FAQs for Supervisors and Unit Contacts –Position Descriptions

Why doesn't the name I'm looking for appear in the drop-down list of employees from which to choose the supervisor, unit contact, unit/department head, or associate department head?

There are three possibilities:

- The employee does not have the appropriate user type assigned to his/her account. For example, you're trying to add Jane Smith as the supervisor, but Jane Smith's user account is setup with only "Employee" user type. Contact Human Resources to add the appropriate user type to that employee's account.
- The employee does not have a user account in GreatJobs. You, as the unit contact or supervisor, can create a user account by selecting "Create User Account" and complete all fields and "Submit for Approval." (Use the employee's UIN as their user name and as their password.) Once Human Resources approves the account, the name will appear in the appropriate drop-down list for the position description.
- The employee is not assigned to the same unit as the employee whose position description you're changing. Contact Human Resources to add the unit.

Why isn't the supervisor, associate department head, unit contact, or unit/department head able to find an employee's position description?

There are two possibilities:

- The individual may not have his/her name entered in the employee's position description. The unit contact can use the Add/Change User Access to Position Description function to enter the appropriate name in the employee's position description.
- The individual trying to view the position description needs to change his/her user type. If logged in as "employee," only the individual's position description will be viewable. Under "Admin" on the sidebar menu, select "Change User Type" and select another user type

What level of approval is required for an Update to a position description?

Updates are approved by the Unit/Department Head; they are not routed to Human Resources. Please note that "updates" do not include changing the position title; that would be a reclassification.

Can more than one name be added to the box for "unit contact needing access to this position description?"

Yes, you can enter multiple names.

What do I enter into the box for PIN or PAD number on NOVs if a new position was created online, but we don't have a PIN yet?

Enter the "Action PAD Number" from the online position description. This number replaces the Log Number that appeared on the top of the paper position descriptions.

What do I do when an employee transfers out to a different unit/department?

Update/vacate the transfer Employee User Account field on their PD in GreatJobs (optional):

- Login to GreatJobs at https://sso.tamus.edu (make sure your Current Group/User Type is Unit Contact).
- Under Position Descriptions, select "Begin New Action"

- Under Add/Change User Access to Position Description, select "Start Action"
- Enter employee's current (old) PIN Number.Under Employee User Account for Position Description, select "Vacant, Vacant" in the drop-down menu.
- Under Employee Last Name, enter "Vacant"
- Under Employee First Name, enter "Vacant"
- Select "Continue to Next Page"
- Select "Continue" and then "Confirm

What do I do when an employee transfers in from a different unit/department?

Update the transferred employee's User Account in GreatJobs:

- Email employment@ag.tamu.edu to request for the User Account to be updated.
- You will need to include the following transferred employee's information:
    - Name, UIN, Title, Office Phone Number, Email Address, New Unit/Department
    - Include if an additional User Type is needed, other than "Employee" (ex. Unit Contact, Supervisor, etc.)
- Account requests are approved daily. Once approved, the employee's name will be available in the drop-down menus for unit contacts to select 'Employee User Account" when modifying a position description.
- Add the transferred employee's name to the approved position description:
- Login to GreatJobs at https://sso.tamus.edu (make sure your Current Group/User Type is Unit Contact).
- In the blue margin under Position Descriptions, select "Begin New Action"
- Under Add/Change User Access to Position Description, select "Start Action"
- Enter the PIN, and select "Search"
- If this is a new position, search by Action PAD number, and add the newly assigned PIN to the PD.
- Under Payroll Title, select "Start Action"
- Under Employee User Account for Position Description, select the employee's name from the drop-down menu.
- Under Employee Last Name, enter "Last Name"
- Under Employee First Name, enter "First Name"
- Add or change any names needed in the Unit Contact, Unit/Dept. Head, Supervisor, and Assoc. Dept. Head, and select "Continue to Next Page"
- Select "Continue" and then "Confirm"
- The action is now complete, and requires no further approvals.
- Notify the transferred employee and supervisor to certify the Position Description and confirm it has been completed.

How do I check the status of a Position Description?

- Login to GreatJobs at https://sso.tamus.edu (make sure your Current Group/User Type is Unit Contact).
- In the blue margin under Position Descriptions, select "Pending Actions"
- Under the Status column, select "View" for the appropriate Position Description. Then, select "Edit" to open up the PD.
- In the Action History Tab section, you will see all actions that have taken place for this position description and the date and time of each.
- You may need to follow up with the last user listed, to keep the approval process routing.
- The Unit Contact can also use the "Search Actions" field and click on various action types to see what PD is in what stage.

I received an email saying I had an action pending my review. Where do I find it?

