



JDX Job Description Acknowledgement – Signing your Job Description

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JDX Job Description Acknowledgement Overview:

1. Job Description Acknowledgement requests will be sent to you via email from Illinois Human Resources <jdadmin@hrtms.com>.
2. Job Description Acknowledgements are completed in JDXpert. You will be prompted to login using single sign on.
3. Use this job aid to learn how to complete your Job Description Acknowledgement.
4. If you have any questions, please contact ihr-classificationadministration@illinois.edu or [ihr-hrais@illinois.edu](mailto:hrais@illinois.edu)

Email Request for Job Description Acknowledgement:

1. Employee will receive an email from Illinois Human Resources <jdadmin@hrtms.com> indicating that a Job Description Acknowledgement is being requested.

- a. Click on the <https://go.illinois.edu/JDX> link within the email to access your Job Description acknowledgement.

-----Original Message-----
From: Illinois Human Resources <jdadmin@hrtms.com>
Sent: Monday, July 10, 2023 11:53 AM
To: GenericEmployeeDeptUser@noemail.com
Subject: Please review and sign your job description

Generic Employee Dept User,

Our records indicate that you have a new or modified job description that needs your acknowledgement. The University of Illinois requires a current job description that has been acknowledged by the employee to be kept on file. This is facilitated via the JDXpert application, and you can access your job description for acknowledgement using this link:

CLICK HERE



<https://go.illinois.edu/JDX>

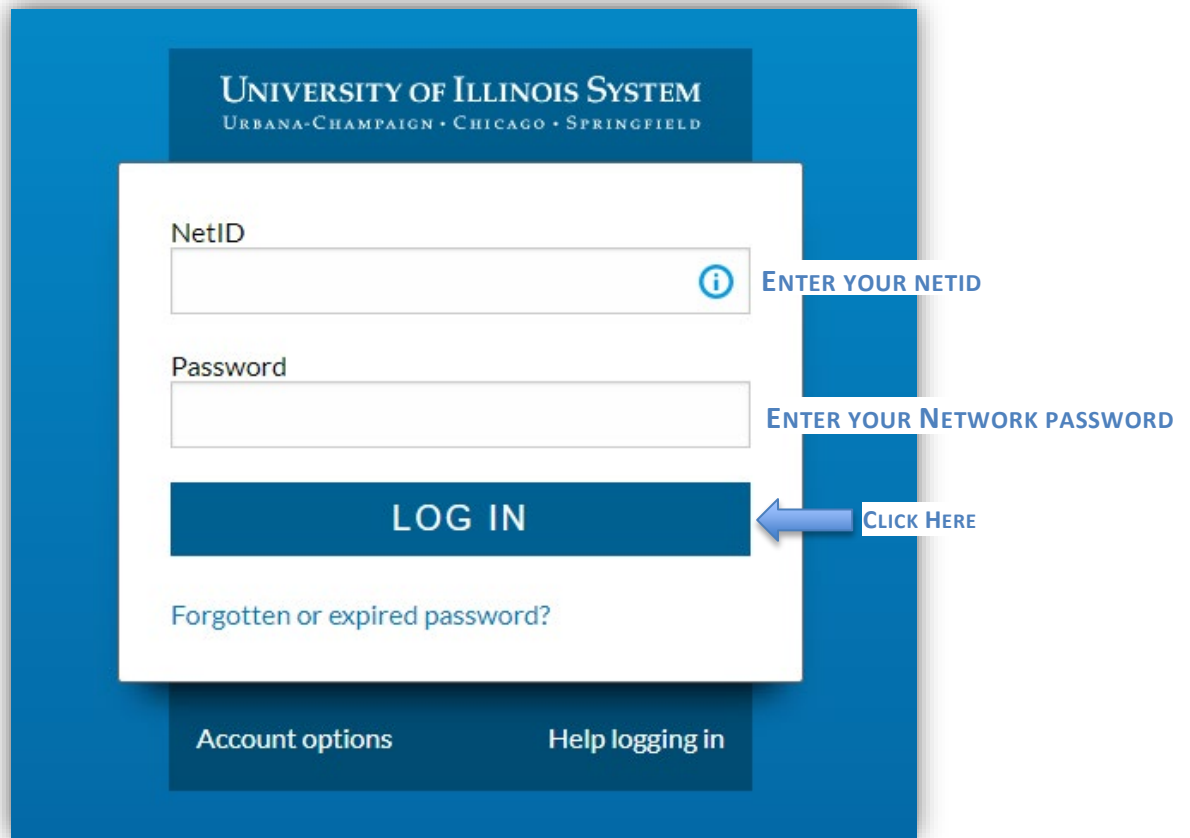
If you have any questions, please reach out to your unit's HR contact, or email Illinois Human Resources at ihr-classificationadministration@illinois.edu.

