Online Job Audit Request (JAR) User Manual

Office of Human Resources - Compensation
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Job Audit Request Overview

The purpose of the Job Audit Request (JAR) is to

- request a new position that is not currently budgeted, or
- reclassify an existing position that is vacant, or
- reclassify an existing position with an incumbent (filled position).

The online form can be accessed by using the link found in the Compensation Website under JAR Online Portal. Each form is specific to the need identified and will need to be filled out by the incumbent (if filled) or a designee/supervisor. The JAR must be routed to the immediate supervisor and/or the department head/hiring official before it is routed to HR Compensation. Based upon the full review and approval of the submitted requests, HR Compensation will make a determination on the following:

- Determine the proper classification of position requested.
- Determine if an individual / current position is properly classified or if there is a need to create a different job title based on the submitted duties and responsibilities.

Email notifications are sent out every time an action is taken on the JAR. The next approver is notified via email when action needs to be taken.

Access to Site

https://webapps.utrgv.edu/ha/jar/index.cfm?event=login
Selecting the Type of JAR

1. Click on the ‘MY JARS’ tab on the top section of the webpage and then click on ‘New’ to initiate a Job Audit Request.

2. Select one of the three types of JAR requests, based on the need of the department:
   - Sections highlighted in light yellow are the required sections to be filled out depending on who is submitting the form and the type of request.
   - Begin to fill out the ‘Incumbent/Designee: Position Information’ section.
   - The option to “Expand All” or “Collapse All” is located on the top right corner to view the document in detail.

Request for New Position
Request for Reclassification of Existing Vacant Position

Incumbent/Designee: Position Information

Please provide the information for the existing position:

- **Division**: Academic Affairs and P-16 Integrity
- **Department**: Academic Advising Center
- **Dept Phone**: +1

- **Job Title**: Select Position Title
- **Job Class Code**: -
- **Budgeted Annual Rate**: 0
- **FLSA Status**: -
- **Current Annual Rate**: 0
- **Position Number**: -

Proposed Position Information

- **Proposed Job Title**: Select Position Title
- **Proposed Job Class Code**: -

- **Number of Positions Requested**: 1

Please provide a justification for this request, including funding source:
# Request for Reclassification of Existing Position Filled

## Incumbent/Designee: Personal Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Date Appointed to Current Position</th>
</tr>
</thead>
</table>

### Citizenship
- U.S. Citizen
- U.S. Permanent Resident
- Foreign National [changes to Job Title may require authorization]

Please provide a description of your present educational background and experience in relation to the tasks being performed (in addition a resume can be uploaded).

## Incumbent/Designee: Position Information

**Division**: Academic Affairs and P-10 Integrity

**Department**: Academic Advising Center

**Job Title**: Select Position Title

**Job Class Code**: 0

**FTE %**: 100

**FLSA Status**: 0

**Number of Positions Requested**: 1

Please provide a justification for this request, including funding source:
• Duties may be retrieved from the existing job description on file by selecting from the “Upload duties from Job Description (Limited to classified staff titles)” or by manually entering under the “Description of Essential Tasks”. Please note that “% of Time” must equal to 100% and “New or Old Task” must be selected to display “New” or “Old”.
• Duties are recommended to be modified/customized depending on the needs of the department or specific duties performed. (This will not change the job description on file, this will make the information provided specific to the position)

Note: Leaving blank lines in-between duties will cause an error at submission time and will not allow you to proceed.

Note: At this point, the form can be saved to continue filling it out at a later time, or it can be submitted for review to the next reviewer/approver.
Once you proceed, you will be asked if you are the supervisor for the requested position.

Please note the following:
- If you are the incumbent in this position, you will select “No”
- If you are the designated individual submitting this form on behalf of the supervisor of this position you will select “No”
- If you are the supervisor of this position, you will select “Yes”

After making a selection, you will then be prompted to select the next approver. ONLY if you select “No”, you will be prompted to enter the “Next Approver” as seen below.

Supervisor

The next approver is the immediate supervisor / manager of the position.

- Please enter the username as listed above (ex. Kristina.chavez@), the Email Address, Full Name and Title will then automatically populate.
- An email will be automatically generated to notify the supervisor listed on what the next steps will be.
The supervisor will then select the “Click here” link and it will take them to the site to login and review the JAR. Once logged in, the supervisor will be able to click on the “Workflow- awaiting action” button to review the assigned JAR.

Click on the blue JAR button to open the form.

- Sections highlighted in yellow are required to be filled out.
- Please note that an organizational chart will be required in order to proceed. Either a customized version may be uploaded, or one can be completed based on the sample provided.
- After the supervisor sections are completed, a message will pop up and ask if you are the Department Head/Hiring Official. Should you be the supervisor, please select “Yes” on the pop up message. Otherwise, please select “No” and submit to the respective Department Head/ Hiring Official.
- Since this is the final approval before the JAR is forwarded to Compensation, the final approver identified within the division (before the division head) will need to approve (i.e. Dean within Academic Affairs).
The following options can be made at this point:

- **Submit**: JAR will be forwarded to **HR Compensation** for review.
- **Reject**: The request for the JAR will be completely canceled.
- **Reject for Edits**: This will send the JAR back to the previous approver and open up the request to make additional edits. If edits to the incumbent section are needed the supervisor can in turn reject for further edits.
- **Save (Edit again later)**: This will save all filled out information and JAR will remain at the Department Head/ Hiring Official approval level.

**After the Submit selection has been made, the form will be forwarded to HR-Compensation for review. The review can take up to 3 weeks. During this time the Compensation team may reach out to the department or employee for further information.**
Executive: Authorization

The executive approver / designee will be alerted of a pending approval by receiving an email notification informing you of the JAR awaiting action on your part. You can either approve or deny the request and confirm the annual/budgeted salary.

Dear [Name],

JAR: A/V EQUIPMENT MAINT TECH has been submitted to you by vivian.ircera@utrgv.edu for review.

Based on your determination you can approve, reject or return the request for additional information. To review the request, please click on the link below.

Click here

Once you click on the link provided, you will be prompted to log in using your UTRGV credentials.

1. Please click on the ‘My Queue” tab to view the JARs pending your approval (a) and make a selection by clicking on the “JAR” (blue button / b).

2. As the Division Head, please click on the section, highlighted in yellow, to approve / deny the JAR.

3. Please click on the tab for Executive Approval (which will be highlighted in yellow). Then fill in the approved budget and your name to finalize the approval process.

After completing step 2 and 3 the JAR and the annual rate are APPROVED. The process has been finalized and notification emails will be sent.
Checking JAR Status

You can check the status by clicking on the “MY JARS/View All” tab. Your submitted JAR will appear and list the employee who the form is currently assigned to.

For further history of approvals, you can click on the “History” icon. The detailed approvals will be displayed as seen below:

Re-using a previously submitted JAR

A user has the option to re-use a previously submitted JAR for a new request. Click on the “MY JARS/View All” tab and click on the “Re-use” button.

Please note, that only one JAR may be submitted for each employee per year.

If you have any questions, please contact us via email at Compensation@utrgv.edu or by calling (956) 665-2451.