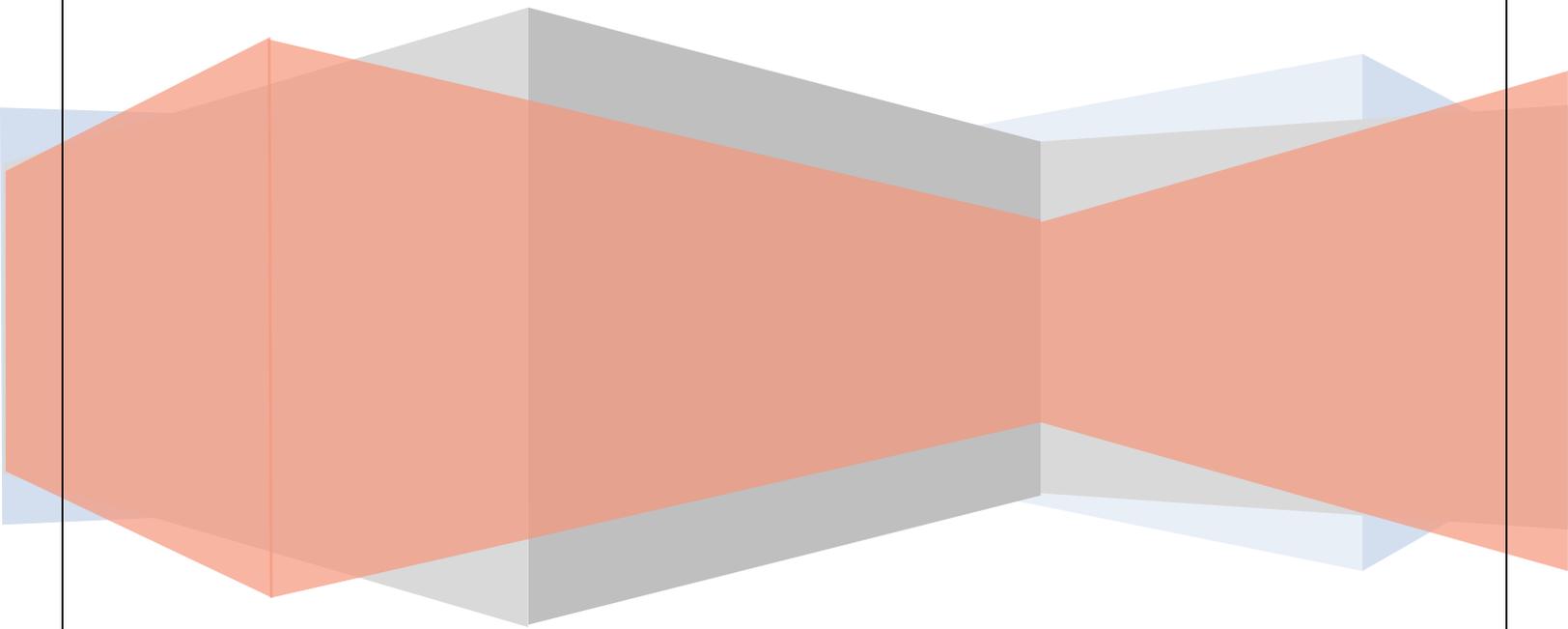




Online Job Audit Request (JAR) User Manual

Office of Human Resources - Compensation



User Manual

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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/ba/jar/index.cfm?event=login>

Job Audit Request

 **Secure Login!**

Sign in with your UTRGV account

Sign in

[Can't access your account?](#)

To protect your personal information, please close ALL open browser windows when you sign out.

By pressing the Sign in button, you agree to:

- Use the system and data only for official University transactions.
- Never share your password or access.

