

View and Download a Position Description

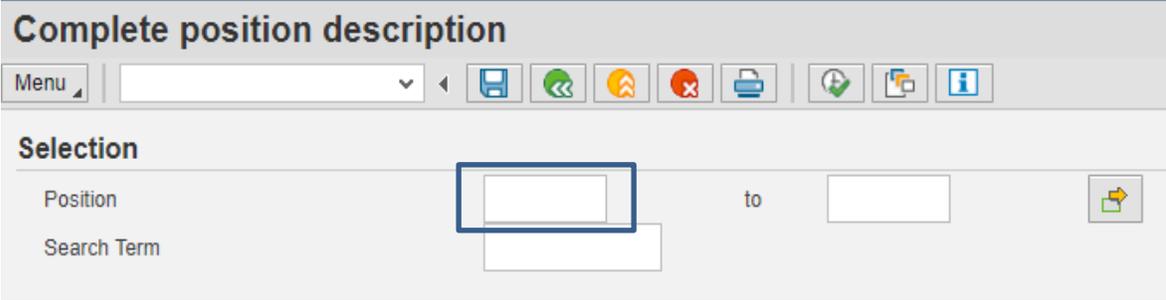
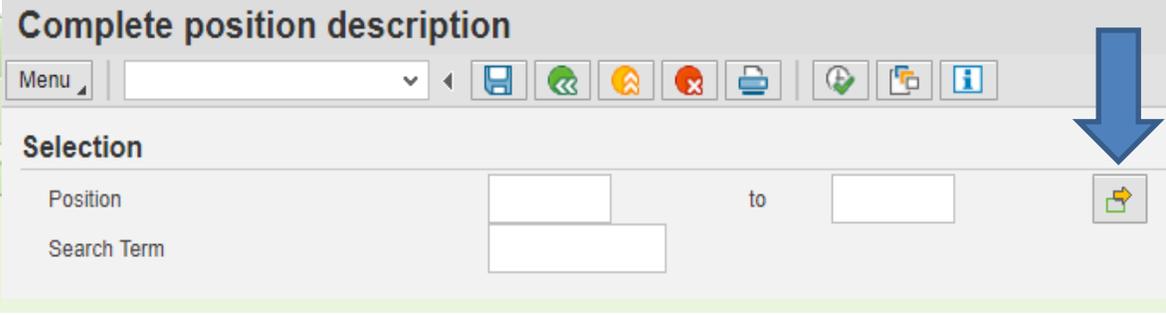
When to use Use this guide when you need to view or download a position description.

