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Purpose

Effective February 2025, the PageUp applicant tracking system has been expanded in order for department heads or designee to submit requests for equity, salary adjustments, as well as position and grade changes. The University's Human Resources/Compensation Office will continue to work with individuals and/or bargaining unit representatives seeking position reviews.

Evaluation of existing position or upgrade: Requests to evaluate the grade of existing position(s), including possible grade adjustments, should be initiated by the department manager or division head and submitted to the Human Resources, Compensation Office via Page UP. Employees who contact Human Resources directly will be encouraged to speak to their manager and/or union representative.

Market and Equity Review: Salaries for positions will be reviewed and compared to market data and reviewed for internal equity with comparable positions. Requests for market or equity adjustments will be determined by Human Resources/Compensation and will require approval of the appropriate executive cabinet member or designee.

Requests will be considered twice a year and should be submitted 60-90 days in advance of January 1st and July 1st - exceptions will be made for extenuating circumstances and as necessary to comply with any statutory or contractual requirements governing the position.

The Executive Director, Compensation & Benefits or designee will review the request, and if necessary, conduct a job audit as part of the review to recommend the outcome of the request.

Human Resources/Compensation will make its best efforts to respond to inquiries within 60 days of the request. The effective dates for any adjustments will be determined by Human Resources, Compensation/Compensation, in consultation with the designated PageUp approvers.

Compensation Team

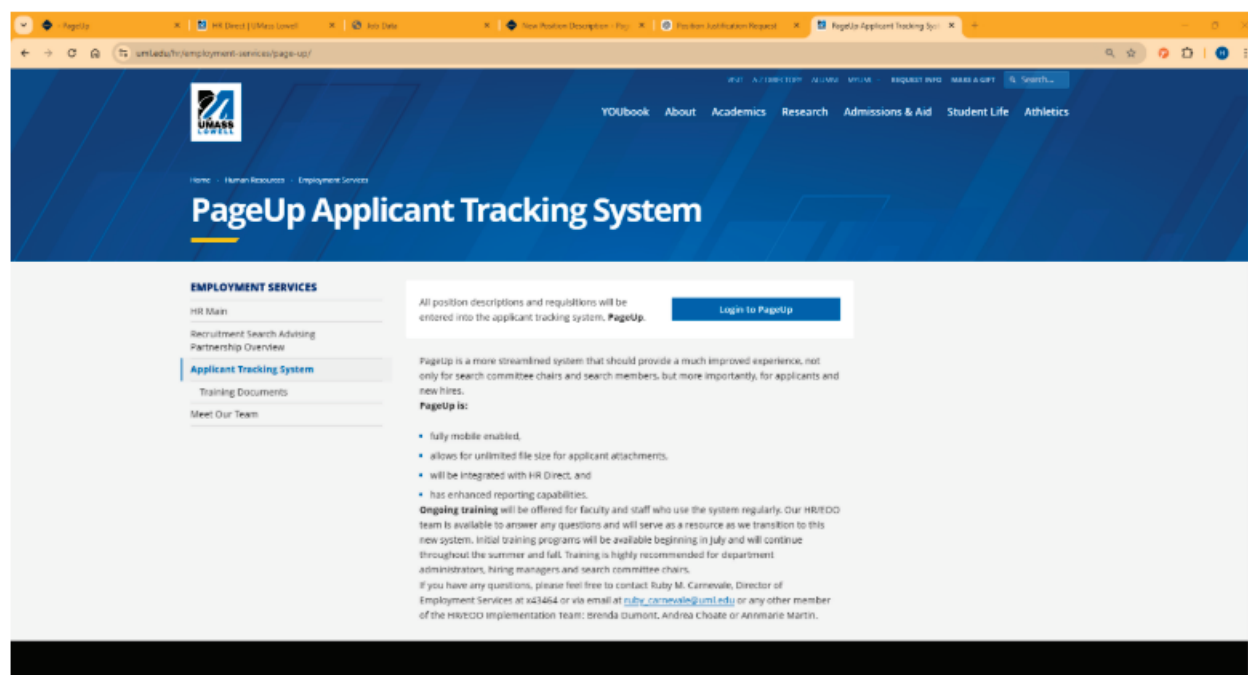
Kim Casey
Executive Director, Compensation and Benefits
Kim_Casey@uml.edu