- Login to GreatJobs at https://sso.tamus.edu
- At the top of the screen under your name, you'll see a phrase that says "Your Current Group Is." Ensure that your "user type" is appropriate for the action you're attempting to accomplish. If it is not, under "Admin" on the sidebar menu, select "Change User Type" and select the appropriate user type.

What do I do when an employee leaves?

- Use the "Add/Change User Access to Position Description" function to remove the employee's name from the position description. You can remove the text from the Employee First Name and Employee Last Name fields and choose "Vacant, Vacant" as the Employee User Account Assigned to Position Description.
- Email employment@ag.tamu.edu requesting cancellation of the separated employee's GreatJobs user account.

What should I do when hiring a new employee?

Before sending new employee paperwork to payroll, create an account for the employee in GreatJobs and attach their user account to their Position Description.

- Create an account for the new employee.
- Login to GreatJobs at https://sso.tamus.edu
- Select "Create User Account" from the menu on the left.
- You will need the following employee's information available before beginning:
  - Name
  - UIN
  - Email Address
  - Office Phone Number
- Complete the fields. You will enter the UIN in the boxes for "User Name," Password," and "UIN."
- In the Proposed User Types, select "Employee" and if the employee supervises budgeted employees, also select "Supervisor."
- Submit for HR Approval
- Account requests are approved daily. Once approved, the employee's name will be available in the drop-down menus for unit contacts to select "Employee User Account" when modifying a position description.
- Add the employee's name to the position description.
- Using the Add/Change User Access function, choose the employee's name from the "Employee User Account for Position Description" drop-down menu and enter the name in the "Employee Last Name" and "Employee First Name" fields. If this is a new position, add the newly assigned PIN.
- Log into GreatJobs and select "Begin New Action" under position descriptions.
- Select "Start Action" under add/change user access to position description.
- Search by position title or PIN if existing position and "Select Action."
- Search and select the employee user account name in the drop-down menu of the first box.
- Enter the employee last name and first name in the appropriate fields.
- Add the PIN number if this is a new position.

- Select "Continue to Next Page" and continue to update the position description.
- Have the new employee and supervisor certify the Position Description.

What if I need to change the supervisor, associate department head, or unit/department head who has access to a position description?

Use the "Add/Change User Access to Position Description" function to remove the employee's name from the position description.

- Choose "Begin New Action" under Position Descriptions.
- Select "Add/Change User Access to Position Description," choose the user accounts that should have access to the position description.

- Continue
- No additional levels of approval are required for this action.

How does an employee certify (sign and date) his/her position description?

Login to GreatJobs at https://sso.tamus.edu.

- Change user type to "Employee" (if needed).
- Under Position Description select "Begin a New Action."
- Under Certify My Position Description select "Start Action."
- "Search" for your Position Description.
- Select "Begin Action." Continue through tabs.
- Select "Certify My PD" and "Confirm."
- Automatic email is then sent to the Supervisor.

How does a supervisor certify (sign and date) his/her employee's position description?

Login to GreatJobs at https://sso.tamus.edu.

- Change user type to "Supervisor" (if needed).
- Under Position Description, select "Begin a New Action."
- Under Supervisor Certify Employee's PD, select "Start Action."
- Search for the correct PD to certify.
- Review the PD and discuss with Employee.
- Select "Start Action." Continue through tabs.
- Select "Supervisor Certify Employee's PD" and "Confirm."

When should employee and supervisor certify (sign and date) the position description?

- When an employee is hired.
- Each year during the performance appraisal process.
- When the position description has been updated.
- When the employee has been reclassified.

What is the purpose of the Action PAD Number for position descriptions in GreatJobs?

When a position description (PD) that you have routed for approval to create a new position or to reclassify a position has been approved, GreatJobs will send you an automated email to let you know it has been approved. You can go into GreatJobs and search position descriptions to see the final approved PD. When you click on the search button, a screen will come up showing the title, status, etc., and an Action PAD Number. You will use this Action PAD Number for two situations:

- If posting the position as an NOV in GreatJobs, you will enter this number in the box for PIN.
- When the position has been filled and you send the paperwork to Payroll to add the employee to the payroll system, you should provide the Action PAD Number so Payroll can verify the new position was approved or when the current position was reclassified.

Why are there names of persons not in our department/unit in the drop-down lists of employees in the position description module?

The list of available employee names in the drop-down menus in the Position Description module will include several names of HR and Payroll staff who need access to all departments' position descriptions. These names will continue to appear in the departmental lists of employees.

How do I use GreatJobs to update, reclassify, create new, change user access to, or inactivate a position description, etc.?

