

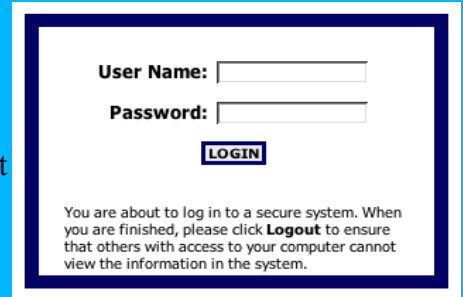


TUTORIAL

Archiving a Job Description in OACIS

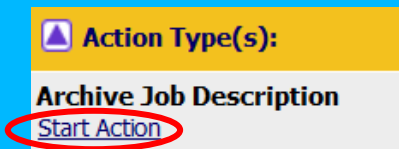
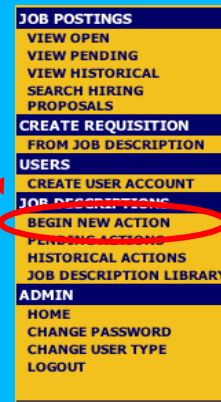
Getting Started

1. First, log on using your employee ID and personal password. If you don't yet have an account, contact HR at x3166.



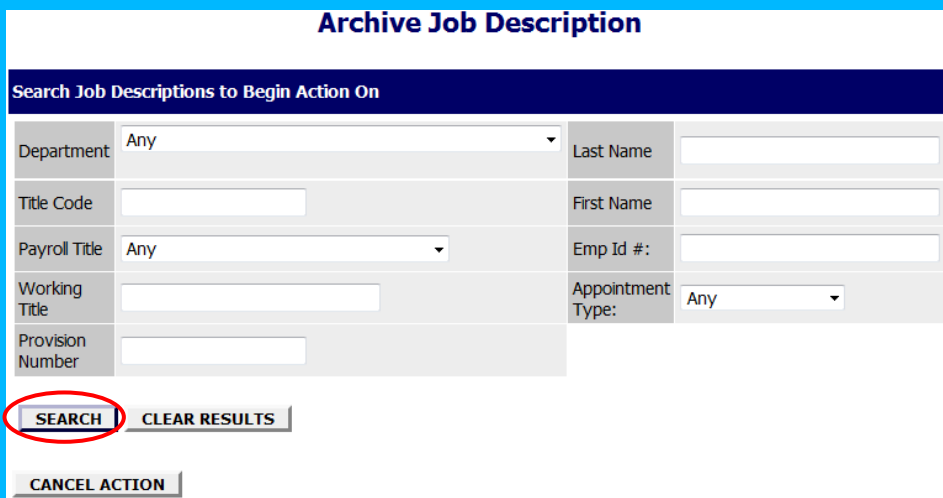
Begin a New Action

2. Go to the left side of the screen and click on the **Begin New Action** link.
3. Select **Start Action** under the **Archive Job Description** action type.

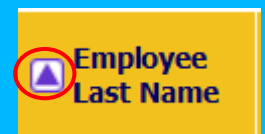
Search the JD Library

4. Search for the job description by entering data into one or more of the search fields. (You do not have to enter data into every search field.)



Select the **Search** button.

After you click **Search**, your search results will appear. You can sort the search results by clicking on the arrow to the left of the column header. For instance, if you are looking for a job description by employee name, click on the arrow next to **Employee Last Name** and it will alphabetize the list





Choose the Job Description to being the Archive Action on:

5. When you have found the job description you would like to archive, click **Start Action** underneath the employee's last name.

6. This will open the dialogue box to complete the Archive action:

Employee Last Name

Goldsmith

[Start Action](#) | [View Summary](#)

Job Description To Be Archived

[CONTINUE TO NEXT PAGE >>](#)

*Required information is denoted with an asterisk.

Employee First Name: Thomas

Employee Last Name: Goldsmith

Employee Id Number: 832285722

Department Code-Name: FSDS-R & Dh De La Guerra

* Compensation Reviewer: Joy, Mary Jo

* Submitter Name

Not Selected	Selected
Acevedo, Cresencio	No Response
Acosta, Cuca (Refugia)	
Aghayan, Ali	
Aguilera, Socorro	
Airame, Satie	
Akchurin, Roane	
Aksenova, Maria	
Alcaino, Ricardo	

* Submitter's Phone

* Briefly explain the basis for updating this Job Description:

*Required information is denoted with an asterisk.

[CONTINUE TO NEXT PAGE >>](#)

Complete the form; all boxes with a * require information before you are able to proceed.

Select **“Continue to Next Page.”**

7. The Action Status Dialogue box will open. Select **Archive Job Description** and **Continue**. **Confirm** the Archive action.

Action Status

Save for Department Review

Archive Job Description

[CANCEL](#) [CONTINUE](#)

Action Status

Archive Job Description

[GO BACK](#) [CONFIRM](#)

8. You will receive the following notification when the Job Description is successfully archived.

✓ The status of Action has successfully been changed to *Job Description Archived*.