



# TUTORIAL

## Using the Job Description Library 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.



### Access the JD Library

2. Go to the left side of the screen and click on the **Job Description Library** link.
3. You are now in the **Search Job Description Library** page. If a job description has been submitted online and approved by Compensation, it will be in the JD Library.



### 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.)

### Search Job Description Library

Search Job Description Library			
Payroll Title	<input type="text" value="Any"/>	First Name	<input type="text"/>
Title Code	<input type="text"/>	Last Name	<input type="text"/>
Department	<input type="text" value="Any"/>	Emp Id #:	<input type="text"/>
Appointment Type:	<input type="text" value="Any"/>	Working Title	<input type="text"/>
Provision Number	<input type="text"/>		
<input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/>			

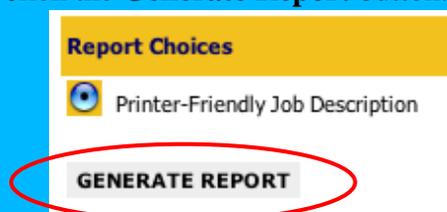
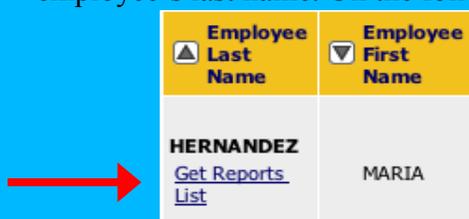
Click the **Search** button.

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, want to see all of the newly created career job descriptions that have been approved by Compensation? Click the arrow next to **Last Action** and then scroll down until you see all of the job descriptions with the status of "New Career Job Description Approved."



### View the Job Description

5. When you have found the job description you would like to view, click **Get Reports List** underneath the employee's last name. On the following screen, click the **Generate Report** button.





### Why can't I find the Job Description I'm looking for?

If your search does not result in the job description you're looking for, it is likely that one of three things has happened:

- (1) The Job Description has not yet been entered into OACIS.
- (2) The Job Description has been entered but is pending review by Compensation.
- (3) The Job Description has been entered and approved, but you do not have access to it.

As a Submitter, you will have access to JD's in your department (or departments, if you have responsibility for employees in multiple departments). If an employee reports to you but you can not find the JD in the JD Library, consider if you have entered it into the system yet and if it has been approved by Compensation. If the answer to both these questions is yes, and you still cannot find it, contact HR at x3166.

### Print the Job Description

6. You will now see the Job Description in its own window. It is a PDF file and can not be edited. You can print the job description by going to **File** on your browser menu, then selecting **Print**.

### Save the Job Description

7. If you would like to save this job description on your computer to quickly access later or in order to attach to an email, go to **File** on your browser menu, then select **Save As**. Save the file as "web page, HTML only." (Note: Some browser windows may have different "Save As" options. Consult your IT or help desk person if needed.) We have tested this in the following browsers and they seem to work: Internet Explorer, Netscape and Firefox.

### Collect Employee Signatures

8. If you are printing the job description for the first time after a reclassification, update or for a new hire, you will need to *collect employee signatures*, make a copy for the employee and supervisor and file the signed job description in your department files. If you do not know where your department has chosen to file the signed job descriptions, contact your Supervisor, Manager or MSO/Business Officer.

### Who do I call if I need to see a JD from another Department?

If a Supervisor or Manager is writing a job description and feels it would be beneficial to see comparable jobs in other departments, he or she may contact the division's **Campus Reviewer**. The Campus Reviewer has access to all job descriptions in the JD Library. Before sharing the JD, however, the Campus Reviewer will make sure that the request is for valid research purposes (e.g., for a newly created job description or a reclassification request). If so, he or she can print out the job description(s) needed and share them with the Supervisor or Manager. In addition, the Campus Reviewer has the right to limit the number of job descriptions requested if he or she feels it is unnecessary or burdensome.

There is one or more Campus Reviewers designated for every division on campus. They are typically located in the Vice Chancellors' offices. In the academic areas, they are typically located in the EVC and Provosts' offices or for the COE, in the Dean's office.