

Run and Print the SPMS Position Description (MS-22) For Worker(s) Report

Report Overview

The SPMS Position Description (MS-22) for Worker(s) report includes position information for workers or positions entered. More than one position can be viewed on the report. The report lists the following sections for each position specified:

- Identifying Position Information
- Position Functions
- Responsibilities for the Work of Others
- Performance Standards
- Signatures (to be captured manually)

Before you begin...

You will need the following information to run the report:

• Employee name(s) OR position name(s)/number(s)

The procedure to run the SPMS Position Description (MS-22) for Worker(s) report is listed below.

Procedure: 1. Type "SPMS	Position Des	scription (MS	6-22) for Worke	er(s) in the search t	field.	
Search Results	In CTT ICC	JII. 13			e	
	Categorias	n MS-22 for Worker(s)	workday	Elisha Archibold (W0989904)(C)	2000 C	
	Common Financial Accounting Organizations	Tasks and Reports	tion (MS-22) for Worker(s)			
	Payroll People Processes	Tip: try selecting another cate	gory from the left to see other results			
	Procurement Security Staffing					
	All of Workday					

3. Click the SPMS Position Description (MS-22) for Worker(s) hyperlink.



SPMS Position Description

∃ Q 1580	in Description MS-22 for V	Norker(s)	workday.	Elisha Archibold (W0999904)(C)	2
SPMS Posit	ion Description	(MS-22) for Wor	ker(s)		
Worker	search	(II)			
	search	(II)			
Filled Positions					

4. Type the worker name(s) or position(s) in the Worker, Filled Positions, or Unfilled Positions fields.



Information: You can enter values in multiple fields, if desired. You can also enter multiple values in a field. Please note the following:

- If the position is filled enter the 6-digit position number or the worker's name in the **Filled Positions** or **Worker** field, respectively.
- If the position is unfilled, enter the 6-digit position number in the Unfilled Positions field.
- 5. Click the **OK** button.

SPMS Position Description

6 items										
Worker	Position - Position Management	Position ID	Job Profile	CF_LRV_Job Profile Compensation Grade Profile	Job Category	Exempt	CF_Substring Text_First Name	CF_Substring Text_Last Name	CF_Concat Text_Employee Name	Open Position Title
Leslie Buchman (W	049397 Prgm Mgr Senior II - Lestie Buchman (W		Prgm Mgr Senior II- 5483	STD 0024	Management Service	Yes	Leslie	Buchman	Leslie G Buchman	
<	-									>

6. Use the horizontal scroll bar to access the bottom of the page. Then, click the **Print** button.



Print Layout

٤

plementation - stateo	fmaryland3		
E Q 10000	Description MS 22 for Worker(s)	workday	Elisha Archibold (W0999904)(C) 💿 🖉
Print Layout			6
The response docume	nt will be placed into the My Reports area.		
Background Process	Print Layout - SPMS Position Description (MS-22) for Worker(s) - created on 11/21/2014 13	3:44 by Elisha Archibold
Status	Processing		
Refresh			



```
Print Layout SPMS Postion Description (M5-22) for Worker(s) 2014 11:21 16:44 EST pdf
```

8. When the Status is "Completed", click PDF hyperlink next to the Result Document field.

Information: You may also receive a pop-up window on the page alerting you the report is complete. You may click the hyperlink in the pop-up to access the report. Or, click the "x" in the upper right-hand corner to close the pop-up box.



Print Layout

Background print job has been submitted for processing. Please click the refresh button to see the result. - Aust now	
Background Process Print Layout - SPMS Position Description (MS-22) for Worker(s) - created on 11/21/2014 13-44 by Elisha Archibold Status Completed	
Status Completed	
Party Description - Course Description (NC 20) for Michael (NC 20)	
Result Document Print Layour - Shins Position Description (ws-22) for Worker(s) 2014-11-21 10_44 EST par	
Refresh	

Do you want to open or save Print Layout - SPMS Position Description (MS-22) for Worker(s) 2014-11-	21 16_4pdf from	wd5-imp	l.work	day.com? ×	8
		1000			
	Open	Save		Cancel	

9. Open the report to print it.

Print Layout - SPMS Position Description

ne cdit vie	w willow help						1.1.1
Create *		@ 🗭 👽 L	6 L6 L9 T2		Custom	ize *	1
* 1	/ 3 🖹 🕄 🖃 🛨 129% 🔹	80		Tools	Sign	Com	ment
1							
R							- 11
							- 11
3			STATE OF MARYLAND				1
12%:		DEPAR	TMENT OF BUDGET AND MANAGEMENT				- 11
		OFFICE C	PERSONNEL SERVICES AND BENEFITS				- 8
		PC	OSITION DESCRIPTION				- 11
							- 11
	PART I. IDENTIFYING	G POSITIC	IN INFORMATION				- 11
							- 11
	POSITION ID:						- 11
	JOB PROFILE:	Prgm M	gr Senior II-5483				- 11
	COMP GRADE PROFILE:	STD 002	24				- 11
	JOB CATEGORY:	Manage	ment Service				- 11
	MANAGEMENT LEVEL:		4 Manager				- 11
	OVERTIME STATUS:	Exempt					- 11
	EMPLOYEE NAME:	Leslie G	Buchman				- 11
	WORKING TITLE:						- 11
	SUPERVISOR NAME:						- 11
	SUPERVISOR TITLE:						- 11
	DEPARTMENT OF AGENC	V NAME-	Department Of Budget And Mapagement				- 11
	SUPERVISORY ORG	T HAME.	DBM Deputy Executive Director				- 11
	AGENCY APPROPRIATION	CODE:	250102004				- 11
	WORK LOCATION:		Baltimore - 301 W. Preston St				- 11
							- 11
							- 11
	PART II. POSITION F	UNCTION	IS				

- 10. Review and print the report.
- 11. Click the Close button when done.
- 12. The System Task is complete.