



# JDXpert – Job Description Acknowledgement

## Table of Contents:

JDX Job Description Acknowledgement Overview: .....	1
Email Request for Job Description Acknowledgement: .....	1
Accessing the JDXpert System: .....	2
Accessing the Job Description Acknowledgement: .....	3
Completing your Job Description Acknowledgement: .....	4

## JDX Job Description Acknowledgement Overview:

1. Job Description Acknowledgement requests will be sent to you via email from Illinois Human Resources <[jdadmin@hrtms.com](mailto:jdadmin@hrtms.com)>.
2. Job Description Acknowledgements are completed in JDXpert. You will be prompted to login using single sign on.
3. Use this job aid to learn how to complete your Job Description Acknowledgement.
4. If you have any questions, please contact [ihr-classificationadministration@illinois.edu](mailto:ihr-classificationadministration@illinois.edu) or [hrais@illinois.edu](mailto:hrais@illinois.edu)

## Email Request for Job Description Acknowledgement:

1. Employee will receive an email from Illinois Human Resources <[jdadmin@hrtms.com](mailto:jdadmin@hrtms.com)> indicating that a Job Description Acknowledgement is being requested.

- a. Click on the <https://go.illinois.edu/JDX> link within the email to access your Job Description acknowledgement.

CLICK HERE



-----Original Message-----

From: Illinois Human Resources <[jdadmin@hrtms.com](mailto:jdadmin@hrtms.com)>

Sent: Monday, July 10, 2023 11:53 AM

To: [GenericEmployeeDeptUser@noemail.com](mailto:GenericEmployeeDeptUser@noemail.com)

Subject: Please review and sign your job description

Generic Employee Dept User,

Our records indicate that you have a new or modified job description that needs your acknowledgement. The University of Illinois requires a current job description that has been acknowledged by the employee to be kept on file. This is facilitated via the JDXpert application, and you can access your job description for acknowledgement using this link:

<https://go.illinois.edu/JDX>

If you have any questions, please reach out to your unit's HR contact, or email Illinois Human Resources at [ihr-classificationadministration@illinois.edu](mailto:ihr-classificationadministration@illinois.edu).

Thank you,

Illinois Human Resources

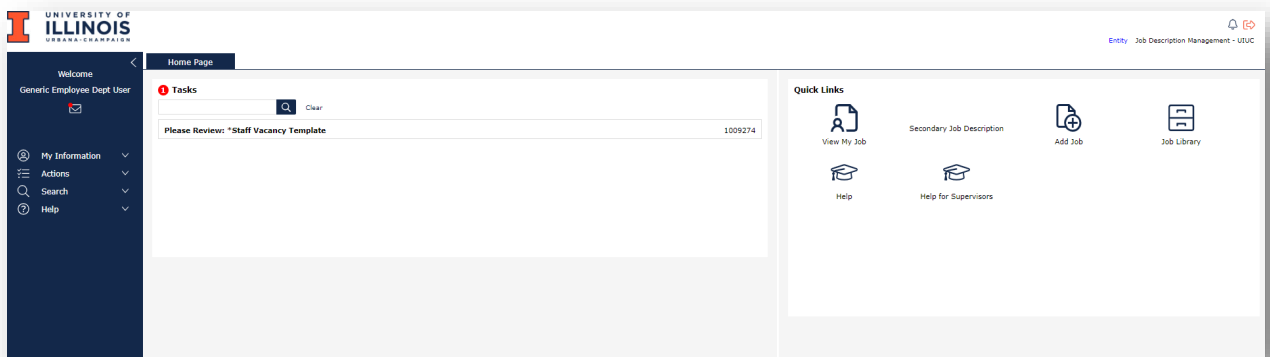
### Accessing the JDXpert System:

1. When you click on the <https://go.illinois.edu/JDX> link within the email, you will be brought to the single sign on page for JDX.
  - a. Enter your network credentials and click "LOG IN".

