-person Profile has been approved.

OK

Add a Profile (Create a New Position)

NAVIGATION: Main Menu > Manager Self Service > Position/Profile Management > Maintain Job Profile

To create a new position, click the **Add a Profile** link.

Select a profile type of **ROLE** and add a description. The tabs for completing the profile will appear but all sections will be blank.

Click the Print icon and convert the blank profile to Word following the steps described earlier. Use the Word document to create the new profile and get all approvals and feedback needed within your department. Once the profile is completed in Word, follow the steps for updating a profile to copy/paste from your Word document into the fields in GEMS.