On-Line Position Descriptions
Action Type: Modify Existing Position Description – (and Post)
(Work Flow B)

Link to Internal Administrator Login Screen
https://islanderjobs.tamucc.edu/userfiles.jsp/shared/frameset/Frameset.jsp?time=1235078138220

Use this action type to update a position description and have it reviewed for a reclassification. This action type may also be used for any action that has budget implications due to modifications to the position. This action type includes the option to post, but posting is not required.

BEFORE YOU BEGIN

Contact HR. HR has to ensure that you have been set up as the hiring manager.

LOGIN & CORRECT USER MODE

You only need one user ID and can toggle between various roles: Hiring manager, 2nd level supervisor, and employee. Note: If you only have one user type, your screen view will not have a “Change User Type” link.

Once you log in, at the top left of the white portion of the screen is a message telling you the current user type.

Welcome Debra Cortinas. You are logged in.  Your Current Group: Hiring Managers.

If you need to change the user type, use the link at the bottom left in the blue area.

ADMIN

HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Once you are in Hiring Manager role, the first screen you see will be active postings for all units assigned to you. Follow the instructions below to update the position description.

UPDATE THE POSITION DESCRIPTION

Under Position Descriptions, click on Begin New Action.

On the next screen you have four options.
Select: Modify Existing Position Description (and Post). You will see the screen below. Click on Search Positions and all positions assigned to you as a Hiring Manager will appear. You may also find a position by entering relevant information in one or more of the search boxes.
Select Start Action for the position you wish to update. If you do not see the position you are searching for, contact HR. This has happened because HR has not assigned you to the position as a hiring manager.

The next screen – Current Position Description - is a view of all the information in the current position description.

There are several blue tabs across the top:

- Current Position Description – Displays Current Details
- Proposed Classification – Provides you the ability to propose a different title
- Position Details – Complete all required fields
- Budget Details
- Proposed Job Duties – This is where you will enter job duties
- Supplemental Documentation
- Requisition Form - Do Not click on this tab. It is not necessary for this action.
- Comments – Any logged in user can enter comments.

You can skip from one tab to another, but on any screen where you enter data, you must use the “Continue to Next Page” link to save data.

If you are proposing a title change, go to the Proposed Classification tab. Click on the Change Classification link. A drop down will appear at the top of the screen allowing you to select the desired classification/title. Only existing titles are on the drop down. If you want to propose a title that does not exist presently, you can select To Be Determined on the classification drop down and enter a comment on the Comments Tab.

Complete Position Details screen. Do not enter job duties on this screen. Position duty information will be entered on the next tab. You may be prompted to enter ADLOC.

Budget Details: Enter relevant information including fund source for the increase, if any. Upon completion of the Budget Details click on Continue to Next Page.

Proposed Job Duties. There should be between 5-10 major job duties. Enter the estimated percent of time that is dedicated to each duty. This should equal 100% when done. You should also enter the expected performance standard for the duty.

On the next tab, Supplemental Documentation, you can attach and view relevant documents. Attach a current organizational chart.

Do not proceed to or click on the Requisition tab unless you will be posting a vacancy. If you do enter this screen, you will not be able to exit the page without entering data in the required fields.

You can save the action and return to it later by clicking on Pending Actions or using the Search Actions link. Click on “Go to Tab View” to make changes.

When complete, you will send the action to the 2nd level supervisor for review or directly to HR depending on your reporting structure.

Need assistance – Contact Debra Cortinas x5743 or Cindy Hanson x2631.
On-Line Position Descriptions  
Action Type: New Position Description  
(Work Flow C)

Link to Internal Administrator Login Screen  
https://islanderjobs.tamucc.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1235078138220

Use this action type to create a new budget line position and position description. This action type includes the option to post.

LOGIN & CORRECT USER MODE

You only need one user ID and can toggle between various roles: Hiring manager, 2nd level supervisor, and employee. Note: If you only have one user type, your screen view will not have a “Change User Type” link.

Once you log in, at the top left of the white portion of the screen is a message telling you the current user type.

Welcome Debra Cortinas. You are logged in.  
Your Current Group: Hiring Managers.  
Wednesday, February 11, 2009

If you need to change the user type, use the link at the bottom left in the blue area.

Once you are in Hiring Manager mode, the first screen you see will be active postings for all units assigned to you. Follow the instructions below to update the position description.

CREATE THE POSITION DESCRIPTION

Under Position Descriptions, click on Begin New Action.

On the next screen you have four options.