Thank you,

Illinois Human Resources

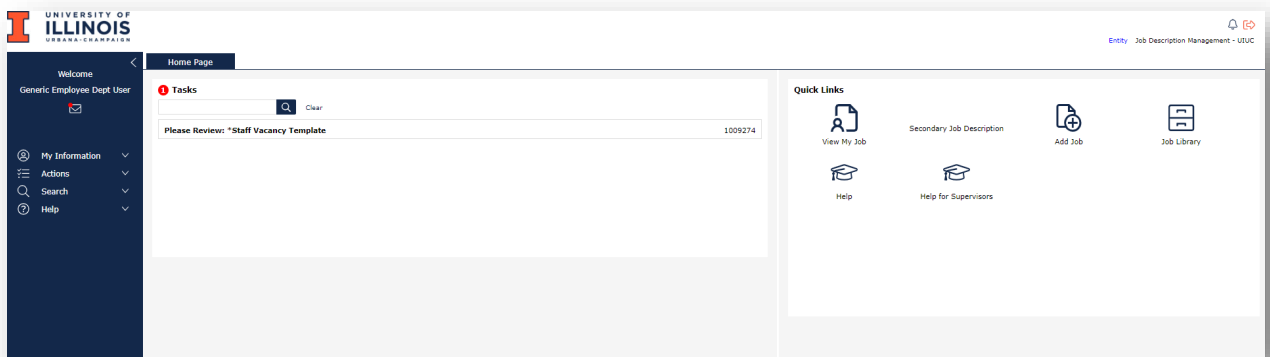
Accessing the JDXpert System:

1. When you click on the <https://go.illinois.edu/JDX> link within the email, you will be brought to the single sign on page for JDX.
 - a. Enter your network credentials and click "LOG IN".

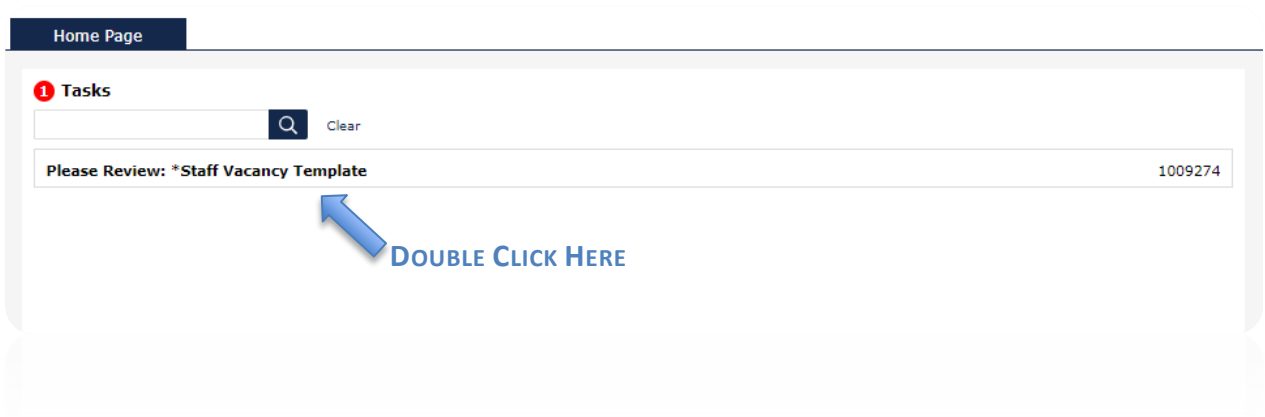


Accessing the Job Description Acknowledgement:

1. Once you login to JDXpert, you will see the Dashboard:

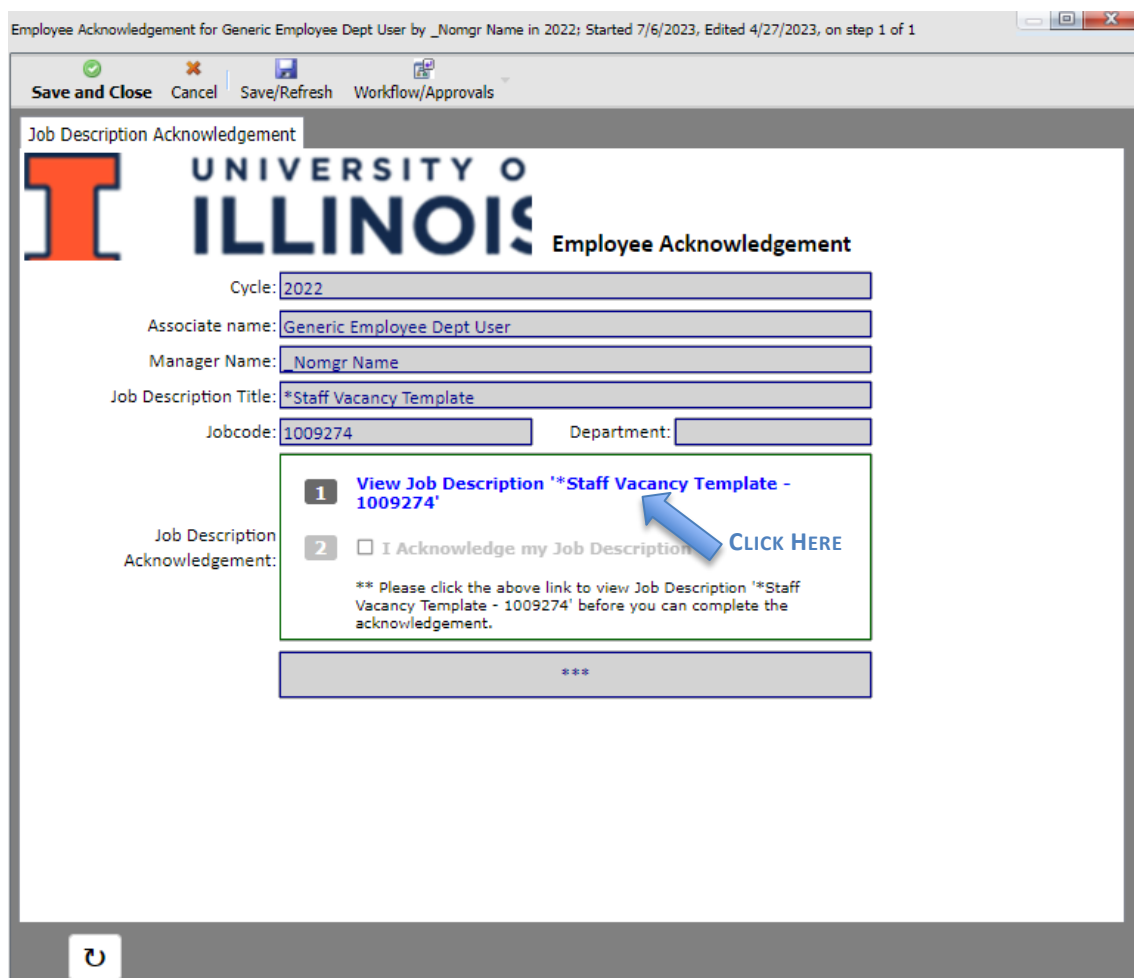


2. To access the Job Description Acknowledgement, **double click** on the “Please Review: <<JOB TITLE>>” under your Task List on the Main Dashboard.



Completing your Job Description Acknowledgement:

1. Once you **double click** on the Job Acknowledgement in your Task List, you will see this Overview screen:
 - a. Click on the “View Job Description <<JOB TITLE>>”



2. When you click on the View Job Description, your Job Description will open and you will have the chance to view it, export it in several different formats or print it.
 - a. When you have read, exported and/or printed your Job Description, click the “Red X – Close Form” in the top left corner to close the Job Description.

Job Description:
*Staff Vacancy Template - 1009274

Print Profile:
Default

Preview Job Description
 PDF Format HTML Format
 Refresh

Download/Share Job Description
 [Word] [PDF] [HTML] [Print]

EXPORT OPTIONS

Job Information:
 System Job Code: 1009274
 Title: *Staff Vacancy Template
 Classification Title:
 Job Location or Region: Urbana-Champaign - 133
 Job Description Reason: Vacancy
 Appointment Type:
 Position Number:
 Position Class Code:
 Employee Group:
 COA: 1 - Urbana
 Organization Code:
 Organization Name:
 College/Administrative Unit: ZZ-Control - Organizations 1

HR Information:
 Full Time Equivalent (FTE):
 Is this position Security Sensitive? Yes X No
 Is this a Protection of Minors position? Yes X No
 Purchasing Authority of \$5,000 or more? Yes X No
 Supervisory Authority of 20 or more? Yes X No
 Organizational Relationship:

PRIMARY POSITION FUNCTION/SUMMARY
 Please briefly summarize the position.