Reclassifications

- Scan and save a copy of any supporting documents which may be needed such as approval memos, etc., to your computer.
- Login to GreatJobs
- Under Position Descriptions in the blue margin, click on "Begin New Action;" click on "Reclassify a Position Description" and then click on "Start Action."
- To find the appropriate PD, enter either the Employee User Acct, or the PIN, or the Position Title; then click "Search."
- On the next screen, click on Start Action under the appropriate "Payroll Title."
- On the next screen, click on the second tab, "Proposed Title;" then click on "Continue to Next Page."
- Be sure the occupant's name is in the Employee User Account box or enter Vacant. Change the appropriate salary and account fields. Be sure the Unit Contact(s) name(s) is selected, the Unit/Dept. Head's name is selected, the Supervisor's name is selected, and the Assoc. Dept. Head (if applicable) is selected. Then click "Continue to the Next Page."
- For Duties that need to be changed, click on "Edit" in the column to the left of the duty, then scroll down to the bottom of the screen to change the Duties Performed and Percent of Total Time. Then click "Save Changes." When all Duties have been edited as needed, click "Continue to the Next Page."
- On this "Proposed Job Requirements" screen, edit the education, experience, and abilities fields as required for the new position title. Then click "Continue to the Next Page."
- On the "Action Justification" screen, type in a brief justification an enter the Contact information; then, click on "Documents" in the tab bar.
- On the "Documents" screen, you can attach any support documents that are needed by clicking on "Attach" and browsing to find where you have the document saved on your computer. When done, click on "Preview Action."
- If you are finished with completing all required information, you should select "Send for Unit Head Review." (If appropriate, you may need to select "Send for Associate Dept. Head Review" before sending it to the unit head; once the Associate Dept. Head has reviewed it, he/she can return it to the unit contact who then forwards the action on to the Dept. Head for approval.) (The unit contact can also click on "Save Action Without Submitting" and come back later and complete the action if not completed during the first edit.)
- Once the Unit Head has approved the change, he/she can forward the action to Human Resources for review and further routing. When the final approval has been obtained, GreatJobs will send the unit contact an automated email that the action has been approved.
- After receiving the email, login to GreatJobs, and click on "Search Position Descriptions" and find the PDF that has just received final approval; you will need to record the Action PAD#.
- When you prepare your EPA to put the person in the new title in Payroll, you should furnish this Action PAD# in your EPA comments so Payroll can verify the approval.

Updates

To edit minor changes to the job duties, login to GreatJobs, and under "Position Descriptions" in the blue margin, click on "Begin New Action" and then below "Update a Position Description," click on "Start Action."
To find the appropriate PD, enter either the Employee User Acct, or the PIN, or the Position Title; then, click "Search."
On the next screen, click on "Start Action" below the appropriate "Payroll Title."
On the "Proposed Job Details" screen, verify that all the persons needing access to that position description have been selected in the appropriate box (unit head, supervisor, etc.). Then, click "Continue to Next Page."
Scroll to see the Duties. For any duty that needs deleting or editing, click on "Delete" or "Edit" to the left of the duty. Scroll down to the box near the bottom of the screen "Delete Entry" or "Edit Entry" and make necessary changes and click on "Delete Entry" or "Save Changes" as appropriate.
Click on "Action Justification" in the tab bar. Type in a brief justification and enter the contact information needed.
Then at the the bottom of the screen, click on "Preview Action."

If you are finished with completing all required information, you should select "Send for Uinit Head Reveiew." (If appropriate, you may need to select "Send for Assocaite Dept. Head Review" before sending it to the unit head; once the Associate Dept. Head has reviewed it, he/she can return it to the unit contact who then forwards the action on to the Dept. Head for approval.) (The unit contact can also click on "Save Action Without Submitting" and come back later and complete the action if not completed during the first edit.)

