JDX Job Description Acknowledgement – Signing your Job Description

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JDX Job Description Acknowledgement Overview:

- 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 <u>ihr-classificationadministration@illinois.edu</u> or <u>ihr-hrais@illinois.edu</u>

Email Request for Job Description Acknowledgement:

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

NetID		
	0	ENTER YOUR NETID
Password		
		ENTER YOUR NETWO
LOG	S IN	
Forgotten or expired pas	sword?	

Accessing the Job Description Acknowledgement:

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

	Home Page				C C
Wetcome Generic Employee Dept User Image: Second Secon	Tasks Cear Please Review: "Staff Vacancy Template 1009274	Quick Links	Secondary Job Description	Add Job	Job Library
			_		

2. To access the Job Description Acknowledgement, **double click** on the "Please Review: << JOB

TITLE>>" under your Task List on the Main Dashboard.

Home Page	
1 Tasks	
Please Review: *Staff Vacancy Template	1009274
DOUBLE CLICK HERE	

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>>"

Employee Acknowledgement for Generic E	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 Acknowledgeme	nt	
	LINOIS 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 CLICK HERE ** Please click the above link to view Job Description '*Staff Vacancy Template - 1009274' before you can complete the acknowledgement. 	

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 $2. \hspace{0.5cm} \mbox{When you click on the View Job Description, your Job Description will open and you will have}$

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.

CLICK HERE TO CLOSE	Ø ♠ ➡ 1 of 2	- + Automatic Zo	om ÷ sa	17 0 3
iption: ncy Template - 1009274 ile:		*S	CLICK H taff Vacancy Temp	IERE TO PR
	Job Information:			
Job Description	System Job Code:	1009274		
Format O HTML Format	Title: Classification Title:	*Staff Vacancy Template		
Ø Defrech	Job Location or Region:	Urbana-Champaign - 133		
is Refresh	Job Description Reason:	Vacancy		
Share Job Description	Appointment Type:			
Share soo bescription	Position Number:			
FOT	Position Class Code:			
	Employee Group:			
	COA:	1 - Urbana		
	Organization Code:			
	Organization Name:			
PORT OPTIONS	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 FUN	CTION/SUMMARY		
	Please briefly summarian the easity	ion		
	more? Organizational Relationship: PRIMARY POSITION FUN Please briefly summarize the posit	ICTION/SUMMARY		
	Duties and Responsibilities			
	Duties are listed in order of great	test importance. Other responsibilities m	ay 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".

nployee Acknowledgement for Generic Er	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/R	Refresh Workflow/Approvals	
Job Description Acknowledgemen	nt	
	VERSITY O	
	LINOIS 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: CHECK THE BOX	View Job Description '*Staff Vacancy Template - 1009274' I Acknowledge my Job Description *Staff Vacancy Template - 1009274 was viewed by Generic Employee Dept User on .	
HERE	***	
U		

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"

Save and Close Cancel Save/Rei	resh Workflow/Approvals	Export to PDF	
ob Description Acknowledgement			
	ERSITY O)	
I 11 1	INOI	t	
!		Employee Acknowledgeme	nt
Cycle: 20	22		
Associate name: Ge	eneric Employee Dept User		
Manager Name:	lomgr Name		
Job Description Title: *s	taff Vacancy Template		
Jobcode: 10	09274	Department:	
Γ			
	View Job Description	"*Staff Vacancy Template - 1009274	
Job Description	🗹 I Acknowledge	my Job Description	
Acknowledgement.	*Chaff Vacancy Tampla	to - 1009274 was asknowledged by Gapa	ri-
	Employee Dept User of	n 7/10/2023	
	Comp	biete worknow Step	
	CUCK		
7.			

- 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:

	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	
	⊠ #	
	Uose rorm Kerresn	
	Workhow summary and actuoits of Workhow Partucipants	
	1. Englose Asknowledge Job Description "Active Step" Generic Employee Dept User	
CHECK THE BOX HERE	My Sign-Off	
	By checking this box, I confirm that I have received my job description and if changes are required, I will notify my manager or Human Resources.	
	Confirm	

ii. Then click "Confirm"

Employee Acknowledgement for Generic Employee Dept User by _Nomgr Name in 2022; Started 7/5/2023, Edited 4/27/2023, on step 1 of 1	
Close Form Refresh	
N Workflow Summary and Actions 👌 Workflow Participants	
1. Employee Acknowledge Job Description "Active Step" Generic Employee Dept User	
My Sign-Off By checking this box, I confirm that I have received my job description and if changes are required, I will notify my manager or Human Resources.	

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!

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