Quick Tips for Employees: Online Position Description Services

The following are instructions for the most common tasks an employee might want to complete in the Online Position Description Services: logging in as an employee, viewing the status of pending and approved requests involving your PD, certifying your PD (confirming its accuracy with no edits), updating your PD (making edits), or viewing the approved version of your PD after the update is complete.

Logging In as an Employee:

1. Employees 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. Your departmental HR Liaison can reset your password if you need help with your username or password, or contact Human Resources at 845-4141.

Viewing the Status of Pending Requests Involving Your PD:

1. Login as employee using your UIN as your username.
2. Click on "View Pending."
3. A search will yield your Position Description, if there is a pending action.
   Look at the status column to view the current status of your Position Description. The current status will determine whether or not you can access and edit the PD.
   - If the current status is *Sent to Employee*, you can:
   - Edit and send to your supervisor (see #2 beneath the section titled Updating Your PD in an Employee Role).
   - If the PD is at another status, such as *Sent to Supervisor, Submitted to HR, Under HR Review*, etc., you will not be able to certify it, edit it, change the status or begin another action until the update is *Sent to Employee* or *All Approvals Obtained.*

Certifying Your PD:

Certifying your PD is what you do to confirm that you have reviewed it for accuracy as part of the annual performance evaluation process. If you review it and need to make changes, see the section titled Updating Your PD in an Employee Role.

1. Login as employee using your UIN as your username.
2. Click on "Begin New Request. "
3. Click on "Start Action" under the Employee Certify Position Description option.
4. A search will yield your current and approved Position Description
5. Click "Start Action" and the system will bring up the first of two tabs that include your Position Description information. Scroll down the page to review the Position Description tab. Click "Continue to Next Page" to view Job Duties tab. When finished reviewing, click

on either “Continue to Next Page” or on “Preview Action” at the bottom of the tab.

6. In the Status Change box, which appears at both the top and the bottom of the Action Summary screen, you will notice that the Employee Certify Position Description is already selected. If ready to certify the PD, click “Continue.” (If you need to make edits, click “Cancel” and see instructions below on Updating Your PD.)
7. The system will then prompt you to confirm your status change. Click “Confirm” and you are done!

Updating Your PD in an Employee Role:

Updating your PD allows you to make changes to it and is achieved in one of two ways based on whether an update is already in progress.

1. Beginning an Update of Your PD (if you need to make changes and an update is not already in progress):

1. Login as employee using your UIN as your username.
2. Click on “Begin New Request.”
3. Click on “Start Action” under the Update Position Description option.
4. A search will yield your current and approved Position Description.
5. Click “Start Action.” On the Action Justification tab, you need to briefly describe the purpose of the update and the proposed edits to the position description and/or job duties.
6. Click on “Continue to Next Page” to <u>view</u> the latest approved Current Job Description. This is not an editable page.
7. Click “Continue to Next Page” to scroll down and review the Position Description tab. Click in boxes to make edits.
8. Click “Continue to Next Page” to view and edit the Job Duties tab. You may also add new duties if necessary. When finished editing, click on “Continue to Next Page” to view the Action Approval Steps tab.
9. The Action Approval Steps tab requires that you establish approval routing for the request. You must select a first approver from the drop down box. In most cases, the first approver will be the same as your direct supervisor. Check with your departmental HR Liaison if you are unsure. Once you have selected all approvers necessary, click “Continue to Next Page” to preview the action summary.
10. The View Action Summary page allows you to scroll down the page and review the entire position description. You will have the option of selecting *Save without Submitting* or *Send to Supervisor*. Select the appropriate status change and click “Continue.”
11. The system will then prompt you to confirm your status change. Click “Confirm” and you are done!
12. Your supervisor will then get an email prompting that it is ready to be reviewed, approved and sent to the next approver or HR.

2. Editing an Update of Your PD (if your PD is at the status of* Sent to Employee*):

1. Login as employee using your UIN as your username.
2. To access the PD update that has been started for your position, click on “View Pending.”
3. A search will yield your Position Description that is being updated.
4. Click on “View” in the status column on the left.
5. Review the entire Position Description by scrolling down the page.
6. To make changes, click on “Edit,” which will take you to the tab view. In tab view, you can click to the various tabs (action justification, position description, job duties, action approval steps) to make edits. Be sure to discuss edits with your supervisor as

appropriate.

7. When you are finished editing, click on the "View Action Summary" button at the bottom of the page.
8. In the Action Status box, which appears at both the top and the bottom of the summary screen, you will have the option of selecting *Save* or *Send to Supervisor*. Select the appropriate status change and click "Continue."
9. The system will then prompt you to confirm your status change. Click "Confirm" and you are done!
10. Your supervisor will then get an email prompting that it is ready to be reviewed, approved and sent to the next approver or HR.

Viewing the Approved Version of Your PD after the Update is Complete:

1. Login as employee using your UIN as your username.
2. Click on "View Position Descriptions."
3. A search will yield your Position Description.
4. Click on "View Summary" in the PIN column on the left. This will open a new window and give you a printable version of your PD.

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 email. 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 your HR Liaison, or Human Resources at 845-4141 to have your SSO password reset. For additional information, contact the Classification & Compensation office at 845-4170.