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.**

2. **Select Position/Performance Management from the list.**

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

sipesk@winthrop.edu

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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."**

Winthrop University

Username

Password

Log In

Authenticate with single sign-on?SSO Authentication

First time here?Request an account

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.**
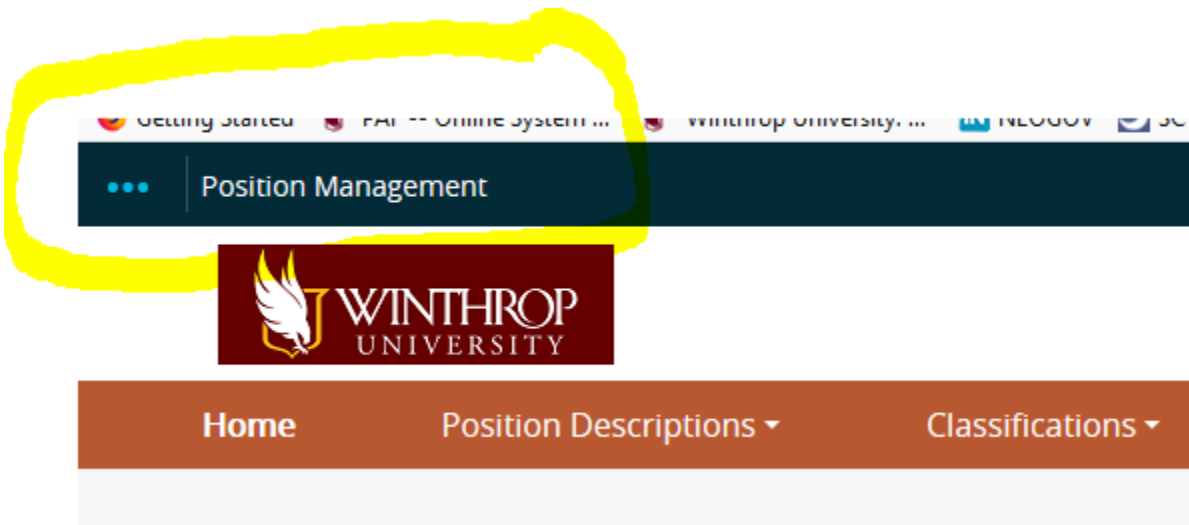
6. **The User Group at the top right corner of the page should indicate "Supervisor." If not, use the drop-down menu to select that option.**
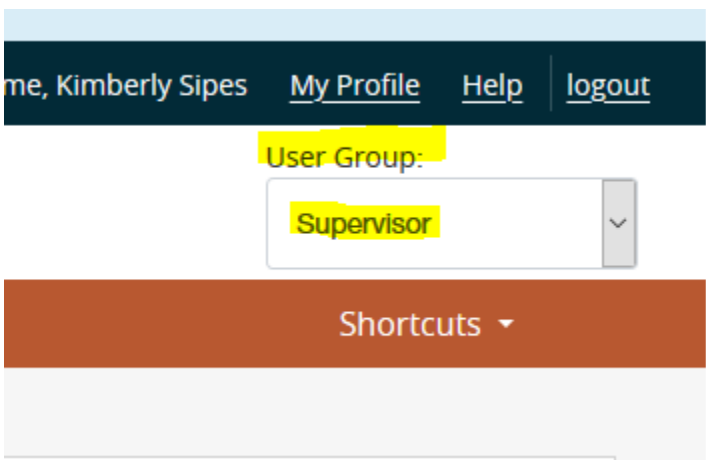
7. **Click on the drop-down menu next to "Position Descriptions" in the orange bar at the top of the page and select "Staff."**
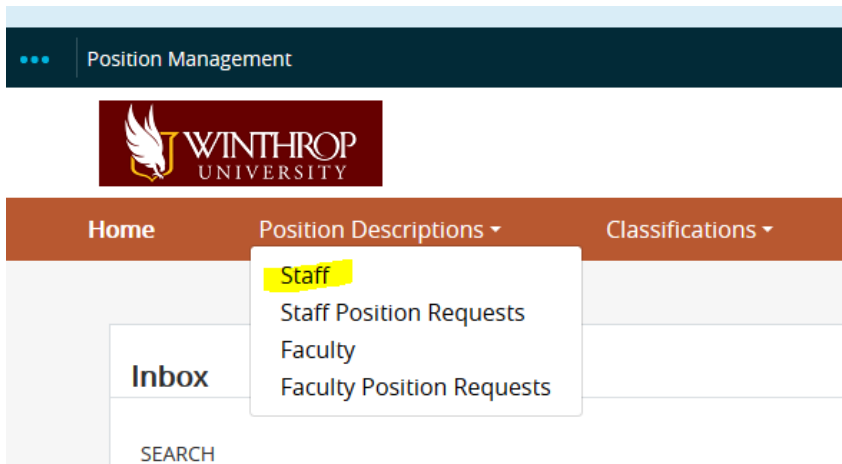
8. Once you select "Staff," you should see a list that includes your position description (if applicable) and those of your direct and indirect reports. (You can search for a specific employee using the Search function.)

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.**

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.

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)."**

Take Action On Position Request ⌄

🖶 Print Preview
🔖 Add to Watch List
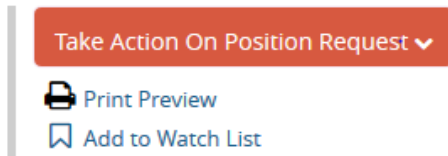
Completing Your Modifications in Multiple Sessions

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.**

WINTHROP
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Home   Position Descriptions ▾   Classifications ▾

Position Requests   Staff
                     Staff Position Requests
                     Faculty
Staff F   Faculty Position Requests   ests

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.**

📄 Modify Position Description: Class and Compensation Specialist (Staff)   Edit
Current Status: Draft

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

4. **Select "Edit" next to a specific section(s) to edit that section.**

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.

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

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.