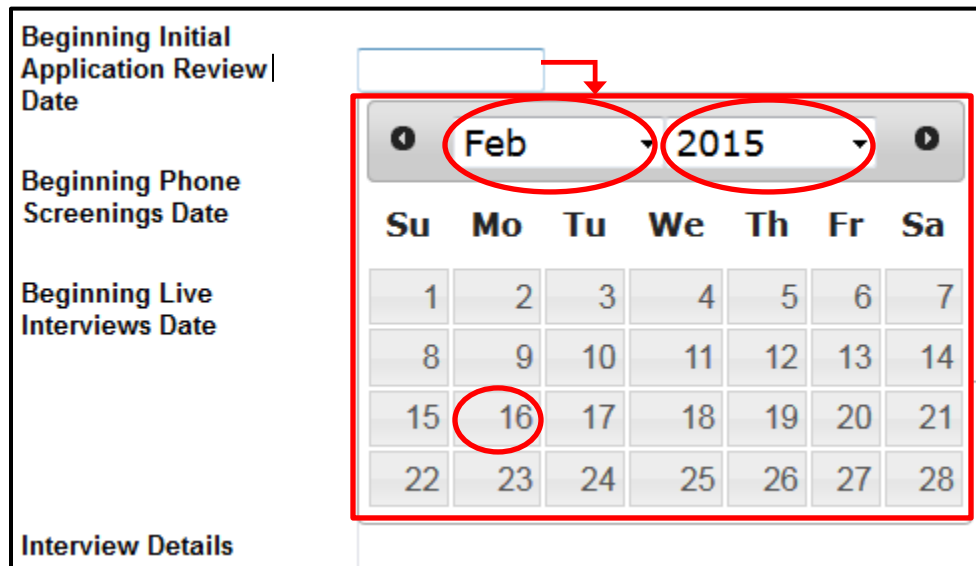## Adding Dates to PeopleAdmin Fields

Errors will occur when submitting position descriptions for approval if the calendar feature is not used correctly.

If you are typing dates directly into the field, the dates will not submit correctly. Please use the calendar pop-up feature.

Note: This feature may not work in Internet Explorer. Please download Firefox, Safari, or Google Chrome.

When completing a Position Description, some fields ask for dates (i.e., Posting Date, Closing Date, Proposed Start Date, etc.).
Do NOT type the date directly into the field. Make sure you are using the calendar pop-up feature to complete the date fields.

1. Click in the blank field box next to the field title.
2. After the calendar pop-up feature appears, select the drop down arrows for the month and year.
3. Select the date.