

Navigating the New Position Management Module

Follow the steps below to access and modify your employees' position descriptions. For detailed instructions on developing an effective position description, see the *Position Description Writing Guide*.

1. Access the new system by logging into Wingspan and Clicking on the Employee Detail tab under the Wingspan logo.



W302
Jan 21

Home Personal Information **Employee Detail**

2. Select Position/Performance Management from the list.

Employee Detail

Benefits and Deductions

Retirement, health, flexible spending, miscellaneous, beneficiary, benefit summary.

Disability Status

Voluntary Self-Identification of Disability form. Refer to the [Form CC-305 informational](#)

Electronic Personnel Action Forms

Employee Dashboard

EPMS (Pre 2020)

Going forward please use the Position/Performance Management option below.

Jobs Summary

Leave Balances

Leave Report

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Position Descriptions (Pre 2020)

Going forward please use the Position/Performance Management option below.

Position/Performance Management

Tax Forms

Time Sheet

3. Clicking on Position/Performance Management will bring you to the screen below. Sign in using your full email address and network password (example: sipesk@winthrop.edu)



Sign in with your organizational account

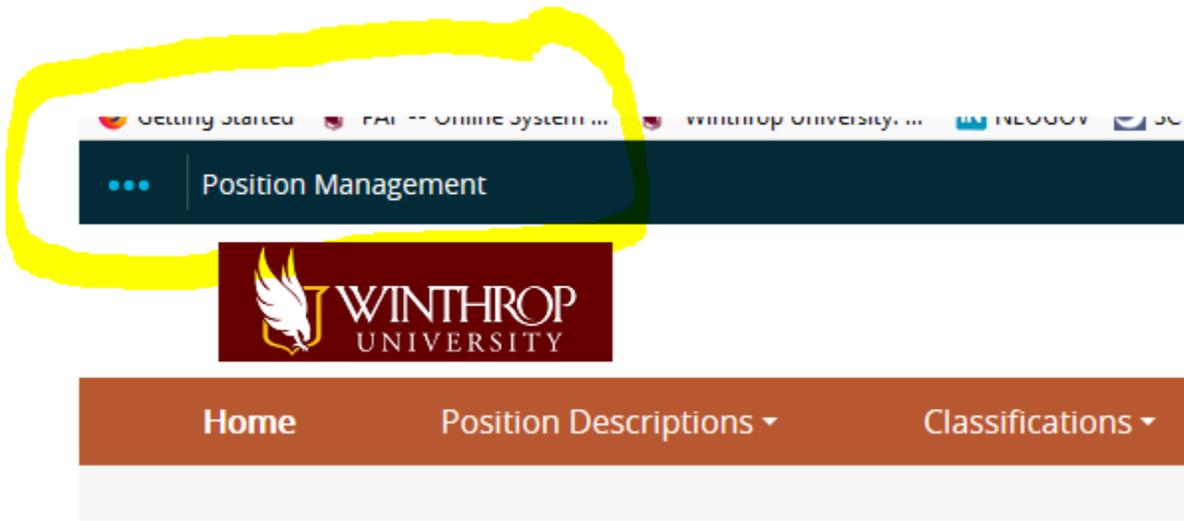
Sign in

Only authorized Winthrop Users can access this application.

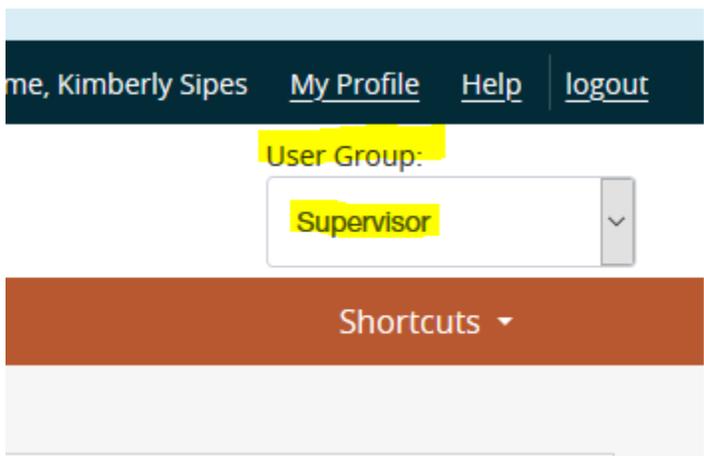
4. You may see a second sign-on screen (below). If you do, click on “SSO Authentication.”

