Quick Tips for HR Liaisons: Online Position Description Services

The following are instructions for the most common tasks an HR Liaison might want to complete in the Online Position Description Services.

How to Login as an HR Liaison:

1. HR Liaisons with existing accounts can log in to the system using Single Sign On (SSO) in one of two ways.
2. The first option is to go to http://tamujobs.tamu.edu/hr website. Click on User Login and the Single Sign On home page will appear.
3. Proceed to log in using the UIN and password for Single Sign On and you will be logged in to the Online Employment, Position Description and Performance Evaluation system.
4. For the second option to log in, go to the HR website at http://employees.tamu.edu and click on the SSO/HRConnect link located on the top maroon navigation bar, or go directly to the SSO login at https://sso.tamu.edu.
5. You will notice a new option has been added to your SSO menu, labeled TAMUjobs. You can select that option and you will be logged in to the Online Employment, Position Description and Performance Evaluation system.
6. If you need help with your username or password, contact Human Resources at 845-4141 to have your SSO password reset.

Viewing the Status of Pending Requests Involving Your Department's PDs:

1. Login as HR Liaison.
2. Look at the top of the screen to make sure you are in "*department view*" instead of "*user view*." To change to department view, go to Change Default View under the Admin menu.
3. Check the top of the screen to also verify your user role and change as needed.
4. Click on "View Pending."
5. A search will yield all pending PDs that you have access to view. You can refine the search by scrolling to the bottom of the list, adding one or more search elements (i.e. last name, PIN) and click on "Search." Look at both the date of last status change and the current status column to identify the most current status of the Position Description. The current status will determine whether or not you can access and edit the PD.
    - If the current status is *Saved Not Submitted, Sent to First Approver, etc.* you can:
        - Edit and send to the next approver, or approve and send to HR.
    - If the PD is at another status, such as *Sent to Employee, Submitted to HR, Under HR Review*, etc., you will not be able to edit it or change the status. You will be able to edit or change the status once the update is sent or returned to you for review. You can begin another action once the update is *All Approvals Obtained.*

Adding/Changing User Access to PDs:

You will need to add or change User Access when initially implementing the program or when you experience staffing changes and need to update the access to PDs.

1. Login as HR Liaison.
2. Click "Begin New Request."
3. Click "Start Action" under the Add/Change User Access option.
4. Find the PD for the employee you want to update and click "Start Action" in the "PIN #" column.

5. Select the name of the direct supervisor. Select the name(s) of any other users in Hiring Manager status who would need access to that PD. (Note: HR Liaisons for the department will already have access and do not need to be named specifically in the other users field).
6. Select the name of the employee in the Employee User Account field.
7. Click “Continue to Next Page” or on “Preview Action” at the bottom of the tab.
8. In the Action Status change box, which appears at both the top and the bottom of the Action Summary screen, you will notice that “User Access to Position Updated” is already selected. If you are ready to complete the change, click “Continue.” (Note: If you need to set up a new Hiring Manager or Employee user account, click “Cancel” and click on “Create User Account” from the menu on the left hand side to create a user account).
9. The system will then prompt you to confirm your status change.
10. Click “Confirm “and you are done!

You may also use this action type to edit certain fields in the PD, such as the department, ADLOC account, funding account(s) and the number of employees supervised by the position.

Updating the PDs of Department Employees:

Your department will initially update an employee’s PD to enter the document into the system. An update allows you to enter the original information in the system and make any necessary changes. Updating a PD can be achieved in one of two ways based on the current status of the document.

1. Beginning an Update of an Employee’s PD (if you need to make changes and an update is NOT already in progress):

1. Login as HR Liaison.
2. Click “Begin New Request.”
3. Click “Start Action” under the Update Position Description option.
4. The search will yield all Position Description your department employees. Find the PD for the employee you want to update and click “Start Action” in the “PIN #” column. Complete information on each of the tabs as applicable. Click in boxes to make edits.
5. Click “Continue to Next Page” to move to each tab. When finished editing, click “Preview Action” at the bottom of any tab.
6. In the Action Status box, which appears at both the top and the bottom of the View Summary screen, you will have the option of selecting *Save Without Submitting, Send to First Approver or Send to Second Approver*. Select the appropriate status change based on who will need to review and approve and click “Continue.”
7. The system will then prompt you to confirm your status change. Click “Confirm” and you are done.
8. The “next” approver will then get an e-mail prompting that it the PD is ready to be reviewed, approved and sent to the next approver or HR.

2. Editing, Reviewing and Approving an Update of an Employee’s PD (if the update has already been started and saved or sent to you for review):

1. Login as HR Liaison
2. To access the PD update that has already been started, click “View Pending.”
3. The search will yield any pending Position Description actions for your department employees. You can refine the search by scrolling to the bottom of the list, adding one or

more search elements (i.e. last name, PIN) and click on “Search.” When the search yields the position you want to view, click “View” in the status column on the left.

4. Review the entire Position Description by scrolling down the page.
5. To make changes, click “Edit” which will take you to the tab view. In tab view, you can click to the various tabs (position description, job duties) to make edits.
6. On the action approvals tab, the first approver is usually the direct supervisor. For the update process, you typically do not need to select multiple approvers, unless your department’s management would like the HR Liaison to view/edit employees' PDs before submitting to HR.
7. When you are finished editing, click the “View Action Summary” button at the bottom of the page.
8. On the View Summary page, you must select the appropriate status change. If you want to save and come back to the PD action later, select *Save*. If you are ready to send it to the Human Resources Classification and Compensation office, select *Approve and Send to HR*. If another level supervisor wants to review and edit the employees' PDs, be sure that supervisor was selected on the action approvals tab, and then select the appropriate status change for that approver (Send to Second Approver, etc.)
9. The system will then prompt you to confirm your status change. Click “Confirm” and you are done.

Viewing the Approved Version of Department Employee’s PDs after the Update is Complete:

1. Login as HR Liaison.
2. Click “View Position Descriptions.”
3. The search will yield the approved Position Descriptions for the department.
4. Identify the position you want to view and click “View Summary” in the “PIN #” column on the left. This will open a new window and give you a printable version of the PD.

Certifying the PDs of Your Direct Reports:

See the Quick Tips for Hiring Managers instructions for details on how to certify employee’s PDs as a direct supervisor.

Viewing Your Own PD in an Employee Role:

See the Quick Tips for Employees instructions for details on how to access your own PD as an employee.

Final Tips about Staying Logged In:

If you are making changes, be sure that you have saved your work before leaving your computer, closing your browser or clicking on an internet link from an e-mail. The system is a secure site, and will log you out due to inactivity if you leave it open for too long (approximately 20 minutes). You will also be logged out if you try to go to another website while you have the system open on your internet browser.

For password help, contact Employment & Diversity Services at 845-5154. For additional information, contact the Classification and Compensation office at 845-4170.