

# IFAS Shared Service Centers (SSC)

## Updating a Position Description

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To standardize processes for all departments, please email all documents to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing HR OTHER. (Example: **Subject: HR Other – Position update for Smith**)

### **Step 1: Unit identifies the need to update a position description**

Possible reasons to update a position description:

- Special pay increase
- Significant change in duties
- To more closely match with job duties
- Change in supervisor

### **Step 2: Unit notifies SSC of Position Description update**

- Prepare an email to be sent to the appropriate IFAS SSC ([McCarty](#) or [Fifield](#)); remember to include subject line as indicated above.
- Required in body of email:
  - Position Number
  - New updated job description using UF's [Position Description Form](#)
  - Explanation of need for update

### **Step 3: SSC processes the Job Action**

- SSC reviews request.
- SSC processes the request in PeopleSoft.
- Please note that UF HR determines the start date of all requests requiring Position Description changes.
- When the Position Description update has been approved at all University levels, the SSC will notify the unit contact person.

**For assistance with this process or anything else, please contact your Shared Service Center:**

#### **McCarty**

**Phone:** 352-294-3199

**Email:** [mccarty-ssc@ufl.edu](mailto:mccarty-ssc@ufl.edu)

#### **Fifield**

**Phone:** 352-273-4583

**Email:** [fifield-ssc@ufl.edu](mailto:fifield-ssc@ufl.edu)