Duties and Responsibilities
 Duties are listed in order of greatest importance. Other responsibilities may be assigned.

	% TIME
•	5%

3. Once you View your Job Description, the “I Acknowledge My Job Description” checkbox will no longer be grayed out.
 - a. NOTE: You must open your Job Description before you can acknowledge your Job Description.

- b. Click the check box next to “I Acknowledge my Job Description”.

Employee Acknowledgement for Generic Employee Dept User by _Nomgr Name in 2022; Started 7/6/2023, Edited 4/27/2023, on step 1 of 1

Save and Close Cancel Save/Refresh Workflow/Approvals

Job Description Acknowledgement

UNIVERSITY OF ILLINOIS Employee Acknowledgement

Cycle: 2022

Associate name: Generic Employee Dept User

Manager Name: Nomgr Name

Job Description Title: *Staff Vacancy Template

Jobcode: 1009274 Department:

Job Description Acknowledgement:

- 1 View Job Description '*Staff Vacancy Template - 1009274'
- 2 I Acknowledge my Job Description

*Staff Vacancy Template - 1009274 was viewed by Generic Employee Dept User on .

CHECK THE BOX HERE


- c. Once you check the box to “I Acknowledge my Job Description”, you will now see the “Complete Workflow Step” button at the bottom.

- i. Click “Complete Workflow Step”

Employee Acknowledgement for Generic Employee Dept User by _Nomgr Name in 2022; Started 7/6/2023, Edited 4/27/2023, on step 1 of 1

Save and Close Cancel Save/Refresh Workflow/Approvals Export to PDF

Job Description Acknowledgement



UNIVERSITY OF ILLINOIS

Employee Acknowledgement

Cycle: 2022

Associate name: Generic Employee Dept User

Manager Name: Nomgr Name

Job Description Title: *Staff Vacancy Template

Jobcode: 1009274 Department:

Job Description Acknowledgement:


[View Job Description '*Staff Vacancy Template - 1009274'](#)

I Acknowledge my Job Description

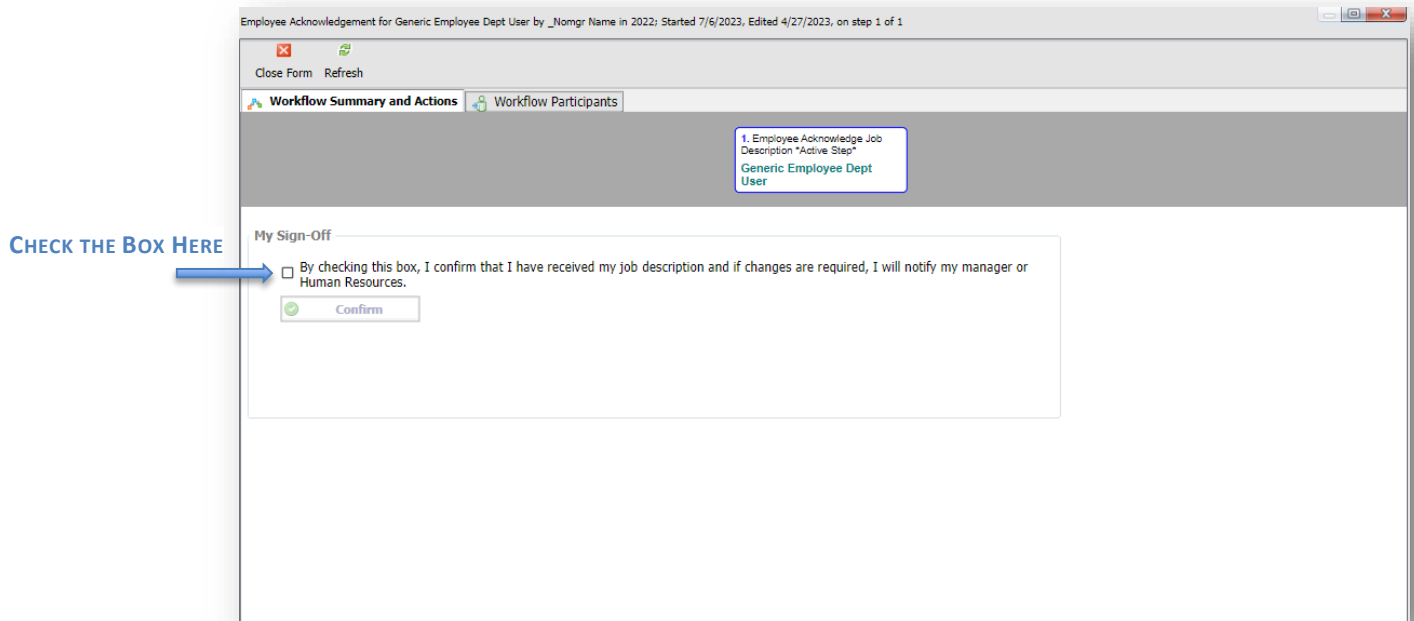
*Staff Vacancy Template - 1009274 was acknowledged by Generic Employee Dept User on 7/10/2023

