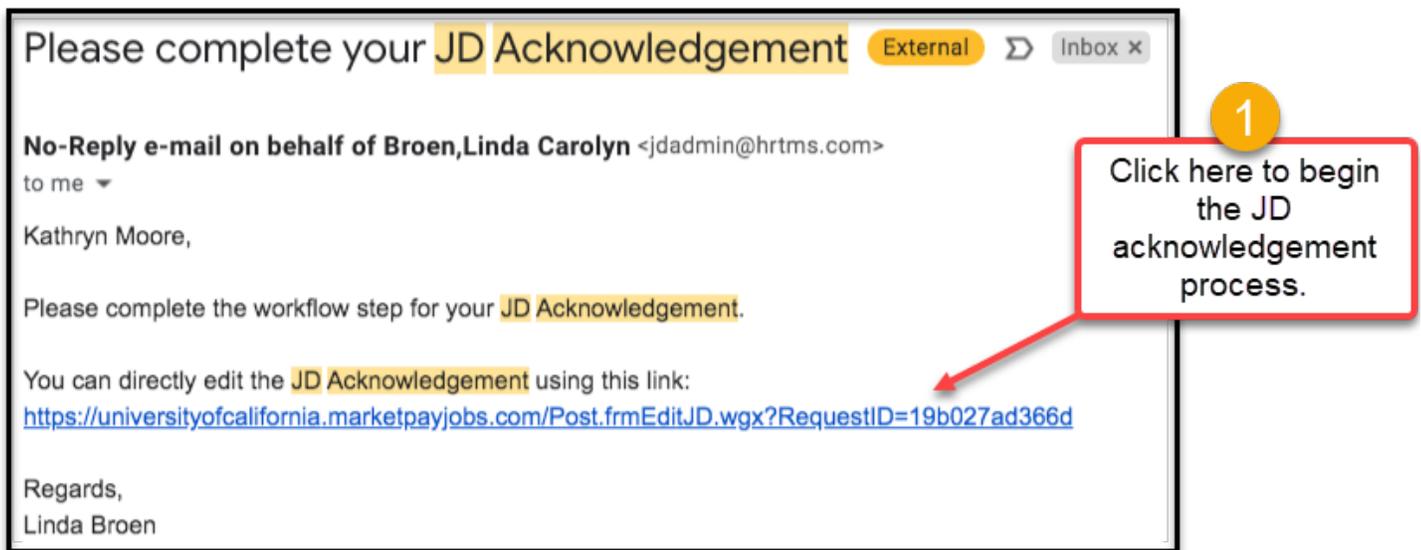
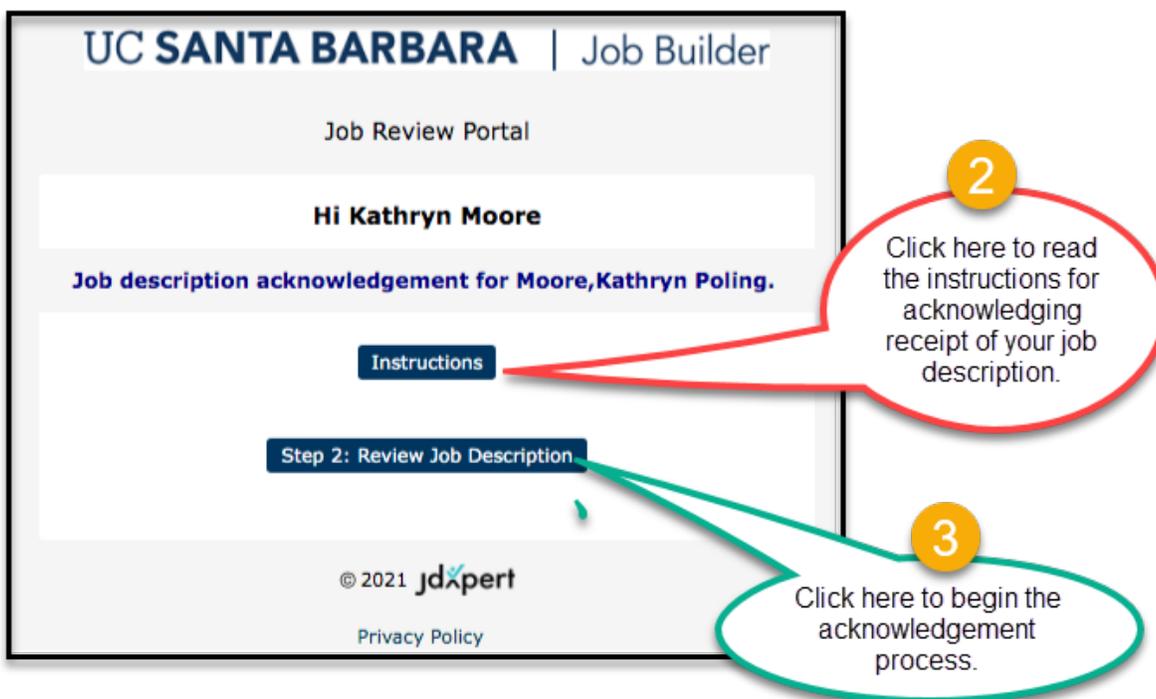


