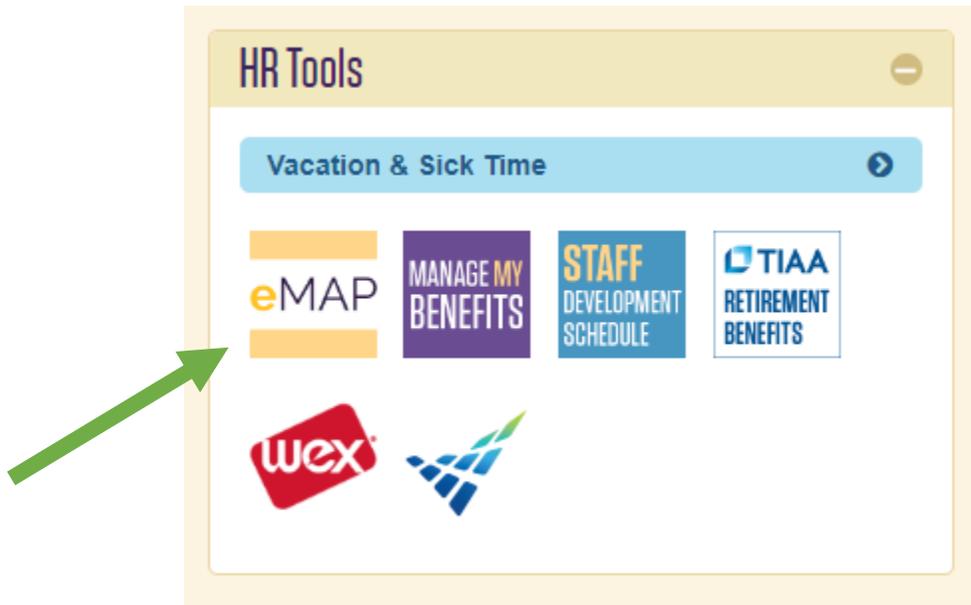
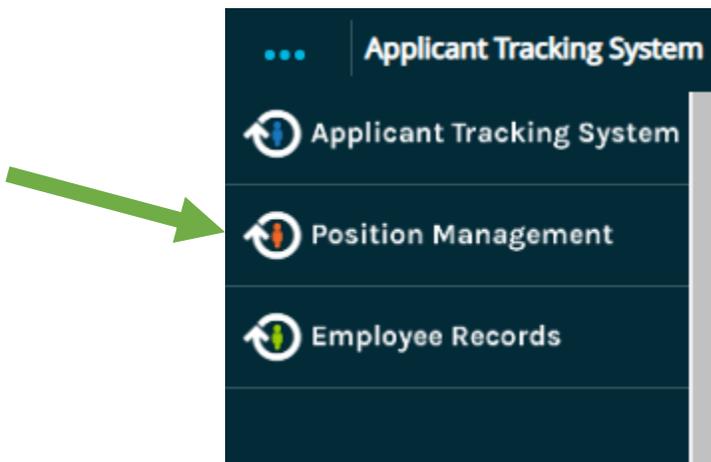


Accessing Position Description:

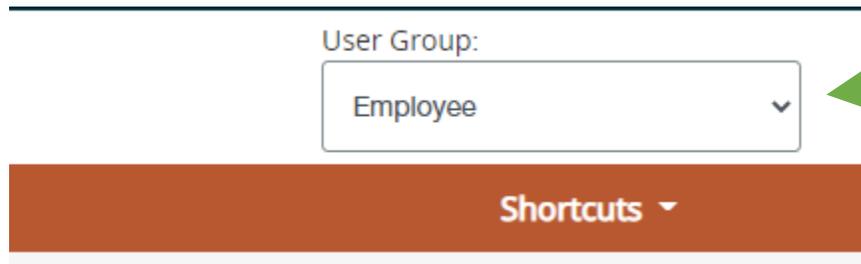
1. Log into MyCLU
2. Select eMAP from HR Tools:



3. Select "Position Management" from the menu (three blue dots) in the top left of the page:



4. Ensure your "User Group" in the top right of the page is set to "Employee"



5. Click on "Position Descriptions" from the orange bar and select "Staff" from the dropdown



6. Select your position title and your salary range can be found near the bottom of your position details.

If you have any questions or run into any issues please reach out to HR:

hr@callutheran.edu 805-493-3185