Rebecca Currie
Manager, Compensation & HRIS
rebecca_currie@uml.edu

PageUp Job Aid – Request for an Equity Review and/or Reclassification

Accessing PageUp

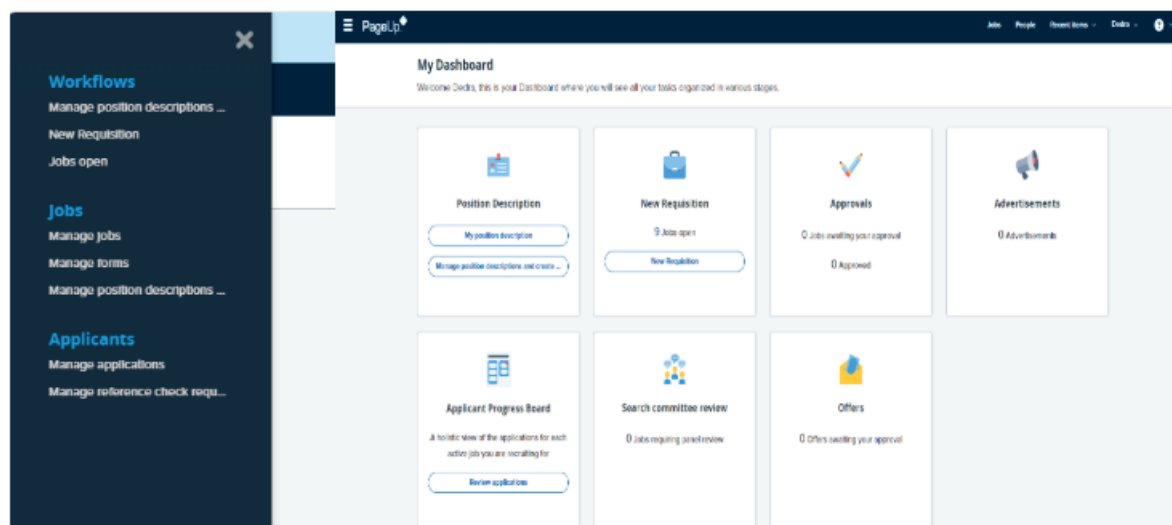
Log in to PageUp using the Single Sign-On (SSO) link: [PageUp Login](#). Upon successful login, the PageUp Dashboard will be displayed.



PageUp dashboard

The layout of the dashboard varies based on security permissions. To submit an Equity Review or a Reclassification Request, the Position Description tile must be visible on the dashboard.

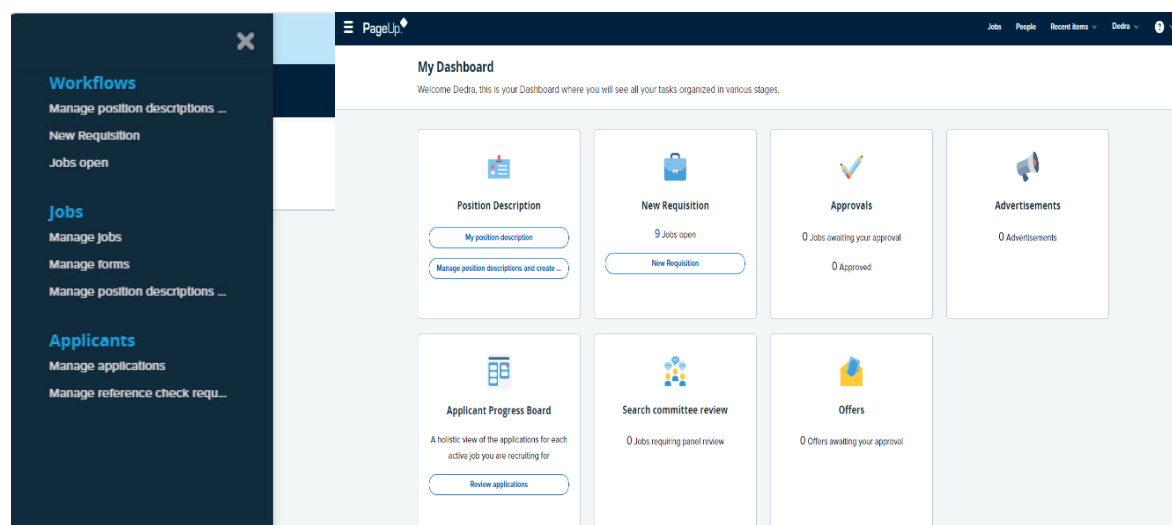
Please note to request updated permissions for Hiring Managers & Department Admins please email Employment2@uml.edu.



