Redescribing a Position in the APT Classification & Compensation System

A Self-directed On-line Tutorial for Personnel Representatives
Before proceeding with the redescription process, please ensure that a conversation has occurred between the appropriate parties (e.g., Supervisor, Dean/Director/Provost, Personnel Representative, Fiscal Officer, etc.) with regard to the request to redescribe the subject position. Designated personnel representatives are authorized to enable the electronic process detailed in the following slides.
Redescribing a Position

The Contact Information System consists of three components: 1) Requesting a New Position, 2) Redescribing an Existing Position and 3) Reporting Relationships.

Viewing this self-directed tutorial will take approximately ten minutes and will provide you with instructions on redescribing an existing position in the APT Classification & Compensation System.
Redescribing a Position

Log in by entering your ITS Username (UNIX ID) and Personal Password.

1) Enter ITS Username (UNIX ID)

2) Enter Personal Password

3) Click “Log in”
Redescribing a Position

University of Hawai‘i
Position/Contact Information System

APT Broadband Home

Reference Material

Select “Redescribe Existing Position”
Redescribing a Position

1) Complete all fields

2) If the requested action is authorized, will it change the organizational structure? The following four slides will show an example of each scenario.

3) Click “Submit” to proceed.
If yes, click here to review Administrative Procedure relating to organizational changes for assistance.
Change to Organizational Structure?
“Yes” Slide 2 of 3

1) Review AP A3.101

2) Close “window” when review of AP completed
Change to Organizational Structure?
“Yes” Slide 3 of 3

1) Click “No” after reviewing and determining that the assigned work is consistent with the approved table of organization and functional statements.

2) Click “Submit” to proceed.
If you determine that the assigned work is consistent with the approved table of organization, click “No,” then “Submit” to proceed.
Redescribing a Position

Please instruct appropriate personnel (e.g., supervisor) to log on to the PD Generator to begin the redescription process. Access will be available the next business day.
Conclusion

Thank you for viewing the self-directed online tutorial.

If you are in need of further assistance, please contact the Office of Human Resources via email at: uh-broadband-l@hawaii.edu or by telephone at: (808) 956-8643