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https://www.hr.ucsb.edu/
Login to hr.ucsb.edu/user with EDITOR privileges.

**BLADE:**

Each page is made up of horizontal sections called BLADES.

**COLUMN:**

Each blade contains one or more COLUMNS.

<table>
<thead>
<tr>
<th>COMPENSATION + CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Career Tracks</td>
</tr>
<tr>
<td>- Equity Increases</td>
</tr>
<tr>
<td>- Job Classification</td>
</tr>
<tr>
<td>- Job Descriptions</td>
</tr>
<tr>
<td>- Online Application and Classification Information System (OACIS)</td>
</tr>
<tr>
<td>- Pay Guidelines</td>
</tr>
<tr>
<td>- Salary Increase Program</td>
</tr>
<tr>
<td>- Salary Scales</td>
</tr>
<tr>
<td>- Title Code System</td>
</tr>
</tbody>
</table>

**BUTTON:**

A button is a hyperlink that looks like a button. They are typically placed in a 2-3 unit wide column alone so they can be centered and will appear consistent.
1. Blade with grey background
2. Blade with Green Background and 2 columns
3. Column with blue background
4. Column with no background (column is green bc the blade has a green background)
5. Default Button centered in a column
6. Secondary Button centered in a column
ACCORDION:

An accordion is a special type of column. It includes a heading and sub-content that can be expanded and accessed when the accordion title is clicked. When the website is searched for keywords, if the word is buried in an accordion the search will return a closed accordion and the user will need to open each accordion to find the key search word. Therefore, name accordions intuitively and be sure important keywords are not buried within the accordion. Otherwise, avoid accordions.

### Compensation

When do I submit a reclass versus an update?

If you think that an update action on a job description might result in a change of title (be it lateral, upward or downward) please speak with your Compensation Analyst before starting any action. With any action it is important to consult your Analyst before submission, however, this situation is uniquely important due to the way the system is designed. Compensation does not have the ability to change the payroll title within an update action. The analyst’s only option with an update is to continue the Job Description at the same title. If you do submit the Job Description as an update and the analyst determines that there should be a change in title the analyst will have to return the action to you for cancellation and you will then need to enter a brand new reclassification action instead. So the bottom line is, if there are any questions in your mind whether or not an action will result in a change of title, please speak with the analyst before you start an action.

How do I know if my job should be reclassified?

Can I request a reclass on my own?

Does my job have to change by at least 50% to be reclassified?

When will the Supervisor know that the Compensation Analyst has finished reviewing a job description?

What is a “Desk Audit” and can I request one?

DONE
EXAMPLE

GRID:

A GRID is a special type of BLADE. Each box in a grid is called a GRID ITEM. Contact a Website committee member for help designing a grid for your page.

4-Unit wide Grid with Varying Widths. In this case, each item has a hyperlink to a new page:

DONE
HR Website Best Practices

➔ All pictures, including Hero images, must be approved by web committee

➔ 1st blade of a landing page is light grey

➔ Quick Links are always located in the 2nd blade

➔ Units are each assigned a color on the website. Their sub-pages should reflect that color.

➔ Use only Headline fonts for headlines. These are designated by “H” (H2, H3, H4, HMedium, HSmall, etc.)
Use formatted paragraph fonts for text. These are designated by “P” (PLarge, PMedium, PSmall, etc.)

Content Editors may edit content but should consult with their web committee rep for the following:

- Updating style elements
- Changes to structure of a page (columns, blades)

UC Santa Barbara Visual Identity

The Web Committee is happy to collaborate if your unit wants to freshen a layout or re-format a page on the HR Website. The Public Affairs team developed specific, detailed style guidelines for UC Santa Barbara’s website application of the Visual Identity.  

https://brand.ucsb.edu/visual-identity
Edit Content

Login to hr.ucsb.edu/user with EDITOR privileges.

1. Navigate to the page you want to edit
2. Click EDIT
3. Scroll to the Blade you want to edit

continued
4. Click EDIT to access the BLADE you want to update.
5. Click EDIT to access the COLUMN you want to update.

6. Enter updates in the Body text box as needed.
7. Use the format menu to change the look of your text. Simply highlight the text and select the appropriate icon.

### Format Options

**A. Choose Headline fonts**, for headlines, designated by H

**B. Choose formatted text fonts** designated by P.

(fonts toggle on/off)

### Hyperlinks

**A. Hyperlink to a page on the HR website** by formatting the link: “/pageTitle”

**B. Hyperlink to an “off-site” page**, use the full URL

**C. Hyperlink to an email address** by formatting the link: “mailto:name@domain”

### Link to a page on the HR Site

**[Edit Link](#)**

- **URL**: alternate-schedules-telecommuting-and-reduced-schedules

- **Title**: Populates the title attribute of the link, usually shown as a small tooltip on hover.