Initiate a Request for an Equity Review and/or Reclassification Search for an Existing Position Description

Before starting an Equity Review and/or Reclassification, check if a Position Description already exists in PageUp to prevent creating duplicate Position Descriptions. Submitting an Equity Review or Reclassification Request requires a current Position Description (PD) to be available in PageUp. If no PD exists, a new one must be created.

Select the **Manage Position Description** button within the Position Description tile or use the **Manage Position Description** option in the left-hand menu (commonly referred to as the hamburger menu, represented by three stacked lines).



To search for an existing Position Description (PD), enter criteria such as **position number**, **posting title**, **job code**, **current employee name**, **employee number**, or **supervisor name**. After determining the search criteria, click **Search** to generate a list of matching PDs.

The screenshot shows the 'New Position Description' search form in the PageUp system. The form has a header with 'PageUp BETA' and navigation links for 'Jobs', 'People', 'Reports', 'Recent Items', and 'Christina'. Below the header is a 'New Position Description' section with a 'Position Description' sub-section. The sub-section contains input fields for 'PD No.', 'Posting Title', 'Job Code', 'Position Number', 'Current Employee Name', 'Employee No.', 'Supervisor Name', 'Position/Classification Type', 'Campus', 'Department', 'Approval status', and 'Status'. There are 'Clear' and 'Search' buttons at the bottom right of the form. Below the form is a table with the following columns: 'PD No.', 'Posting Title', 'Job Code', 'Position Number', 'Current Employee Name', 'Supervisor Name', 'Date modified', 'Approval status', and a set of action links: 'Edit', 'View', 'Recruit for position', and 'Archive'. The table contains three rows of data, all for 'Assistant Coach - Women's Basketball'.

- If an existing Position Description is found Click **Edit**, proceed to the next step **Start New Request by Using an Existing Position Description (pg.5)**.
- If a Position Description does not exist, proceed to the step **Start New Request by Creating a New Position Description (pg.9)**.

Start New Request by using an existing Position Description

Once the PD is located, click **Edit**. In the existing PD, scroll to the bottom of the screen and locate the **Update PD** button. This will open up the fields in the PD. Update the fields that are specific to the request. This process applies to both Equity Review and Reclassification requests.

Position Description

PD No. <input type="text"/>	Posting Title <input type="text"/>	Job Code <input type="text"/>	Position Number <input type="text" value="00025836"/>	Current Employee Name <input type="text"/>
Employee No. <input type="text"/>	Supervisor Name <input type="text"/>	Position/Classification Type All	Campus All	Department All
Approval status All	Status ALL			

Clear Search

PD No.	Posting Title	Job Code	Position Number	Current Employee Name	Supervisor Name	Date modified	Approval status	
PD-1354	Assistant Coach - Women's Basketball		00025836	Dianna Thomas-Palmer	Denise King	Jun 3, 2021	Approved	<a>Edit <a>View <a>Recruit for position <a>Archive

Approval process:*

Lowell FT Staff-Op. Funds/Start-Up/OH PD Approval

- | | | |
|---------------------|----------------------|----------------------|
| 1. Compensation: | Kimberley Casey | Approved Jun 1, 2021 |
| 2. Employment: | Employment Services | Approved Jun 1, 2021 |
| 3. Budget Analyst : | Budget Office Lowell | Approved Jun 1, 2021 |
| 4. Employment: | Brenda Dumont | Approved Jun 3, 2021 |

Update PD

Position Description Information

- Select **Equity Review** or **Reclassification** from the **Type of Action Requested** dropdown menu.