Select New Position Description. You will prompted to select a classification/title from a drop down. Click on Search. Only existing titles are on the drop down. If you want to propose a title that does not exist presently, you can select To Be Determined on the classification drop down and enter a comment on the Comments Tab.
There are several blue tabs across the top:
- Proposed Classification – Provides you the ability to propose a different title
- Position Details – Complete all required fields
- Budget Details – Be sure to indicate fund source for new position.
- Proposed Job Duties – This is where you will enter job duties
- Supplemental Documentation
- Requisition Form - Complete fields for search process
- Comments – Any logged in user can enter comments.

You can skip from one tab to another, but on any screen where you enter data, you must use the “Continue to Next Page” link to save data.

Complete Position Details screen. Do not enter job duties on this screen. Position duty information will be entered on the next tab. You may be prompted to enter ADLOC.

Budget Details: Enter relevant information including fund source for the increase, if any. Upon completion of the Budget Details click on Continue to Next Page.

Proposed Job Duties. There should be between 5-10 major job duties. Enter the estimated percent of time that is dedicated to each duty. This should equal 100% when done. You should also enter the expected performance standard for the duty.

On the next tab, Supplemental Documentation, you can attach and view relevant documents. Attach a current organizational chart.

You can save the action and return to it later by clicking on Pending Actions or using the Search Actions link. Click on “Go to Tab View” to make changes.

When complete, you will send the action to the 2nd level supervisor for review or directly to HR depending on your reporting structure.

Need assistance – Contact Debra Cortinas x5743 or Cindy Hanson x2631.
On-Line Position Descriptions

Action Type: Modify Position Description – Do Not Post
(Work Flow D)

Use this action type to update a position description. This action type does not accommodate budget changes nor does it provide the option to post.

BEFORE YOU BEGIN
Contact HR. HR has to ensure that you have been set up as the hiring manager. In addition, the incumbent for the position that you are updating must have an employee user account that can be assigned to the position.

LOGIN & CORRECT USER MODE
You only need one user ID and can toggle between various roles: Hiring manager, 2nd level supervisor, and employee. Note: If you only have one user type, your screen view will not have a “Change User Type” link.

Once you log in, at the top left of the white portion of the screen is a message telling you the current user type.

Welcome Debra Cortinas. You are logged in. Your Current Group: Hiring Managers.

If you need to change the user type, use the link at the bottom left in the blue area.

Once you are in Hiring Manager role, the first screen you see will be active postings for all units assigned to you. Follow the instructions below to update the position description.

UPDATE THE POSITION DESCRIPTION
Under Position Descriptions, click on Begin New Action.

On the next screen you have four options.

Select: Modify Position Description (Do not post). You will see the screen below. Click on Search Positions and all positions assigned to you as a HM will appear. You may also find a position by entering relevant information in one or more of the search boxes.
Select Start Action for the position you wish to update. If you do not see the position you are searching for, contact HR. This has happened because HR has not assigned you to the position as a hiring manager.

The next screen – Current Position Description - is a view of all the information in the current position description.

There are several blue tabs across the top:
- Current Position Description – Displays Current Details
- Proposed Classification – Provides you the ability to propose a different title
- Position Details – Complete all required fields
- Proposed Job Duties – This is where you will enter job duties
- Supplemental Documentation
- Comments – Any logged in user can enter comments.

You can skip from one tab to another, but on any screen where you enter data, you must use the “Continue to Next Page” link to save data.

If you are proposing a title change, go to the Proposed Classification tab. Click on the Change Classification link. A drop down will appear at the top of the screen allowing you to select the desired classification/title. Only existing titles are on the drop down. If you want to propose a title that does not exist presently, you can select To Be Determined on the classification drop down and enter a comment on the Comments Tab.

Complete Position Details screen. Do not enter job duties on this screen. Position duty information will be entered on the next tab. You may be prompted to enter ADLOC.

Upon completion of the Position Details click on Continue to Next Page – Proposed job duties. There should be between 5-10 major job duties. Enter the estimated percent of time that is dedicated to each duty. This should equal 100% when done. You should also enter the expected performance standard for the duty.

On the next tab, Supplemental Documentation, you can attach and view relevant documents.

You can save the action and return to it later by clicking on Pending Actions or using the Search Actions link. Click on “Go to Tab View” to make changes.

When complete, Send to Employee for their review. In order to do this, the employee must have an Employee user account and you will need to assign the employee to the position description on the Position Details tab in the Employee Account field. The employee will review and return to you. You will make necessary changes and send to the 2nd level supervisor.

The second level supervisor will send to HR upon approval. HR will review and approve.

Need assistance – Contact Debra Cortinas at x5743 or Cindy Hanson at x2631.