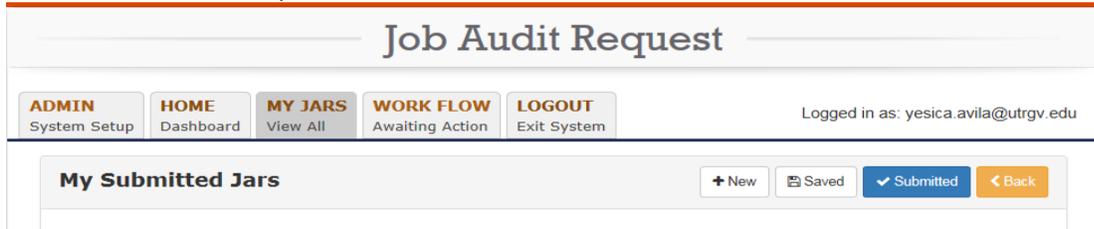
IT Service Desk

- Brownsville: (956) 882-2020
- Edinburg: (956) 665-2020

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.

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.

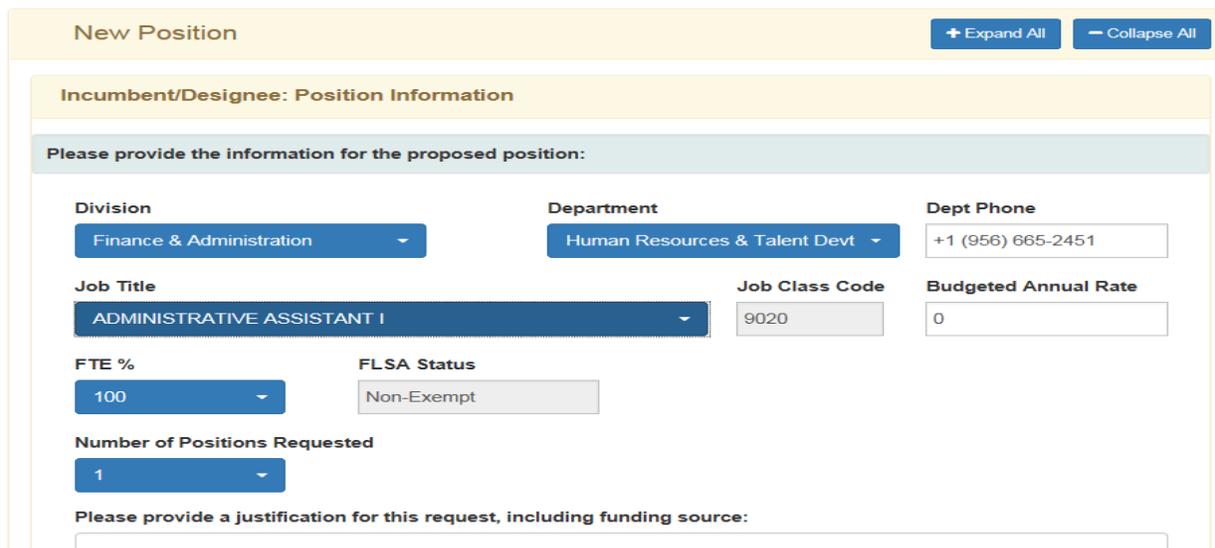


2. Select **one of the three types** of JAR requests, based on the need of the department:



- 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

Reclassification of Existing Vacant Position[+ Expand All](#) [- Collapse All](#)

Incumbent/Designee: Position Information

Please provide the information for the existing position:

Division <input type="text" value="Academic Affairs and P-16 Integr -"/>	Department <input type="text" value="Academic Advising Center -"/>	Dept Phone <input type="text" value="+1"/>
Job Title <input type="text" value="Select Position Title -"/>	Job Class Code <input type="text" value=""/>	Budgeted Annual Rate <input type="text" value="0"/>
FTE % <input type="text" value="100 -"/>	FLSA Status <input type="text" value=""/>	Current Annual Rate <input type="text" value="0"/>
		Position Number <input type="text" value=""/>

Proposed Position Information

Proposed Job Title <input type="text" value="Select Position Title -"/>	Proposed Job Class Code <input type="text" value=""/>
Number of Positions Requested <input type="text" value="1 -"/>	

Please provide a justification for this request, including funding source:

Request for Reclassification of Existing Position Filled

Reclassification of Existing Position with Incumbent[+ Expand All](#) [- Collapse All](#)

Incumbent/Designee: Personal Information

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee ID	Date Appointed to Current Position	
<input type="text"/>	<input type="text"/>	
Citizenship		
<input checked="" type="radio"/> U.S. Citizen <input type="radio"/> U.S. Permanent Resident <input type="radio"/> Foreign National [changes to Job Title may require authorization]		
<p>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).</p> <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>		
Resume Upload (optional)		
<input type="text"/> Browse ...		