Type of action requested:

Select

- In the **Working Title/Posting Title** field:
 - For **Reclassification**, enter the proposed title of the person subject to the reclassification, if a change is needed.
 - For **Equity Review**, leave the current title of the person subject to the equity review.
- In the **Pay Grade** and **Salary/Hiring Range** field:
 - For **Reclassification**, enter the proposed pay grade and salary range, if known. The request will be reviewed, and the Executive Director Compensation & Benefits will determine the appropriate grade change if warranted.
 - For **Equity Review**, enter the current grade and current salary, if known.

Pay Grade:

P19

P19

Salary/Hiring range:

100k - 200K

Primary Funding Information

In the field **Justification for Position**, please include the following information:

- For **Reclassification**,
 - Provide a brief explanation of the reason for this request and describe how it will impact or benefit the department and/or the University.
 - Explain the reason for the change in duties and indicate whether the individual has already been performing additional responsibilities beyond their current job description.
- For **Equity Review**
 - Provide a brief explanation of the reason for this request and describe how it will impact or benefit the department and/or the University.

Justification for Position:

Please provide a brief narrative below for the reason for the request and describe how this request will impact or benefit the department and/or University. - both

Please describe the reason for the change in duties and if the individual has already been performing additional duties beyond the current job description: - reclass

Job Posting Information

Document upload

If available, upload the required documents in the **Documents** section by selecting the **Documents** link on the left side of the request form. Use the dropdown menu at the top to choose **Document from File**, which will open a pop-up window for uploading.

Position info

Notes

Documents

Select

Document

Date

Size

Category

Save a draft

Submit

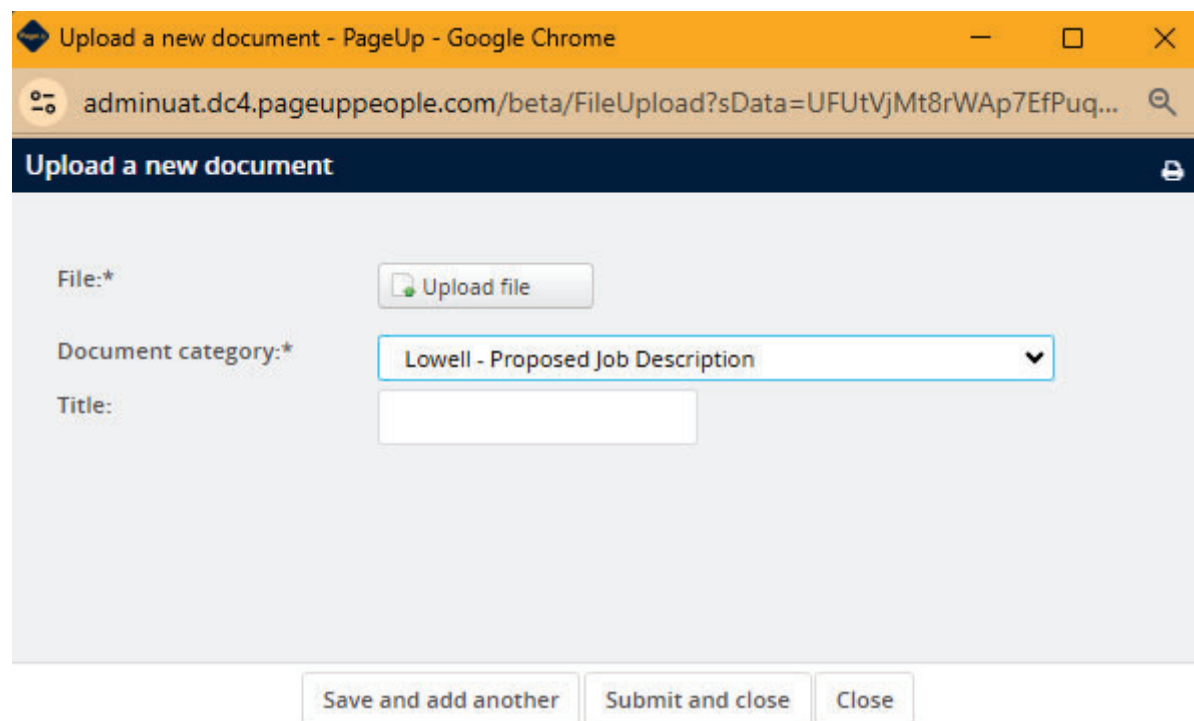
Submit & exit

Cancel

Click **Upload File**, add the document, select the appropriate document category, and click **Submit and Close**. To upload additional documents, click **Save and Add Another** and repeat the process.

