Job Builder Training for All Staff Users

Presented by Kathy Moore, Compensation Manager, Human Resources

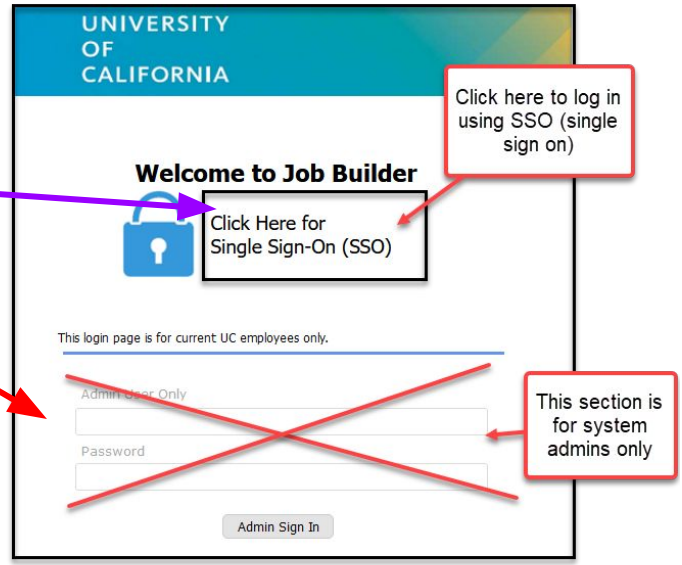
Agenda

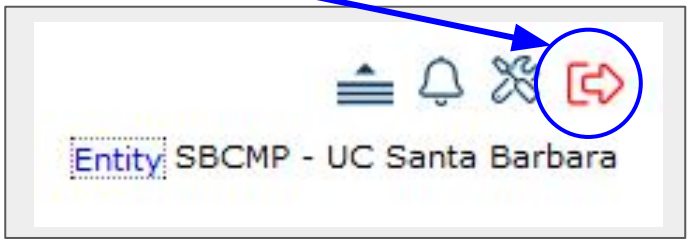
- Logging in/out
- Navigate the Home Page
- Navigate the Quick Links:
  - View My Job
  - CT Job Standards Matrix
  - CT Job Standards
  - Jobs that Report to Me
  - My Employees
- HR Resources
- Where to go for help

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





Live System Demo

Resources

- HR/Compensation Website - 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.

UC SANTA BARBARA