- **Advanced**
B. Off-Site Link includes the full URL:

And add the “Off-site Link format”:

The Basics

Workforce Administration (WIA) offers specific information regarding UCPath access via our dedicated UCSB UCPath page to directly access news, memos, calendars, and more. The portal provides UCPath transaction options.
8. Scroll to the bottom and click SAVE

<table>
<thead>
<tr>
<th><img src="image_url" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
</tr>
</tbody>
</table>

DONE
ACCORDIONS

Create an Accordion

Login to hr.ucsb.edu/user with EDITOR privileges.

1. Navigate to the page where you want to add an accordion

2. Click EDIT

3. Scroll to the Blade where you want to add an accordion and click EDIT
4. Scroll to the bottom of the last column in the blade
5. Select ACCORDION under Column Type

6. Click "Add Another Column"
7. Enter the Heading

8. Enter the text for the body of the Accordion Item

9. Scroll to the bottom of the page and click SAVE
Update an Accordion

Login to hr.ucsb.edu/user with EDITOR privileges.

<table>
<thead>
<tr>
<th>1. Navigate to the page you want to update</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Click EDIT</td>
</tr>
</tbody>
</table>

3. Scroll to the Blade that contains the accordion you want to update and click EDIT
4. Scroll to the column labeled “Accordion” and click EDIT

5. Use the plus ‘handle’ to rearrange the items if necessary. Just click and drag

6. Find the Accordion item you want to update and click EDIT
7. Enter or update the Heading

8. Enter or update the text for the body of the Accordion Item

9. Scroll to the bottom of the page and click SAVE

DONE
Add an Accordion Item to an Existing Accordion

Login to hr.ucsb.edu/user with EDITOR privileges.

1. Navigate to the page you want to update
2. Click EDIT
3. Scroll to the Blade that contains the accordion you want to update and click EDIT
4. Scroll to the column labeled “Accordion” and click EDIT

5. Scroll to the bottom of the Accordion list

6. Click ADD ACCORDION ITEM

7. Enter the Heading

8. Enter the text for the body of the Accordion Item
9. Scroll to the bottom of the page and click SAVE.

DONE
Login to hr.ucsb.edu/user with EDITOR privileges. Video demonstration available from 25:15-30:00 in the Recorded zoom demo.

1. Click SHORTCUTS
2. Click ADD CONTENT
3. Select ARTICLE

continued
4. Enter TITLE

5. Select Publication Type MEMOS

6. Select preferred Memo Type

7. Scroll past SUMMARY field

8. Enter return to begin entering or Copy/Paste text in BODY (EDIT SUMMARY) field on the second line

Remove any extra spaces then clear any unseen formatting by highlighting the text and selecting the Tx icon.
9. Scroll to the bottom and click SAVE

![Image of a button saying 'Save' and 'Preview']

DONE
NEWS ITEMS

Add a News Item – STEP 1

Login to hr.ucsb.edu/user with EDITOR privileges.

1. Click SHORTCUTS

2. Click ADD CONTENT

3. Select ARTICLE

---

continued
4. Enter TITLE

5. Select Publication Type NEWS

6. Select preferred Memo Type

7. Scroll past SUMMARY field

8. Enter return to begin entering or Copy/Paste text in BODY (EDIT SUMMARY) field on the second line

   Remove any extra spaces then clear any unseen formatting by highlighting the text
and selecting the Tx icon.

9. Scroll to the bottom and click SAVE

10. Copy the URL of the newly created News Item
1. Click “UC Santa Barbara Human Resources” to navigate to the HR Home Page

2. Click EDIT
3. Scroll to the blade that contains “Latest News” and click EDIT
4. Scroll to the column titled “Latest News” and click EDIT
5. In the BODY text box, type the most recent NEWS ITEM TITLE

6. SHIFT-ENTER

7. Type the DATE

8. SHIFT-ENTER

9. Click the horizontal line icon on the far right of the format menu

10. Highlight the NEWS ITEM TITLE

11. Click the LINK icon and paste/enter the URL of the News Item created in STEP I

12. Scroll to the bottom and click SAVE

DONE
If you have questions or need help, contact one of the web committee members:

### HR Web Committee Members

- Sarah Soto
- Andrea Dittman
- John Ibach
- Kate Quevedo

### HR Content Editors

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Web Committee</td>
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<td>Unit Head</td>
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<td></td>
<td>John Ibach</td>
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<td>Andrea Dittman</td>
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<td>Health Care Facilitator and Benefits</td>
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<td>Leave Administration</td>
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<td></td>
<td>Shira Minerd</td>
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<td>Worklife</td>
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<tr>
<td></td>
<td>Vanessa Asbury</td>
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<td>Karen Rasmussen</td>
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</tr>
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</tr>
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<td>Web Committee</td>
</tr>
</tbody>
</table>