- For **Reclassification**, Include the current job description, proposed job description (with track changes), current resume or CV, and the organizational chart for the department, if applicable.
- For **Equity Review**, Include the current job description, current resume or CV, and the organizational chart for the department.

PageUp Job Aid – Request for an Equity Review and/or Reclassification



The screenshot shows a web browser window titled "Upload a new document - PageUp - Google Chrome". The address bar displays the URL: `adminuat.dc4.pageuppeople.com/beta/FileUpload?sData=UFUtVjMt8rWAp7EfPuq...`. The page header is "Upload a new document" with a document icon. The form contains the following fields and controls:

- File:*** with an "Upload file" button.
- Document category:*** with a dropdown menu showing "Lowell - Proposed Job Description".
- Title:** with an empty text input field.

At the bottom of the form are three buttons: "Save and add another", "Submit and close", and "Close".

Users And Approvals

Return to the **Position Info** page by selecting the link in the left-side menu. Navigate to the bottom of the request form to complete the approval process. To grant access to this request, enter the individual's name in the **Administrative Support** field. The **Hiring Manager** field will automatically default to the person submitting the form.

Select the appropriate **Approval Process** from the drop-down menu.

Lowell – Compensation Review/Requests ONLY (Operating funds)

- This selection will populate the approval workflow, which includes approvals from the Compensation Manager, Dean/Department Head, Executive Cabinet, and finally, the Compensation Analyst. Enter the names of the individuals for the **Dean/Department Head** and **Executive Cabinet** in the corresponding fields. In some cases, the Dean/Department Head and Executive Cabinet may be the same person; in such instances, enter the name twice.

USERS AND APPROVALS

Administrative Support:
No user selected.

Hiring Manager:*
Email address: Christina.Stone@uml.edu

Approval process:*

1. Compensation:
Kimberley_Casey@uml.edu

2. Dean/Department Head:
No user selected.















3. Exec Cab:
No user selected.

Human Resources:*
Email address: Kimberley_Casey@uml.edu

Lowell – Compensation Review/Requests ONLY (Grant funds)

This selection will automatically populate the approval workflow, requiring approvals from the **Compensation Manager, Dean/Department Head, Provost, VCRI**, and finally, the **Compensation Analyst**. Enter the name of the **Dean/Department Head**. If their approval is not required, enter the **Compensation Manager's name twice** instead.

PageUp Job Aid – Request for an Equity Review and/or Reclassification

Hiring Manager:*	<input type="text" value="Henry Paquin"/>  
	Email address: Henry_Paquin@uml.edu 
Approval process:*	<input type="text" value="Lowell - Comp Review/Requests ONLY Gr:"/> 
2. Dean/Department Head:	<input type="text"/>  
	No user selected.
3. Provost:	<input type="text" value="Karen Morin"/>  
	Karen_Morin@uml.edu 
4. VCRI:	<input type="text" value="Anne Maglia"/>  
Human Resources:*	<input type="text" value="Kimberley Casey"/>  
	Email address: Kimberley_Casey@uml.edu 

Submit or Save as Draft

To save progress and continue working on the request later, select **Save a Draft**. Once the request is complete, click **Submit** or **Submit & Exit** to finalize the submission.

<input type="button" value="Save a draft"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit & exit"/>	<input type="button" value="Cancel"/>
---------------------------------------------	---------------------------------------	--------------------------------------------------	---------------------------------------

Start a New Request by Creating a New Position Description

This process applies to both Equity Review and Reclassification requests. If the existing Position Description cannot be found, create a new one by clicking the **New Position Description** link located in the top left-hand corner. All fields marked with an asterisk (*) are required and must be completed to submit the request.