Incumbent/Designee: Position Information

Please provide the information for the existing position:

Division	Department	Dept Phone	
<input type="text" value="Academic Affairs and P-18 Integr"/>	<input type="text" value="Academic Advising Center"/>	<input type="text" value="+1"/>	
Job Title	Job Class Code	Budgeted Annual Rate	
<input type="text" value="Select Position Title"/>	<input type="text"/>	<input type="text" value="0"/>	
FTE %	FLSA Status	Current Annual Rate	Position Number
<input type="text" value="100"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
Number of Positions Requested			
<input type="text" value="1"/>			
<p>Please provide a justification for this request, including funding source:</p> <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>			

- 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)

Duties and Responsibilities

1. Task Listing and Time Spent

+ Upload duties from Job Description (Limited to Classified Staff Titles)

Please provide a description of the tasks performed in the order of importance with the most important being first. This can be done by uploading and then customizing the information from the job description on file or by entering the needed information.

To the left of each task, place the approximate percentage of time spent on that task. Use increments of "5" and focus on the top tasks. It may be helpful to group several tasks with a composite percentage. The total percentage of time cannot exceed 100%. Identify if a task is newly appointed (NEW) or was being completed previously in the appropriate column (OLD).

	% of Time	New or Old Task	Description of Essential Tasks
Ex:	15	New	Plans and coordinates special events for department functions
1	<input type="text"/>	New ▼	Prepares monthly account reconciliations financial statements and reports
2	<input type="text"/>	New ▼	Reviews and approves purchases Memorandums of Employment receipt posting budget revisions and disbursements
3	<input type="text"/>	New ▼	Prepares a variety of significant reports on behalf of the University for Federal and State agencies

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

Incumbent/Designee: Certification of Information

Email Address <input type="text" value="yesica.avila@utrgv.edu"/>	Phone <input type="text" value="+1"/>
Additional Comments <input style="height: 40px;" type="text" value="N/A"/>	
Signature (FIRST and Last Name) <input type="text" value="Yesica Avila"/>	Date <input type="text" value="Sep 1, 2016"/>
<input checked="" type="checkbox"/> I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree with the data entered on the form.	

✓ SUBMIT for Review
↓ SAVE (edit again later)
⊗ CANCEL

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.

Job Audit Request Submission

You are about to submit the JAR to the next reviewer/approver. Do you want to proceed?

Once you proceed, you will be asked if you are the supervisor for the requested position.

Supervisor Review

Are you the supervisor of this 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.

Next Approver

Enter Next Approver Email: 

(Once the email address including @ has been entered the rest of the contact information will be populated by the system. Ex: John.Doe@)

Email Address:
 Full Name:
 Title:

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.

Laura Adame

From: jar-noreply@utrgv.edu
Sent: Wednesday, April 26, 2023 2:22 PM
To: Laura Adame
Subject: JAR Notification.



Dear Laura Adame,

JAR: OFFICE ASSISTANT II has been submitted to you by yesica.avila@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](#)

