When Do I Copy, Edit, or Create a New Position Description in MyTrack?

The following table provides guidance for units/departments on when to create a new position description in MyTrack vs. when to edit an existing position description. The columns regarding Banner position number are provided for information purposes only; HR Operations creates or updates position records in Banner and assigns new position numbers as needed.

Recruitment (ie: internal/external, dual career, target of opp, named in grant)				
	Create new Position Description	Edit Existing Position Description	New Banner Position Number Created by HR	Existing Banner Position Number Used
Recruitment or direct appointment into new faculty line (non-pools)	X		X	
Recruitment or direct appointment into newly budgeted OA or classified position	X		X	
Backfill vacancy (can edit existing PD as needed or launch requisition on approved PD without changes)		X		X
Backfill faculty position with anticipated overlap of more than 6 months (can copy/edit from existing PD)*	X		X	
Personnel Action with Existing Employee (ie: reorg, reclassification, expansion of duties)				
	Create new Position Description	Edit Existing Position Description	New Banner Position Number Created by HR	Existing Banner Position Number Used
Direct appointment into existing role when unit needs to make modifications to role		X		X
Reclassification of classified position or expansion of duties for OA		X		X
Reclassification or expansion of duties for faculty position		X	Determined by HR	
Reclassification causes employee to change employee categories (e.g. classified to OA, faculty to OA)		X	X	
Interim assignment to an established position description while search is being conducted (can copy from existing position description in MyTrack)*	X			X
Retention increase with position change		X		X
Post retirement assignment of retiree	X		X	

If you have questions about what action to take on a PD or would like a consult, please email talent@uoregon.edu.

We recommend consultation on items marked with an (*).