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

- 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 <u>**not**</u> completed your F1 will be not be submitted PCC.