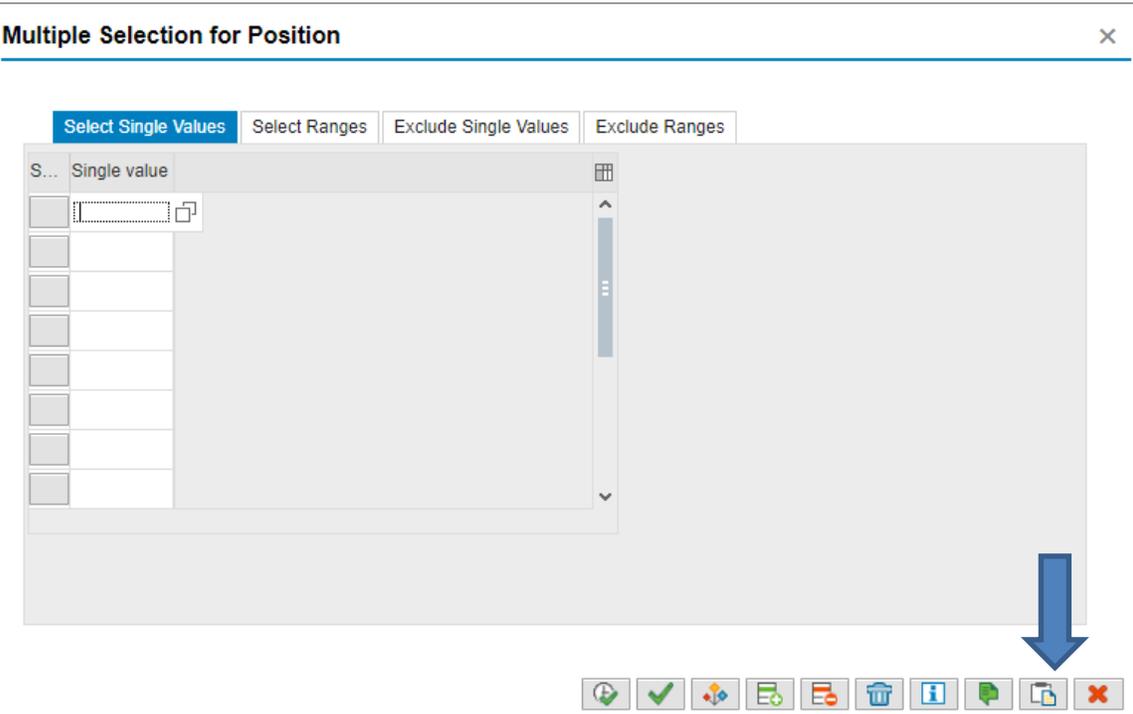
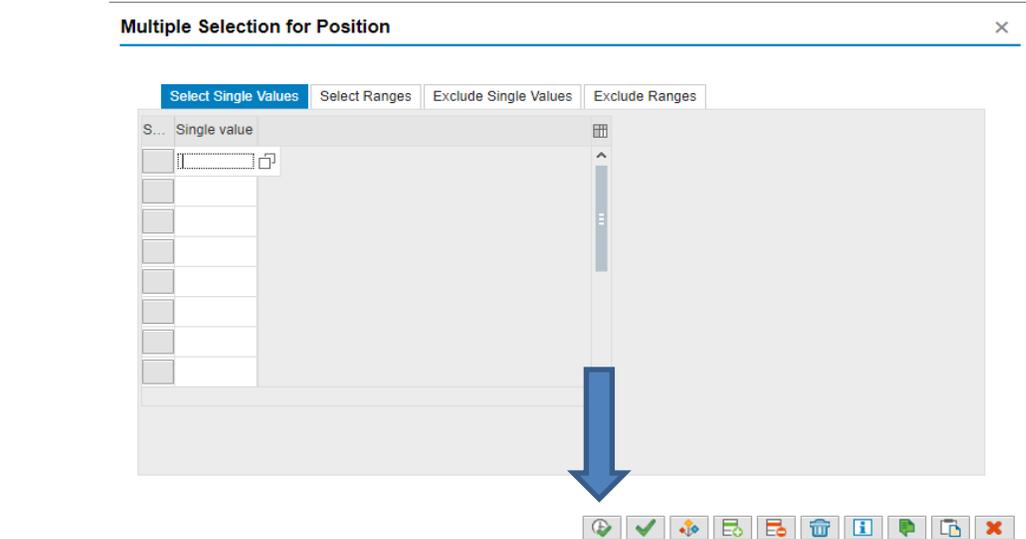
Before you begin Ensure you have the position number(s) of the position descriptions you want to view or download.

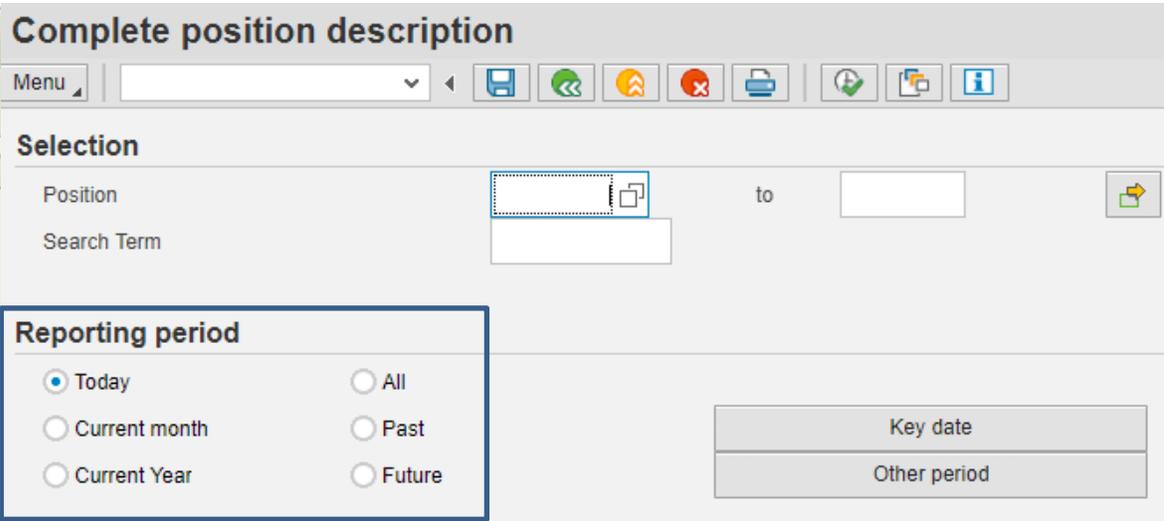
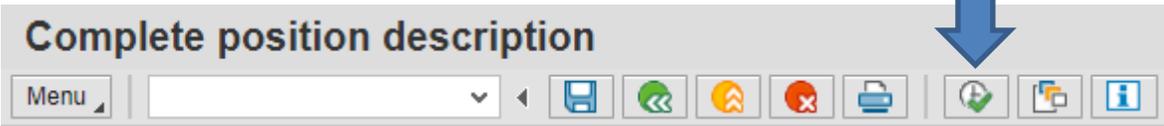
 **Note:** Employees cannot download their own position descriptions. This task must be completed by a manager, payroll coordinator, or department Human Resources contact.

