



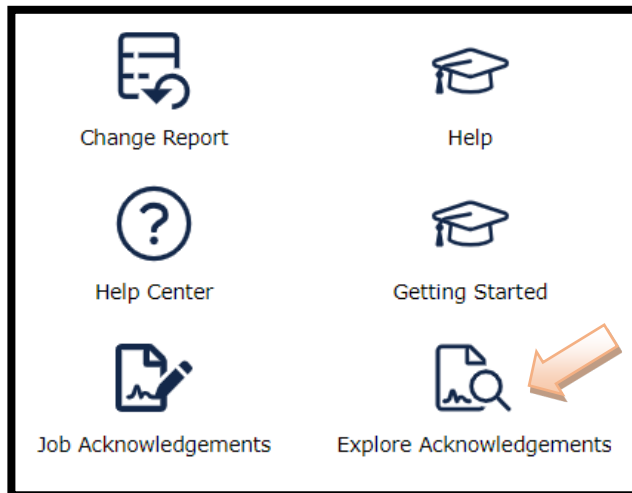
JDX Viewing Signed Job Descriptions Job Aid

How to Access the JDXpert System:

1. Open internet browser and go to: apps.uillinois.edu
2. Select [JDXpert](#) (found on the Human Resources 'card')
3. Log in to JDXpert using your net ID and password

Accessing Signed Job Descriptions in JDXpert:

1. **From the Main Dashboard, click on “Explore Acknowledgements” from the Quick Links section on the right side of your screen:**



2. **Search for Employee:**

The screenshot shows the 'Explore Acknowledgements' interface. At the top, there are filters for 'Indirect Manager' (All Indirect Managers), 'Managers and Direct Reports' (All Direct And Indirect Reports), 'Application Type (Cycle)' (Employee Acknowledgement (2021)), 'Quick Filter' (All Records), and a 'Text Search' field. An orange arrow points to the search bar. Below the filters is a table with columns: Action, Employee Name, Manager Name, Created On, Completed On, Step Name, Job Title, Job Code, JD Acknowledged?, and Cycle.

Action	Employee Name	Manager Name	Created On	Completed On	Step Name	Job Title	Job Code	JD Acknowledged?	Cycle
<input checked="" type="checkbox"/>	Generic Employee	_Nomgr Name	6/7/2022	6/7/2022	Workflow was Finalized on 6/7/2022 11:26:37 AM	Infrastructure Specialist - TEST	1009187	True	202
<input checked="" type="checkbox"/>	Generic Employee2	_Nomgr Name	6/6/2022	6/6/2022	Workflow was Finalized on 6/6/2022 4:21:08 PM	Infrastructure Specialist - TEST	1009187	True	202

Last Modified: February 8, 2024

- a. Type in the employee's name in the "Text Search" section and then click the "Search Button"
- b. You will then see a list populate below from the search you have entered.

3. Open the Employee Acknowledgement

- a. Click on a row to select it. It will turn gray to show you have selected it. Then, double click anywhere on the line of the employee you wish to view.

Action	Employee Name	Manager Name	Created On	Completed On	Step Name	Job Title	Job Code	JD Acknowledged?	Cycl
	Generic Employee	_Nomgr Name	6/7/2022	6/7/2022	Workflow was Finalized on 6/7/2022 11:26:37 AM	Infrastructure Specialist - TEST	1009187	True	202
	Generic Employee2	_Nomgr Name	6/6/2022	6/6/2022	Workflow was Finalized on 6/6/2022 4:21:08 PM	Infrastructure Specialist - TEST	1009187	True	202

- b. When you double click and open the Employee acknowledgement, you will see this screen:

Employee Acknowledgement for Generic Employee by _Nomgr Name in 2021: Finalized Workflow with 1 steps completed on 6/7/2022.

Close Form Refresh Workflow/Approvals Completed JD Acknowledgements Export to PDF Tools

Job Description Acknowledgement

UNIVERSITY OF ILLINOIS
URBANA - CHAMPAIG

Employee Acknowledgement

Cycle:

Associate name:

Manager Name:

Job Description Title:

Jobcode: Department:

[View Job Description 'Infrastructure Specialist - TEST - 1009187'](#)

Job Description Acknowledgement: I Acknowledge my Job Description

Infrastructure Specialist - TEST - 1009187 was acknowledged by Generic Employee on 6/7/2022

4. To View the Completed JD Acknowledgements:

Employee Acknowledgement for Generic Employee by _Nomgr Name in 2021; Finalized Workflow with 1 steps completed on 6/7/2022.

