

TO: Job Builder Account Holders
 FR: Compensation, Human Resources
RE: Job Builder Update - 12/1/21

On Monday, November 8th, UCSB Human Resources successfully transitioned from our legacy job description system (OACIS) to our new job description system, Job Builder.

Thank you to all who attended training and are actively using the new system. We are very appreciative of your continuous feedback. We are working to improve the system everyday and would like to provide you with some news and reminders.

News	
Job Description Acknowledgement Process	<ol style="list-style-type: none"> 1. The Job Acknowledgement process will be launched the second week of December. Every time a new employee is hired into UCPATH or a job description is revised or reclassified, the employee linked to that job description will receive an email with instructions on how to acknowledge receipt of their new or revised job description. <i>This will replace the need to print out a JD and have the employee and their supervisor sign it.</i> 2. A new user guide is available on the HR/Compensation Website for the JD Acknowledgement Process.
Employee Data Feed	<p>Job descriptions in Job Builder are linked to staff employees by way of a weekly employee data feed to Job Builder. We are in the process of automating this data feed on a nightly basis and expect it to be ready by the second week of December. This improvement will enable the JD Acknowledgement process to occur in a more timely way, especially for new hires.</p>
FAQ's for Submitters and Preparers	<p>FAQ's are now available on the HR/Compensation Website.</p>
Access to Job Builder for all Staff Employees	<p>All non-student staff employees may now log into Job Builder to:</p> <ol style="list-style-type: none"> 1. View, print or download their own job description; 2. View, print or download the job description(s) of their direct and indirect reports. 3. View the CT Job Standards. <p>A new user guide is available on the HR/Compensation Website for all staff employees.</p> <p>A communication to all staff employees is going out this week.</p>

Reminders	
OACIS Actions	<p>We are no longer accepting job description actions in OACIS. Please log in to Job Builder to process any job description related actions.</p> <p>OACIS is going to transition to "read-only" effective December 7th. Current OACIS account holders will continue to have read-only access for up to 3 years. We are no longer allowing new user accounts to be added to OACIS.</p>
Job Builder User Accounts	<p><u>For Preparers and Submitters (Special User Roles):</u></p> <ul style="list-style-type: none"> • Please notify HR when you need to <u>assign a preparer or submitter role</u> to an employee (this allows them to prepare and/or submit JD actions). To do this, submit a ticket via HR ServiceNow (select Classification & Compensation > Job Builder). • Please notify HR when a <u>Submitter or Preparer separates from UC or leaves your department</u> so that we can terminate their access. To do this, submit a ticket via HR ServiceNow (select Classification & Compensation > Job Builder). <p><u>For Staff Employees (Basic User Role):</u> Basic level access is automatically activated and/or inactivated for all staff (non-student) employees who do not have a special user role for preparing and submitting JD actions. You do not need to contact HR to add or remove basic level access for any staff employees.</p>
Job Descriptions for Recruitment	<p>Make sure to submit an update to the job description in Job Builder before using that JD in a recruitment. There are many new fields in Job Builder that will be left blank if not updated prior to posting in TAM.</p>
Missing JDs	<p>Please enter any missing job descriptions into Job Builder by December 17th.</p>
Having trouble using Job Builder?	<ol style="list-style-type: none"> 1. Refer to the User Guides, recorded trainings, presentation slide decks, and FAQs on the HR/Compensation Website. 2. Still can't figure something out? 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:
Experiencing a System Error?	<p>Submit a ServiceNow ticket to: HR ServiceNow>Compensation>Job Builder.</p>

Job Builder Resources	
Job Builder URL	Sign in with Single Sign-On: https://universityofcalifornia.marketpayjobs.com
Training Videos and User Guides	HR/Compensation Website

Thank you.