Modifying a Nonexempt/Exempt Position

Log in at http://ejobs.umd.edu/hr using your Directory ID and Password.

If you are changing or updating an existing position you will need to “modify” the position in eTerp. If you are reclassifying a position from one position type to another (i.e. nonexempt to exempt) please refer to the instructions for Reclassifying Across Position Type.

1. Verify you are logged into the Position Management Module and your user Role is Creator. If necessary click the dropdown boxes to change. When changing your user role be sure and click the refresh arrow next to your role.

2. Select the “Position Type” (Nonexempt or Exempt) by hovering over positions on the main menu.

3. Search for the position you wish to modify by entering the position number in the search field and clicking search. You can also scroll through the positions listed to find the position you wish to modify.
4. Click the title to access the position.

5. Verify the position information and click “Modify Nonexempt Position” or “Modify Exempt Position” depending upon the type of position you are working on.

6. Click “Start” to begin the action.

7. The first page is the “Title” page; if you are not changing the title click next to go to the “Position Description” tab. If you are changing the title scroll down the page below the current title information and select the new title, click next to advance to the Position Description.
8. Complete the Position Description filling in all the required fields.

9. Attach any supplemental documents if necessary

10. Review the Action Summary paying close attention to any tabs that maybe missing information.

11. When ready move the position forward to the next user by selecting Take Action on Action.