A dark-themed login screen for Winthrop University. It features the university name at the top, followed by two white input fields for "Username" and "Password". Below these is a blue "Log In" button. At the bottom, there is a link for "Authenticate with single sign-on? SSO Authentication" and another link for "First time here? Request an account". A pink arrow points to the "SSO Authentication" link.

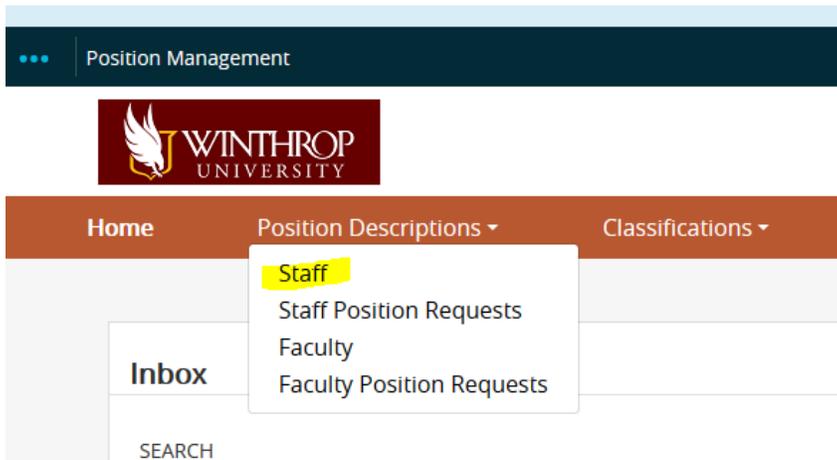
5. Once you sign in, check to be sure the language next to the **Blue Ellipsis (●●●)** at the top left corner of the page indicates **“Position Management.”** If not, click on the ellipsis and select **“Position Management”** from the drop-down menu.



6. The User Group at the top right corner of the page should indicate **“Supervisor.”** If not, use the drop-down menu to select that option.



7. Click on the drop-down menu next to **“Position Descriptions”** in the orange bar at the top of the page and select **“Staff.”**

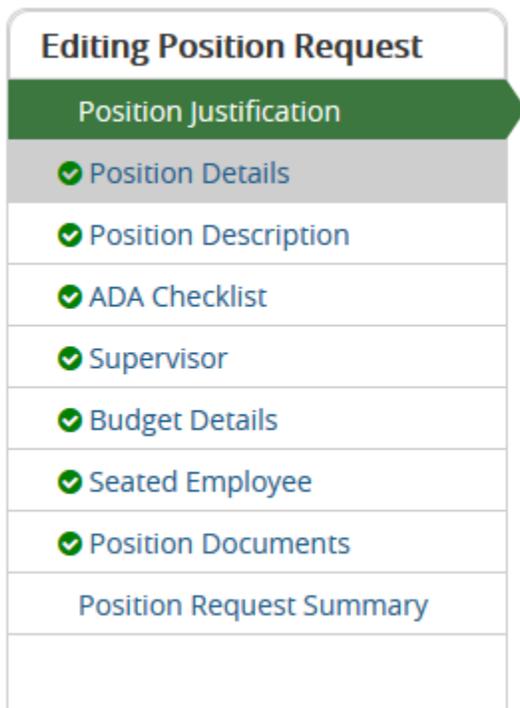


8. Once you select “Staff,” you should see a list that includes your position description (if applicable) and those of your direct and indirect reports. (You can search for a specific employee using the Search function.)
9. Click on the position you want to modify.
10. Select “Modify Position Description” from the menu at the top right of the page.



11. Click on “Start.”
12. Supply a reason for the modification(s) (e.g. updated ADA checklist).

13. Use the menu on the left to select the section(s) you want to modify.



The screenshot shows a vertical menu titled "Editing Position Request". The menu items are: "Position Justification" (highlighted with a green arrow), "Position Details" (with a green checkmark), "Position Description" (with a green checkmark), "ADA Checklist" (with a green checkmark), "Supervisor" (with a green checkmark), "Budget Details" (with a green checkmark), "Seated Employee" (with a green checkmark), "Position Documents" (with a green checkmark), and "Position Request Summary".