Create a New Position

- Scan and save a copy of any supporting documents which may be needed such as approval memos, etc., to your computer.
- Login to GreatJobs and select "Begin a New Action" under "Position Descriptions" in the blue margin.
- Under "New Position Description," click on "Start Action."
- You are now on the screen for the first tab in the the blue tab bar, "Copy Approved Position." On this screen, you can copy another position with the same title if you want. If not, click on the next tab, "Proposed Title."
- Select the Position Title using the drop-down menu. Then click on "Search." Click on "Select Title and Continue" below the Title.
- Click on "Proposed Job Details" in the blue tab bar. On this screen, enter all the data in the required fields. Be certain that the Unit Contact, the Unit/Dept. Head, Supervisor, and if applicable, the Assoc. Dept. Head have been moved into the "Selected" box. Click on "Continue to Next Page."
- On the "Proposed Job Duties" screen, click on "Add New Entry." Complete the 3 required boxes for the first duty, and click "Add Entry." Repeat these steps until all the duties have been entered. Then click on "Continue to Next Page."
- On the "Proposed Job Requirements" screen, complete the required and needed information and click on "Continue to Next Page."
- Complete the needed information on this screen for "Action Justification." Then, click on "Continue to Next Page."
- On the "Documents" screen, you can attach any support documents that are needed by clicking on "Attach" and browsing to find where you have the document saved on your computer. When done, click on "Preview Action."
- If you are finished with completing all required information, you should select "Send for Unit Head Review." (If appropriate, you may need to select "Send for Associate Dept. Head Review" before sending it to the unit head; once the Associate Dept. Head has reviewed it, he/she can return it to the unit contact who then forwards the action on to the Dept. Head for approval.) (The unit contact can also click on "Save Action Without Submitting" and come back later and complete the action if not completed during the first edit.
- When the action has obtained final approval, GreatJobs will send an automated email to the unit contact to notify that the new position request has been approved.
- You can login to GreatJobs and "Search Position Descriptions" to find the recently approved action. Record the Action PAD#. YOu will provide this number on the NOV in the field for PIN and also provide it to Payroll when submitting the EPA to put the newly hired or promoted employee on payroll.

- Add/Change User Access to Position Description
- This action would be selected if only the names of people who need access to the position description need to be added or deleted, or the PIN needs to be edited.
- Login to GreatJobs and select "Begin New Action" under "Position Descriptions" in the blue margin.
- Click on "Start Action" below "Add/Change User Access to Position Description."
- Enter the Employee Name, or Position Title, or PIN, and click on "Search."
- Click on "Start Action" below the appropriate "Payroll Title."
- Change the "Employee User Account" name to the appropriate person or to "Vacant, Vacant."
- Change the Employee Last Name or delete the name if the position is vacant; change the Employee First Name.
- Add or change any names needed in the Unit Contact, Unit/Dept. Head, Supervisor, and Assoc. Dept. Head. Then, click "Continue to Next Page."
- In the "Action Status" section, you will see only one selection for "User Access to Position Description Updated." Click "Continue" and "Confirm." The action is now complete and requires no further approvals.
- Inactivate Position Description
- This action would be selected if a position has been entered more than once in error, or if a position was vacant for more than 2 years and will not be filled.
- Login to GreatJobs and select "Begin New Action" under "Position Descriptions" in the blue margin.

- Click on "Start Action" below "Inactivate Position Description."
- Enter either the Employee Name, the title, or the PIN; click on "Search."
- Click on "Start Action" below the "Payroll Title."
- Click on "Continue to Next Page."
- In the "Action Status" section, you will see one radio button for "Position Description Inactivated;" Click "Continue" and "Confirm." The action is now complete.

Certify Job Description: By Employee

This action would be selected by an employee to certify their own job description. (You may need to first select "Change User Type" in the blue margin before you can review and certify your own PD.)

- Login to GreatJobs and select "Begin New Action" under "Position Descriptions" in the blue margin.
- Click on "Begin New Action" below "Position Descriptions" in the blue margin
- Click on "Start Action" below "Certify My Position Description"
- Click on "Start Action" below your "Payroll Title."
- Review the "Job Details" screen; then click on "Continue to Next Page." View the "Job Duties" screen and click on "Continue to Next Page." Then view the "Job Requirements" page and click on "Continue to Next Page."
- If no edits/changes are needed, click on the "Continue" button below "Employee Certify Position Description."
- If edits/changes are needed, click on "Cancel" and "Confirm."
- Notify your supervisor with suggested changes/edits. If changes are made to your position description, you will need to login and certify your position description when the update has been approved.

Certify Job Description: By Supervisor

This action would be by a supervisor to certify a PD for one of the employees supervised. You may need to select "Change User Type" (in the blue margin) to "Supervisor" first.

- Login to GreatJobs and select "Begin New Action" under "Position Descriptions" in the blue margin.
- Click on "Start Action" below "Supervisor Certify Employee's PD."
- Enter PIN or Position Title and click on "Search."
- Click on "Start Action" below the appropriate "Payroll Title."
- Review the "Job Details" screen; then click on "Continue to Next Page." view the "Job Duties" screen and click on "Continue to Next Page." Then view the "Job Requirements" page and click on "Continue to Next Page."
- If no edits/changes are needed, click on the "Continue" button below "Supervisor Certify Position Description."
- If edits/changes are needed, click on "Cancel" and "Confirm." "Update" the position description. When the unit/dept. head approves the updates, ask the employee to certify their PD and you will need to certify the PD also. If changes are made to the PD by the unit contact and approved by the dept. head, the unit contact should let you know and then you login to GreatJobs and certify the PD.