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 Description (MS-22) for Worker(s) in the search field.

2. Click the Search icon.

Search Results

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

SPMS Position Description

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** OK button.

SPMS Position Description

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

Print Layout
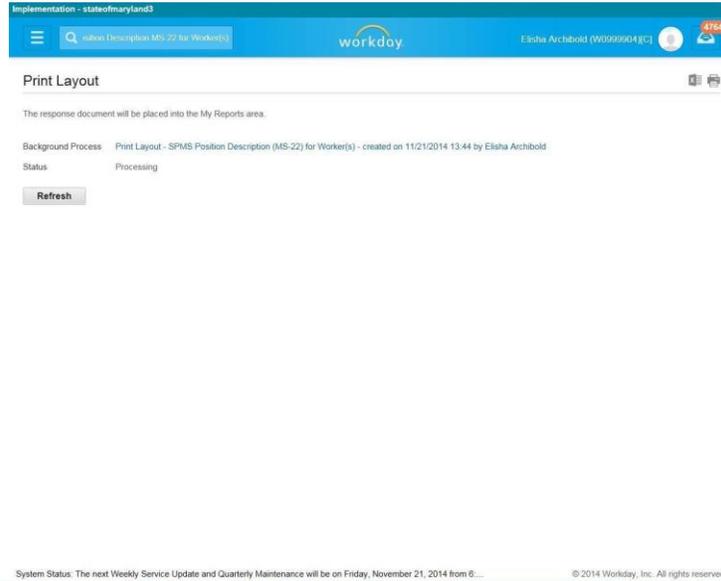
7. Click the **Refresh** button until the Status is "Completed".

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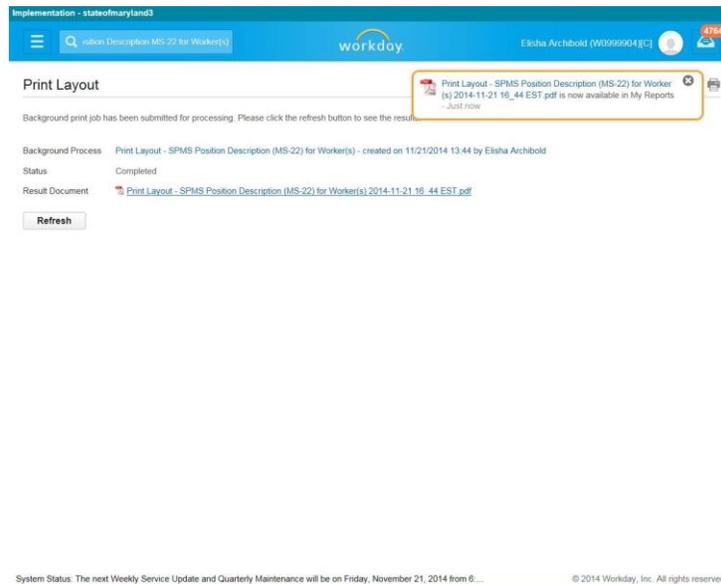
8. When the Status is "Completed", click PDF hyperlink next to the Result Document field.

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
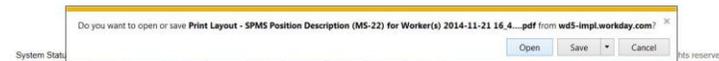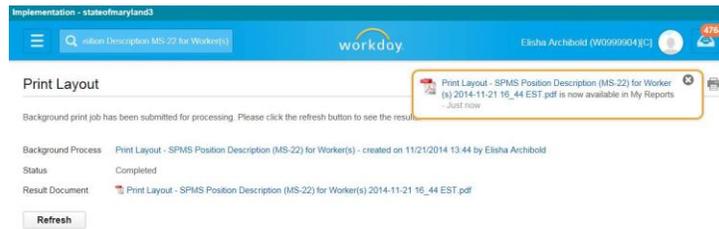
9. Open the report to print it.

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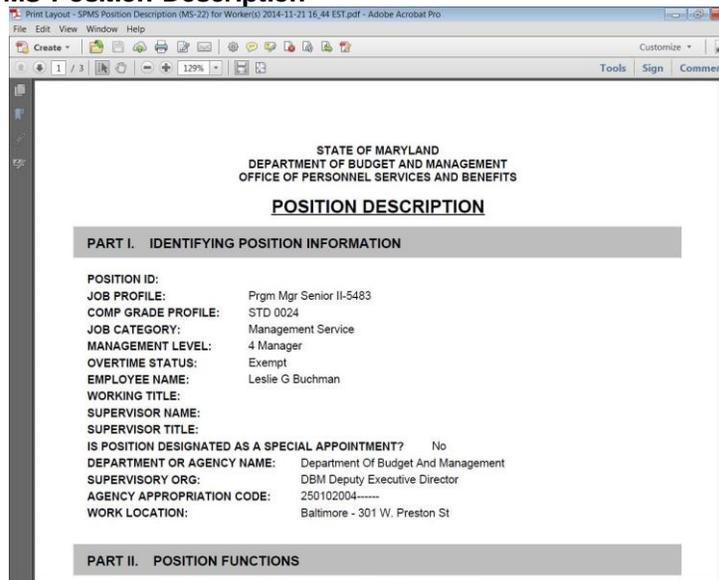
10. Review and print the report.
11. Click the Close button when done.
12. The System Task is complete.