 **References** The position description displays fields as they are on the [Create Position](#) and [Maintain Position](#) forms. If updates need to be made to the position description, refer to HR Compensation's [process](#) for updating.

View and Download a Position Description: Step-by-Step

Step	Action						
1	Log into BUWorks using your BU login and Kerberos password at the following URL: https://ppo.buw.bu.edu						
2	<table border="1" data-bbox="240 455 1040 567"> <thead> <tr> <th data-bbox="240 455 630 491">IF your role is...</th> <th data-bbox="630 455 1040 491">THEN click the...</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 491 630 527">Manager</td> <td data-bbox="630 491 1040 527">Manager Self Service tab.</td> </tr> <tr> <td data-bbox="240 527 630 567">Payroll Coordinator</td> <td data-bbox="630 527 1040 567">Payroll Coordinator tab.</td> </tr> </tbody> </table>	IF your role is...	THEN click the...	Manager	Manager Self Service tab.	Payroll Coordinator	Payroll Coordinator tab.
IF your role is...	THEN click the...						
Manager	Manager Self Service tab.						
Payroll Coordinator	Payroll Coordinator tab.						
3	Click the Organization heading on the ribbon directly below your Manager Self-Service or Payroll Coordinator tab.  Result: A new window opens titled “Complete Position Description”.						
4	<table border="1" data-bbox="240 737 1040 848"> <thead> <tr> <th data-bbox="240 737 667 772">IF you want to view...</th> <th data-bbox="667 737 1040 772">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 772 667 808">Single position description</td> <td data-bbox="667 772 1040 808">Proceed to the next step (5)</td> </tr> <tr> <td data-bbox="240 808 667 848">Multiple position descriptions</td> <td data-bbox="667 808 1040 848">Skip to step 6</td> </tr> </tbody> </table>  Note: Multiple position descriptions will both display and download without a page break between the position descriptions. Depending on the number of position descriptions needed, some people may prefer to obtain them individually instead of as a group.	IF you want to view...	THEN...	Single position description	Proceed to the next step (5)	Multiple position descriptions	Skip to step 6
IF you want to view...	THEN...						
Single position description	Proceed to the next step (5)						
Multiple position descriptions	Skip to step 6						
5	Enter the position number in the first box next to Position then proceed to step 10. 						
6	Click the icon at the far right of the Position line.   Result: A popup window will appear.						

Step	Action
7	<p>In the popup window, the default tab will be titled “Select Single Values”. In this area, you will need to enter each position number in each row or, the easier method, is to copy the position numbers from another application. If you have the position numbers as a list in Word or Excel, copy the list.</p>
8	<p>Select the “Upload from Clipboard” icon.</p>  <p><input checked="" type="checkbox"/> Result: The position numbers you copied will be listed in the “Single value” column.</p>
9	<p>Click the “Copy” icon.</p>  <p><input checked="" type="checkbox"/> Result: The popup window will close and populate the Position field on the home screen.</p>