Close Form Refresh Workflow/Approvals Completed JD Acknowledgements Export to PDF Tools

Job Description Acknowledgement

UNIVERSITY OF ILLINOIS
URBANA - CHAMPAIGN

Employee Acknowledgement

Cycle: 2021

Associate name: Generic Employee

Manager Name: Nomgr Name

Job Description Title: Infrastructure Specialist - TEST

Jobcode: 1009187 Department:

[View Job Description 'Infrastructure Specialist - TEST - 1009187'](#)

Job Description Acknowledgement: I Acknowledge my Job Description

Infrastructure Specialist - TEST - 1009187 was acknowledged by Generic Employee on 6/7/2022

[Complete Workflow Step](#)

- a. Click on “Export to PDF” (shown above by the orange arrow).
- b. Once you click on that, a drop down will appear:
 - a. Click on “JD Acknowledgement Cover page and Job Description”.

Employee Acknowledgement for Generic Employee by _Nomgr Name in 2021; Finalized Workflow with 1 steps completed on 6/7/2022.

Close Form Refresh Workflow/Approvals Completed JD Acknowledgements Export to PDF Tools

Job Description Acknowledgement

UNIVERSITY OF ILLINOIS
URBANA - CHAMPAIGN

Employee Acknowledgement

Cycle: 2021

Associate name: Generic Employee

Manager Name: Nomgr Name

Job Description Title: Infrastructure Specialist - TEST

Jobcode: 1009187 Department:

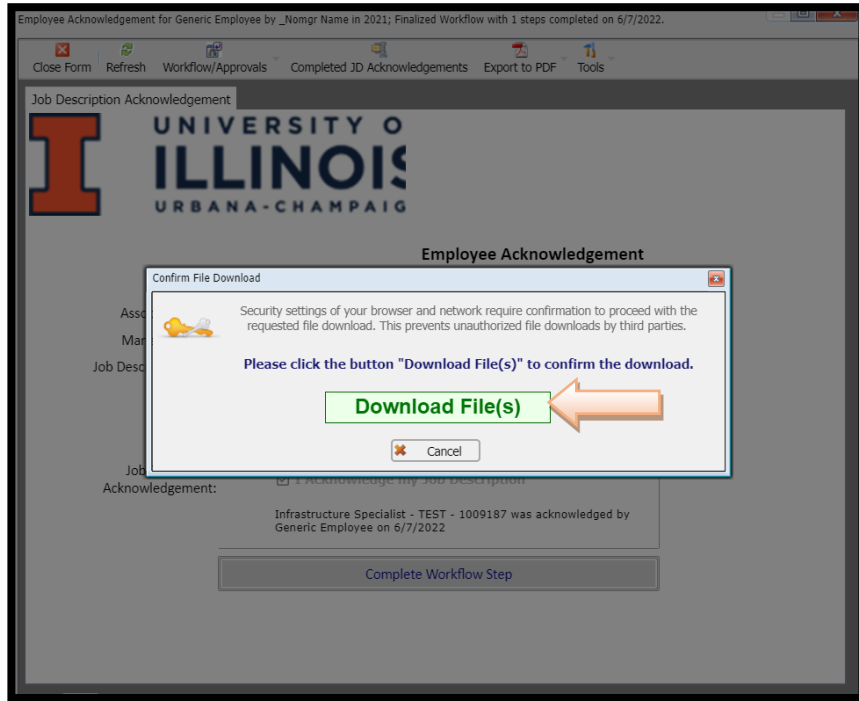
[View Job Description 'Infrastructure Specialist - TEST - 1009187'](#)

