

## Tips on Editing F1 after it has been submitted to PCC

1. Go to Self- Serve → Applications → HR Position Management (F1/JD)
2. Select your Department.
3. Look for F1 number that you are attempting to edit.
4. Click on the *signatures pending* hyperlink under F1 status.
  - a. Signatures pending and not submitted is the **only** F1 status that you can edit.
5. Once you have the F1 open complete your edit and add a reason for the change the bottom of the F1.
6. Hit update with changes.
7. Once you have submitted you will need to go back to F1 status and click on the *not submitted* hyperlink.
8. Return to the bottom of the F1 and submit.
9. If Step 7 and 8 is **not** completed your F1 will be not be submitted PCC.