

PAPERS User Guide: REFRESHING A POSITION DESCRIPTION CLASSIFIED EMPLOYEES



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Select **My Employees' Reviews** on the left hand side of the page.

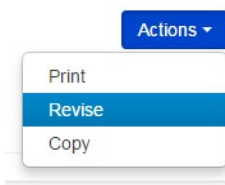


Select the **Staff Annual Program** for the employee whose PD needs to be refreshed.

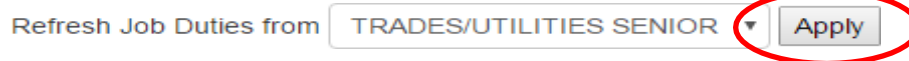
Select **Plan** on the sidebar.



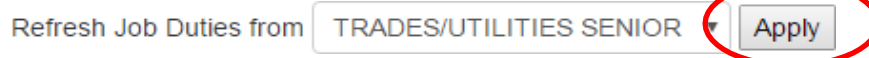
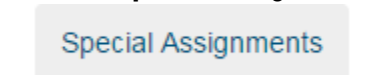
Click the blue **Actions** button and select **Revise**.



On the right side of the page use the option to **Refresh Job Duties From** select the correct job title and select **Apply**. Complete this action on each tab to update the PD for your Supervisor Evaluation.



Select the **Special Assignments** tab and refresh the duties again.



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