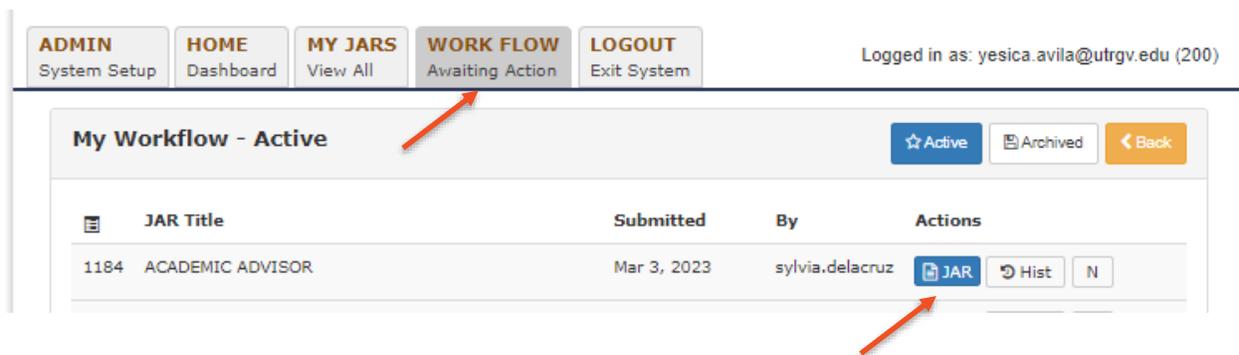
INSTRUCTIONS

1. Click [here](#) to access the Job Audit Request application.
2. Any Job Audit Request awaiting action can be found under the "My Jars/View All" tab if you are the initiator or under the "My Queue/Awaiting Action" tab if you are a supervisor or above.
3. Click on the "SAVED" button then click "CONTINUE" as an initiator or JAR Button if you are a supervisor or above, then click on "Expand All" at the top of the form to show details of the submitted JAR. The provided feedback should be included in the comment box towards the end of the form.
4. Update any required fields and provide your electronic signature.
5. For submission choose the intended action, which will either forward the form, return it or reject the entire request.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

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).

Department Head / Hiring Official: Authorization to Conduct Job Audit

Annual Salary Request: 35000 ✓ Additional funds needed to cover requested salary increase: 0 ✓

Maximum Annual Salary Department can cover [with existing funds]
 35000 ✓ [Requests above the minimum of the salary range will be reviewed by Compensation]

Remarks

Hiring Official (Enter FIRST and Last Name): Yesica Avila ✓ Date: Mar 3, 2023

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree with the data entered on the form. ✓

Routing: Upon submission of this form, it will be sent to Human Resources. Please allow up to two [2] weeks for the HR Review to be completed.

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 Janna Arney,

JAR: A/V EQUIPMENT MAINT TECH has been submitted to you by vivian.incera@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).

Job Audit Request

HOME Dashboard MY JARS View All MY QUEUE Awaiting Action LOGOUT Exit System

Logged in as: laura.silame@utrgv.edu (1)

My Workflow - Active

Active Archived Back

JAR Title	Submitted	By	Actions
1202 ACADEMIC PROGRAM MANAGER	Mar 7, 2023	yesica.avila	JAR Hist V

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

Division Head: Authorization

Approved, Proceed with changes to Assignment or Recruitment

Denied

Remarks

Divisional Head Signature (FIRST and Last Name) Date

test dalinda Oct 6, 2022

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree with the

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.

Division Head: Authorization

Executive: Authorization

Employee Annual Rate Approved

Remarks

Executive Head Signature (FIRST and Last Name) Date

Sep 26, 2023

I understand that checking this box constitutes a legal

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.

ADMIN System Setup | HOME Dashboard | **MY JARS View All** | WORK FLOW Awaiting Action | LOGOUT Exit System | Logged in as: sylvia.delacruz@utrgv.edu (200)

My Submitted Jars

+ New | Saved | Submitted | Back

JAR Title	Submitted	Routed To	Actions
ACCOUNTANT I	04/06/2021	yesica.avila@utrgv.edu	JAR History Re-use

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

Workflow History | Detailed History | Back

JAR Initiated By: yesica.avila@utrgv.edu

JAR Title	Routed to	Status	By
ACCOUNTANT I	frank.zecca@utrgv.edu	Approved	frank.zecca@utrgv.edu
ACCOUNTANT I	jeff.graham@utrgv.edu	Approved	jeff.graham@utrgv.edu
ACCOUNTANT I	[HR]	Rejected	kristina.chavez@utrgv.edu

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.

ADMIN System Setup | HOME Dashboard | **MY JARS View All** | WORK FLOW Awaiting Action | LOGOUT Exit System | Logged in as: sylvia.delacruz@utrgv.edu (200)

My Submitted Jars

+ New | Saved | Submitted | Back

JAR Title	Submitted	Routed To	Actions
ACCOUNTANT I	04/06/2021	yesica.avila@utrgv.edu	JAR History Re-use

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.