New Position Description

Position Description

PD No. Posting Title Job Code Position Number Current Employee Name

Employee No. Supervisor Name Position/Classification Type Campus Department

Position Description Information

2. Select **Equity Review** or **Reclassification** from the **Type of Action Requested** dropdown menu.
3. Choose **Univ of Mass Lowell** from the **Campus*** dropdown menu.
4. Enter the department name in the **Department** field.

New Position Description

Position Info
Notes
Documents

POSITION DESCRIPTION INFORMATION

Prior to making any edits to an approved position description you will need to scroll to the bottom and click "Update PD" and then "OK" in the approval process section. If you do not perform this step before beginning your edits your changes will not save

Benefits Eligible Staff Positions Only

Type of action requested:

Campus*:

Department:

5. A position number is required and must be entered in the **Position Number** field. If the number is correct, a blue box will appear displaying the position details. If no blue box appears, verify the position number or perform a search to locate it.

New Position Description

Position Info
Notes
Documents

POSITION DESCRIPTION INFORMATION

Prior to making any edits to an approved position description you will need to scroll to the bottom and click "Update PD" and then "OK" in the approval process section. If you do not perform this step before beginning your edits your changes will not save

Benefits Eligible Staff Positions Only

Type of action requested:

Campus*:

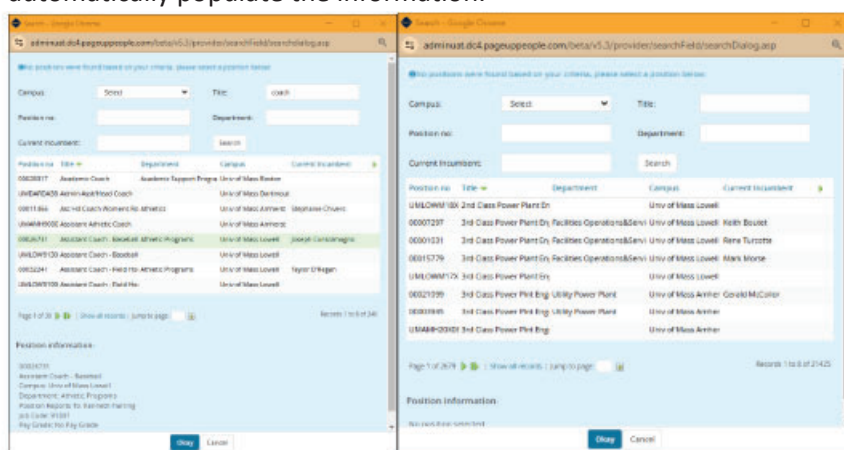
Department:

Position number:

00011911
Assoc Dir-Campus Club Sports
Campus: Univ of Mass Lowell
Department ID: L300230
Department: Campus Recreation
Position Reports To: Justin Lawler
Job Code: 01143
Pay Grade: P17
Union Code: L9006L/ Professional
IPEDS Code: Career Services/Logistics/Arts/Media
EEO-1 Category: Professionals
EEO-4 Category: Professional Nonfaculty
SOC: 11-9019-0000-0000-0000
FLSA: X No FLSA Required
Job Group: 32

PageUp Job Aid – Request for an Equity Review and/or Reclassification

- If the position number is unknown, click the **magnifying glass** icon next to the field to search. Use criteria such as **Campus**, **Title**, **Position Number**, **Department**, or **Current Incumbent**. Once the correct position number is located, click on it to highlight it in green. Then, click **OK** to automatically populate the information.



- In the **Working Title/Posting Title** field:
 - For **Reclassification**, enter the proposed title of the person subject to the reclassification, if a change is needed.
 - For **Equity Review**, enter the current title of the person subject to the equity review.
- In the **Current Incumbent/Previous Incumbent** field, input the name of the individual subject to the equity review or reclassification.
- In the **Reports To** field, provide the name of their supervisor.