[Complete Workflow Step](#)

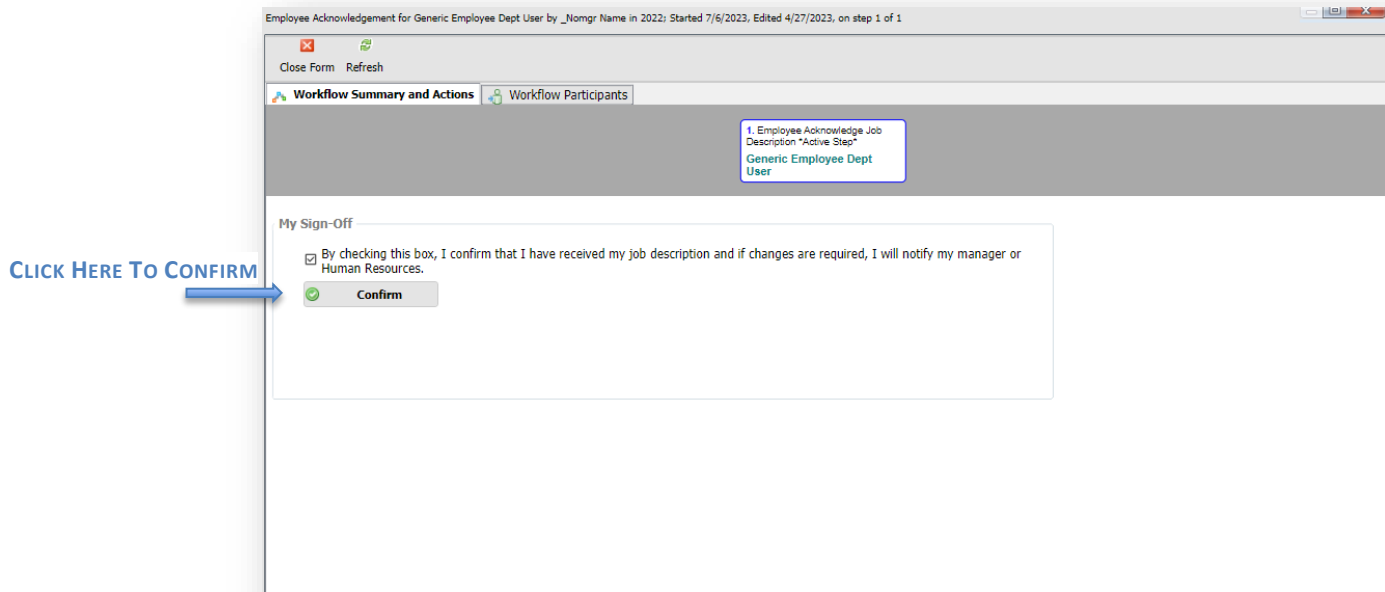
CLICK HERE TO COMPLETE



- d. Once you have clicked the “Complete Workflow Step”, you will see this screen that is asking you to confirm that you have received your job description and that if changes are needed, you will contact your manager or Human Resources.
 - i. Click the check box:



ii. Then click “Confirm”



iii. Once you click Confirm, it will return you to your Dashboard where the Please Review <<JOB TITLE>> will no longer be under your Task List.



Congratulations! You have now completed your Job Description Acknowledgement!

Last Modified: February 8, 2024

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