Job Builder Training for All Staff Users

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Agenda

● Logging in/out
● Navigate the Home Page
● Navigate the Quick Links:
  ○ View My Job
  ○ CT Job Standards Matrix
  ○ CT Job Standards
  ○ Jobs that Report to Me
  ○ My Employees
● HR Resources
● Where to go for help
Logging In/Out

- Log into Job Builder using the SSO Login (single sign-on) button
  - The other sign in boxes are for system admins only
  - The SSO Login button will direct you through UCSB’s multi-factor authenticated login process

- To log out of the system, click on the red arrow button in the upper right hand of the screen.

- Job Builder URL is:
  [https://universityofcalifornia.marketpayjobs.com](https://universityofcalifornia.marketpayjobs.com)
Live System Demo
Resources

- HR/Compensation Website -
  [https://www.hr.ucsb.edu/hr-units/compensation/oacis](https://www.hr.ucsb.edu/hr-units/compensation/oacis)
  - Job Builder Communications
  - Recorded Trainings
  - User Guides
  - FAQs
Where to go for help

1. If you have trouble logging in, please submit a ticket via HR/ServiceNow (select Classification & Compensation > Job Builder).

2. If you’ve logged in and can’t see your job description, please contact your supervisor. It may still need to be uploaded.

3. If you have trouble navigating/using the system, please refer to the User Guides, the video tutorial, and the FAQ’s on the HR/Compensation website.

4. If you’re still having trouble navigating/using the system, please submit a ticket via HR/ServiceNow (select Classification & Compensation > General Question) and your question will get directed to the Compensation Analyst that supports your department.
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