14. Save your modifications by clicking the "Save" button or selecting "Next" to move to the next section.

15. Once you have completed your modifications, select Position Request Summary from the menu on the left.



The screenshot shows the same vertical menu as in the previous image. In this image, the "Position Request Summary" item is highlighted with a yellow background, while "Position Justification" remains highlighted with a green arrow.

16. Click “Take Action on Position Request” (see the short orange bar near the top right of the page) and select “Submit (Move to Initial HR Review).”



Completing Your Modifications in Multiple Sessions

1. When you go back into the system, select “Staff Position Requests” under “Position Descriptions” in the orange bar across the top of the page.



2. Select the position description you want to edit/modify.
3. Select “Edit” next to the position title at the top of the page to open the entire document for editing.



4. Select “Edit” next to a specific section(s) to edit that section.

✔ Classification [Edit](#)

Please review the details of the Title below successfully, you may take action on the

Classification Information

State Title
Class Code
Band
Salary Minimum
Salary Midpoint
Salary Maximum

✔ Position Details [Edit](#)

5. **Save your work (blue button on the bottom right-hand side of the page).**
6. **Once you have completed your modifications, select Position Request Summary from the menu on the left; click “Take Action on Position Request” in the short orange bar near the top right of the page; and select “Submit (Move to Initial HR Review).” (Same as Step No. 14 above.)**

Note: The system will timeout after 60 minutes of inactivity, so please save your work.

Next Steps

Once you have submitted the position description to Initial HR Review, someone will review your changes and either approve them or return the position description with comments and/or questions. In either case, the system will generate an email to update you on the status.

You also may want to monitor the status of your request by adding it to your Watch List. Once you initiate the modification, select “Add to Watch List” from the options listed under “Take Action on Position Description” near the top, right-hand side of the page.

Welcome, Kimberly Sipes [My Profile](#) [Help](#) [logout](#)

User Group:
Human Resources

Shortcuts ▾

Take Action On Position Request ▾

Print Preview

Add to Watch List

All actions taken on a position description, including emails generated automatically by the system, can be viewed by selecting the “History” tab.

Home **Position Descriptions ▾** Classifications ▾

Position Requests / ... / Human Resource Assistant / Summary / History

Modify Position Description: Human

Current Status: Canceled

Position Type: Staff Created by: Kimberly Sipes
Department: Office of VP Human Resources Owner: Human Resources

Summary **History**

- Email Sent**
"Action submitted for review " sent to 1 user
- Email Sent**
"Action submitted for review " sent to 1 user
- Email Sent**
"Action submitted for review " sent to 1 user
- Performed "Cancel"**
Position Request status changed to "Canceled". It has been in this state 1
- Position Request Created**
It was in this state for 0 hours.

Once HR has approved the updated position description, please be sure to review it with the employee.

Please Note: Position Description changes will NOT automatically be reflected in the Performance Evaluation module.

To update the Planning Stage document, Click on the “Apply” button next to the Refresh option.

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Home 2 Performance Progress Notes Hello, LeeAnn Log Out

Plan for [Redacted] **Actions**

Supervisor: LeeAnn Pounds
Position Description: [Redacted]
Department: Office of VP Human Resources

Please add comments and desired performance characteristics for use in evaluating this employee at the 12 month probationary period. The inclusion of current year focus, definition of expectations as to the performance characteristics and the goals text boxes are all optional. If you need to change job functions or success criteria, that has to be done through the position management portal. The job functions and success criteria are set by the position description. If you have recently updated this position description you can refresh that data with the button above on the right. If you need a change thee read only areas, contact HR about revising the position description at hrhelp@winthrop.edu or (803)323-2273.

Section 1A- Job Responsibilities Section 1B- Performance Characteristics Outcomes Attained [Check spelling](#)

Job Functions and Objectives/Success Criteria

Refresh Job Functions and Objectives/Success Criteria from Benefits Administrator **Apply**

Probationary Period Reviews 2020
Review Status: **Overdue**
Evaluation Type: Anniversary
Program Timeframe: 01/01/19 to 12/31/20
Last Updated: December 16, 2019 04:17