Step	Action						
10	<p>Change the Reporting Period to the time period for which you want the position description. The selection “Today” will provide you with the current position. This is the most common need.</p> 						
11	<p>Click the “Execute” icon at the top of the screen.</p>  <p><input checked="" type="checkbox"/> Result: The position description will appear.</p> <p> Note: There may be instances where the position description is blank. If you know the position description exists in SAP but it does not display here email hrrsys@bu.edu with the position number and a description of the problem. A change will need to be made in the backend before the position description can be displayed here.</p>						
12	<p>On the ribbon at the top of the screen, click “Menu”.</p> <p><input checked="" type="checkbox"/> Result: A dropdown will appear.</p>						
13	<table border="1" data-bbox="240 1465 1133 1579"> <thead> <tr> <th data-bbox="240 1465 703 1507">IF you want to...</th> <th data-bbox="703 1465 1133 1507">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1507 703 1539">Download the position description</td> <td data-bbox="703 1507 1133 1539">Proceed to the next step (14)</td> </tr> <tr> <td data-bbox="240 1539 703 1579">Print the position description (PDF)</td> <td data-bbox="703 1539 1133 1579">Skip to step 17</td> </tr> </tbody> </table>	IF you want to...	THEN...	Download the position description	Proceed to the next step (14)	Print the position description (PDF)	Skip to step 17
IF you want to...	THEN...						
Download the position description	Proceed to the next step (14)						
Print the position description (PDF)	Skip to step 17						
14	<p>Go to “List” then “Download”.</p> <p><input checked="" type="checkbox"/> Result: A popup will appear.</p>						

Step	Action												
15	<p>Select the format in which you want the position description.</p> <table border="1" data-bbox="240 321 1240 583"> <thead> <tr> <th data-bbox="240 321 522 359">FILE OPTION</th> <th data-bbox="522 321 1240 359">RESULT</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 359 522 396">Unconverted</td> <td data-bbox="522 359 1240 396">Simple .txt file</td> </tr> <tr> <td data-bbox="240 396 522 434">Text with Tabs</td> <td data-bbox="522 396 1240 434">A file that will open in Notepad but can be opened in Excel</td> </tr> <tr> <td data-bbox="240 434 522 472">Rich Text Format</td> <td data-bbox="522 434 1240 472">A file that will open in Word</td> </tr> <tr> <td data-bbox="240 472 522 510">HTML Format</td> <td data-bbox="522 472 1240 510">.html file opens in your browser</td> </tr> <tr> <td data-bbox="240 510 522 583">In the clipboard</td> <td data-bbox="522 510 1240 583">No file download – the description will copy to your clipboard to paste into the document of your choice</td> </tr> </tbody> </table>	FILE OPTION	RESULT	Unconverted	Simple .txt file	Text with Tabs	A file that will open in Notepad but can be opened in Excel	Rich Text Format	A file that will open in Word	HTML Format	.html file opens in your browser	In the clipboard	No file download – the description will copy to your clipboard to paste into the document of your choice
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HTML Format	.html file opens in your browser												
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16	<p>Click the green checkmark in the bottom right of the popup box.</p> <p> Note: Some of the options require an additional step. If this is the case, a popup box labeled Position Description will appear. Simply type in what you want the name of your file to be <i>before</i> the file extension (e.g., .txt) and then click Generate.</p> <div data-bbox="256 821 1390 1136"> <p>Position Description ×</p> <hr/> <p>File Name <input type="text" value="test.txt"/></p> <p>Encoding <input type="text"/></p> <p style="text-align: right;">  <input type="button" value="Generate"/> <input type="button" value="Replace"/> <input type="button" value="Extend"/> <input type="button" value="✕"/> </p> </div> <p><input checked="" type="checkbox"/> Result: Your downloadable file is now available in your browser.</p>												
17	<p>Go to “List” then “Print”.</p> <p><input checked="" type="checkbox"/> Result: A popup will appear.</p>												
18	<p>Change Output Device from LOCL to PDF1.</p> <div data-bbox="256 1440 1390 1604"> <p>Print Screen List ×</p> <hr/> <p>Output Device <input type="text" value="LOCL"/></p> <p>Number of Copies <input type="text" value="1"/></p> </div>												
19	<p>Click the green checkmark in the bottom right of the popup box.</p> <p><input checked="" type="checkbox"/> Result: A new window will appear with the message “The formatted data will be displayed in this window; wait and do not close the window”.</p>												
20	<p>The second window now displays the position description for you to print or download.</p>												