Working Title/Posting Title:*	<input type="text" value="Assistant Coach - Baseball"/>
Current Incumbent/Previous Incumbent:	<input type="text" value="Henry Paquin"/>
Reports to:	<input type="text" value="Kenneth Harrington"/> <input type="button" value="Q"/> <input type="button" value="✎"/>
	Email address: Kenneth.Harrington@uml.edu

- In the **Position/Classification Type: *** field, select either **Staff Full Time** or **Staff Part Time**.

Position/Classification type:*	<input type="text" value="Staff Full Time"/>
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- In the **Pay Grade** and **Salary/Hiring Range** field:
 - For **Reclassification**, enter the proposed pay grade and salary range, if known. The request will be reviewed, and the Executive Director Compensation & Benefits will determine the appropriate grade change if warranted.
 - For **Equity Review**, enter the current grade and current salary, if known.

Pay Grade:	<input type="text" value="P19"/> <input type="button" value="Q"/> <input type="button" value="✎"/>
	<input type="text" value="P19"/>
Salary/Hiring range:	<input type="text" value="100k - 200K"/>

PageUp Job Aid – Request for an Equity Review and/or Reclassification

12. This process applies to employee bargaining units **L95 SEIU**, **LR3 Grants/Contracts**, and **L98 Non-Unit**. In the **Union** field, select the appropriate union.

Union:

Non-Unit Professional Staff - Executive M... ▼

Primary Funding Information

In the field **Justification for Position**, please include the following information:

- **For Reclassification**
 - Provide a brief explanation of the reason for this request and describe how it will impact or benefit the department and/or the University.
 - Explain the reason for the change in duties and indicate whether the individual has already been performing additional responsibilities beyond their current job description.
- **For Equity Review**
 - Provide a brief explanation of the reason for this request and describe how it will impact or benefit the department and/or the University.

Justification for Position:

Please provide a brief narrative below for the reason for the request and describe how this request will impact or benefit the department and/or University. - both

Please describe the reason for the change in duties and if the individual has already been performing additional duties beyond the current job description: - reclass

The following Fields are optional: **grant percentage**, **Speed Type/HR Combo Code**, **primary account**, and **primary percent of salary**.

If Grant please list percentage:

if available

Speed Type/ HR Combo Code:

if available

Primary Account:

if available

Primary Percent of Salary:

if available

Job Posting Information

Please skip the **Posting Summary** and **Posting Text** sections.

The screenshot shows the 'JOB POSTING INFORMATION' section of a form. It includes a 'Posting summary:' field with the text 'not required'. Below this is a link: 'To format the posting click [HERE](#) then copy and paste into the text box below.' The 'Posting text:*' field has a rich text editor toolbar with options like Bold, Italic, Underline, and a text area containing 'not required'.

Document upload

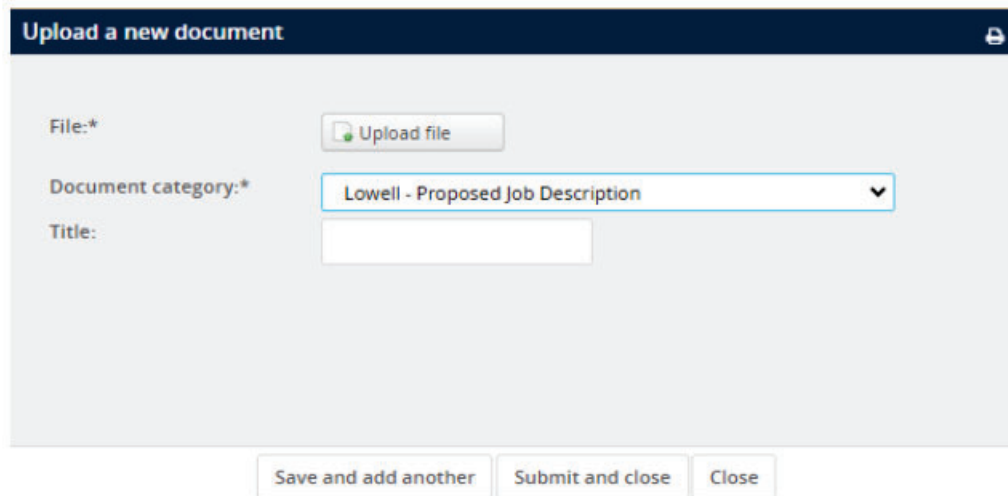
If available, upload the required documents in the **Documents** section by selecting the **Documents** link on the left side of the request form. Use the dropdown menu at the top to choose **Document from File**, which will open a pop-up window for uploading.