Job Description Acknowledgement: I Acknowledge my Job Description

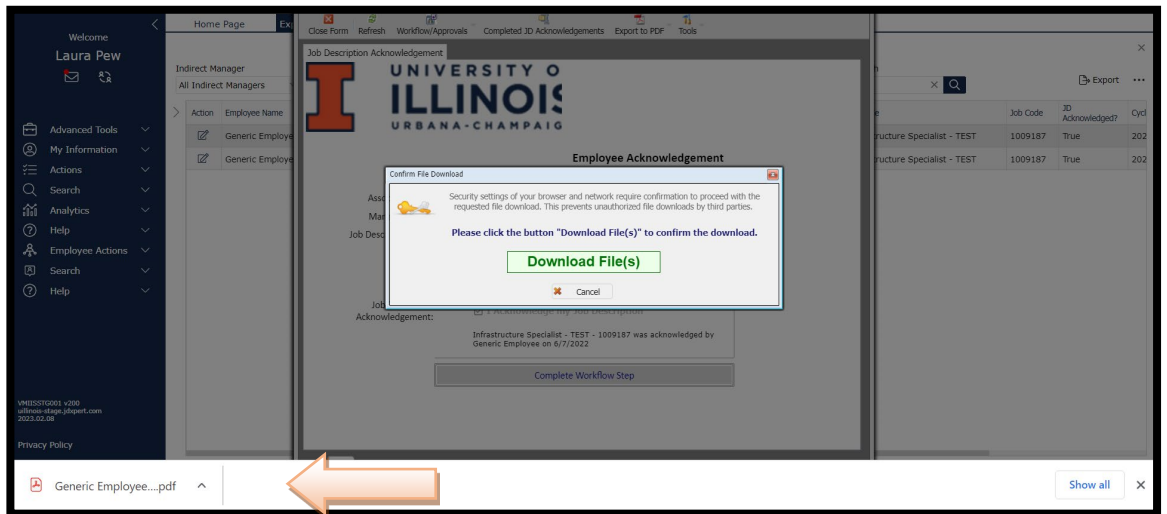
Infrastructure Specialist - TEST - 1009187 was acknowledged by Generic Employee on 6/7/2022

[Complete Workflow Step](#)

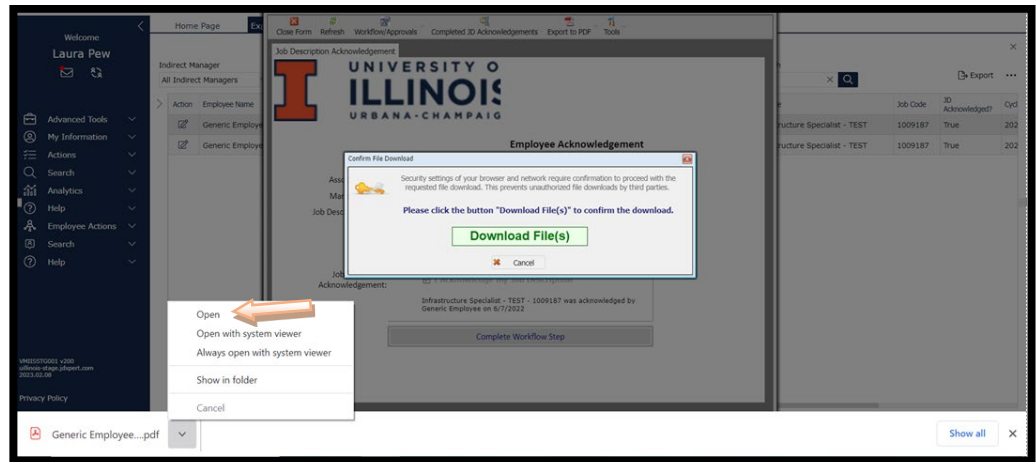
- c. A new pop-up box will appear asking you to confirm the download. Click on the green “Download File(s)” button.



d. The download will appear in your pop ups at the bottom of your screen.



- a. Click the up arrow and choose “Open”.



- e. The download will now open and you can view the completed Job Description Acknowledgement:



- a. To print the Job Description Acknowledgement, click on the “Printer Icon” shown above by the blue arrow.
- b. To download and save the Job Description Acknowledgement, click on the “Arrow Down” shown above by the orange arrow. Then, you can save the Job Description Acknowledgement on your computer.

Questions

- If you have any questions, please contact ihr-hrais@illinois.edu