JD Acknowledgement User Guide for Employees

1. The **JD Acknowledgement** process is initiated when employees are newly hired, promoted to another position, reclassified, or have updates made to their job description.
2. An email is automatically sent to the employee linked to the job description (see sample email below). When you receive a JD Acknowledgement email, start the process by clicking on the link in the email:



3. Read the instructions and then review your job description.



4. View your job description before acknowledging it.

UC SANTA BARBARA

Employee Acknowledgement 4

Associate name: Kathryn Moore

Manager Name: Lisa Romero

Job Description Title: Compensation Manager 1

Jobcode: 40035711

Job Description Acknowledgement:

- 1 [View Job Description 'Compensation Manager 1 \(40035711\)'](#)
- 2 I acknowledge that I have received and reviewed my job description.

** Please click the above link to view Job Description 'Compensation Manager 1 (40035711)' before you can complete the acknowledgement.

5. View, print and/or download your job description. Close the window when done.

8 Click "Close Form" when done viewing your JD.

5 Scroll down to view your job description.

6 Print a copy of your job description, if you desire.

7 Download a PDF or Word version of your job description, if you desire.

UC SANTA BARBARA COMPENSATION MGR 1 (000616)
Job Description

Job History/Status

Approved Date:	11/12/2021 12:27:56 PM
Date Last Edited:	11/12/2021 12:26:45 PM
Last Action Approved:	New JD
Last Action Effective Date:	11/8/2021

Organization Details

Business Unit (Location):	SBCMP
Department Name:	PERS HUMAN RESOURCES
Division Name:	Admin Services

The Department of Human Resources is dedicated to providing exemplary customer service in support of teaching, research and the public service mission of UCSB. We are committed to forming strategic partnerships within the UCSB community that create a work environment designed to attract, develop and

6. Check the acknowledgement box and click on "Complete Workflow Step":

Employee Acknowledgement

Associate name: Kathryn Moore

Manager Name: Lisa Romero

Job Description Title: Compensation Manager 1

Jobcode: 40035711

View Job Description 'Compensation Manager 1 (40035711)'

I acknowledge that I have received and reviewed my job description.

Compensation Manager 1 (40035711) was acknowledged by Kathryn Moore on 11/20/2021

Complete Workflow Step

Check the box and then click on "Complete Workflow Step".

7. Finalize the acknowledgement process by checking the box and clicking "Confirm".

My Sign-Off

By checking this box, I confirm that I have received and reviewed my job description. If I have any questions or concerns I will contact my immediate supervisor.

Confirm

Check the box and click "Confirm" to complete the JD acknowledgment process.

8. You no longer need to print out and sign your job description. The online acknowledgement process replaces the old process of wet-signing JDs.