The screenshot shows a pop-up window for document upload. On the left is a sidebar with 'Position info', 'Notes', and 'Documents' (which is highlighted). The main area has a 'Select' dropdown menu at the top. Below it is a table with columns 'Document', 'Date', 'Size', and 'Category'. At the bottom are four buttons: 'Save a draft', 'Submit', 'Submit & exit', and 'Cancel'.

Click **Upload File**, add the document, select the appropriate document category, and click **Submit and Close**. To upload additional documents, click **Save and Add Another** and repeat the process.

- For **Reclassification**, Include the current job description, proposed job description (with track changes), current resume or CV, and the organizational chart for the department, if applicable.
- For **Equity Review**, Include the current job description, current resume or CV, and the organizational chart for the department.

PageUp Job Aid – Request for an Equity Review and/or Reclassification



The screenshot shows a web form titled "Upload a new document" with a dark blue header bar containing a lock icon. The form has three main input fields: "File:*" with an "Upload file" button, "Document category:*" with a dropdown menu showing "Lowell - Proposed Job Description", and "Title:" with a text input field. At the bottom, there are three buttons: "Save and add another", "Submit and close", and "Close".

Users And Approvals

Return to the **Position Info** page by selecting the link in the left-side menu. Navigate to the bottom of the request form to complete the approval process. To grant access to this request, enter the individual's name in the **Administrative Support** field. The **Hiring Manager** field will automatically default to the person submitting the form.

Select the appropriate **Approval Process** from the drop-down menu.

Lowell – Compensation Review/Requests ONLY (Operating funds)



- This selection will populate the approval workflow, which includes approvals from the Compensation Manager, Dean/Department Head, Executive Cabinet, and finally, the

PageUp Job Aid – Request for an Equity Review and/or Reclassification

Compensation Analyst. Enter the names of the individuals for the **Dean/Department Head** and **Executive Cabinet** in the corresponding fields. In some cases, the Dean/Department Head and Executive Cabinet may be the same person; in such instances, enter the name twice.



USERS AND APPROVALS

Administrative Support:



No user selected.

Hiring Manager:*





Email address: Christina.Stone@uml.edu

Approval process:*



Lowell - Compensation Review/Requests

1. Compensation:





Kimberley_Casey@uml.edu

2. Dean/Department Head:





No user selected.

3. Exec Cab:



No user selected.

Human Resources:*

















Email address: Kimberley_Casey@uml.edu

Lowell – Compensation Review/Requests ONLY (Grant funds)

This selection will automatically populate the approval workflow, requiring approvals from the **Compensation Manager, Dean/Department Head, Provost, VCRI**, and finally, the **Compensation Analyst**. Enter the name of the **Dean/Department Head**. If their approval is not required, enter the **Compensation Manager's name twice** instead.

PageUp Job Aid – Request for an Equity Review and/or Reclassification

Hiring Manager:*	<input type="text" value="Henry Paquin"/>   Email address: Henry_Paquin@uml.edu 
Approval process:*	<input type="text" value="Lowell - Comp Review/Requests ONLY Gr:"/> 
2. Dean/Department Head:	<input type="text"/>   <div>No user selected.</div>
3. Provost:	<input type="text" value="Karen Morin"/>   Karen_Morin@uml.edu 
4. VCRI:	<input type="text" value="Anne Maglia"/>  
Human Resources:*	<input type="text" value="Kimberley Casey"/>   Email address: Kimberley_Casey@uml.edu 

Submit or Save as Draft

To save progress and continue working on the request later, select **Save a Draft**. Once the request is complete, click **Submit** or **Submit & Exit** to finalize the submission.

<input type="button" value="Save a draft"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit & exit"/>	<input type="button" value="Cancel"/>
---------------------------------------------	---------------------------------------	--------------------------------------------------	---------------------------------------