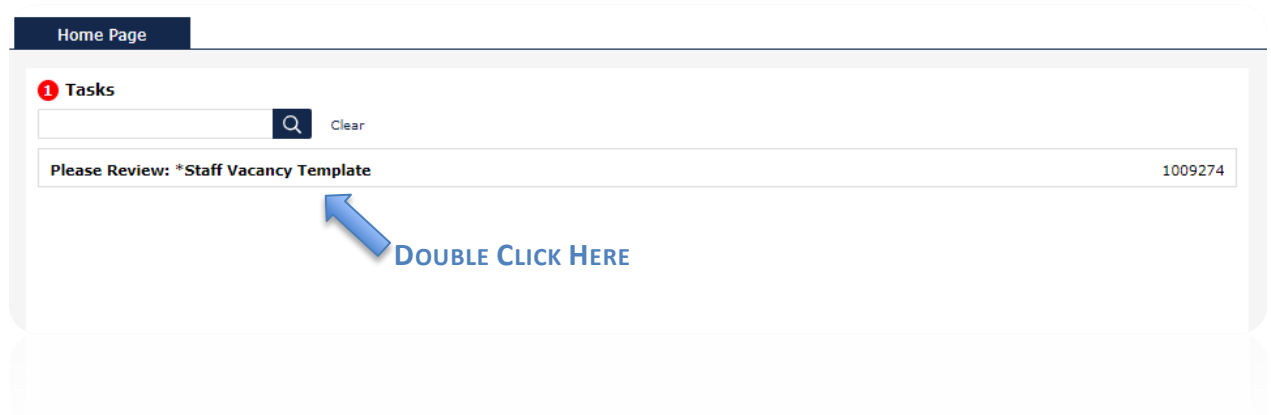
The image shows the login page for the University of Illinois System. At the top, the text reads "UNIVERSITY OF ILLINOIS SYSTEM" followed by "URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD". Below this is a white login box. Inside the box, there are two input fields: "NetID" and "Password". To the right of the "NetID" field is a blue information icon and the text "ENTER YOUR NETID". To the right of the "Password" field is the text "ENTER YOUR NETWORK PASSWORD". Below the input fields is a large blue button labeled "LOG IN". To the right of the "LOG IN" button is a blue arrow pointing left and the text "CLICK HERE". Below the "LOG IN" button is the text "Forgotten or expired password?". At the bottom of the login box are two links: "Account options" and "Help logging in".

Accessing the Job Description Acknowledgement:

1. Once you login to JDXpert, you will see the Dashboard:



2. To access the Job Description Acknowledgement, **double click** on the “Please Review: <<JOB TITLE>>” under your Task List on the Main Dashboard.



### Completing your Job Description Acknowledgement:

1. Once you **double click** on the Job Acknowledgement in your Task List, you will see this

Overview screen:

- a. Click on the “View Job Description <<JOB TITLE>>”

Employee Acknowledgement for Generic Employee Dept User by \_Nomgr Name in 2022; Started 7/6/2023, Edited 4/27/2023, on step 1 of 1

Save and Close Cancel Save/Refresh Workflow/Approvals

Job Description Acknowledgement

**UNIVERSITY OF ILLINOIS** Employee Acknowledgement

Cycle: 2022

Associate name: Generic Employee Dept User

Manager Name: \_Nomgr Name

Job Description Title: \*Staff Vacancy Template

Jobcode: 1009274 Department:

Job Description Acknowledgement:

- 1 View Job Description '\*Staff Vacancy Template - 1009274'
- 2 ☐ I Acknowledge my Job Description [CLICK HERE](#)

\*\* Please click the above link to view Job Description '\*Staff Vacancy Template - 1009274' before you can complete the acknowledgement.

\*\*\*

2. When you click on the View Job Description, your Job Description will open and you will have the chance to view it, export it in several different formats or print it.
  - a. When you have read, exported and/or printed your Job Description, click the “Red X – Close Form” in the top left corner to close the Job Description.

**Close Form** [CLICK HERE TO CLOSE](#)

**Job Description:**  
\*Staff Vacancy Template - 1009274

**Print Profile:**  
Default

**Preview Job Description**  
☒ PDF Format ☐ HTML Format  
[Refresh](#)

**Download/Share Job Description**  
[Word](#) [PDF](#) [HTML](#) [Share](#)

**EXPORT OPTIONS**

[CLICK HERE TO PRINT](#)

**UNIVERSITY OF ILLINOIS**  
URBANA-CHAMPAIGN

**\*Staff Vacancy Template**  
Job Description

**Job Information:**

System Job Code:	1009274
Title:	*Staff Vacancy Template
Classification Title:	
Job Location or Region:	Urbana-Champaign - 133
Job Description Reason:	Vacancy
Appointment Type:	
Position Number:	
Position Class Code:	
Employee Group:	
COA:	1 - Urbana
Organization Code:	
Organization Name:	
College/Administrative Unit:	ZZ-Control - Organizations

**HR Information:**

Full Time Equivalent (FTE):

Is this position Security Sensitive?	Yes	X No
Is this a Protection of Minors position?	Yes	X No
Purchasing Authority of \$5,000 or more?	Yes	X No
Supervisory Authority of 20 or more?	Yes	X No
Organizational Relationship:		

**PRIMARY POSITION FUNCTION/SUMMARY**  
Please briefly summarize the position.

**Duties and Responsibilities**  
*Duties are listed in order of greatest importance. Other responsibilities may be assigned.*

	% TIME
•	5%

3. Once you View your Job Description, the “I Acknowledge My Job Description” checkbox will no longer be grayed out.
  - a. NOTE: You must open your Job Description before you can acknowledge your Job Description.
  - b. Click the check box next to “I Acknowledge my Job Description”.

Employee Acknowledgement for Generic Employee Dept User by \_Nomgr Name in 2022; Started 7/6/2023, Edited 4/27/2023, on step 1 of 1

Save and Close Cancel Save/Refresh Workflow/Approvals

Job Description Acknowledgement

**UNIVERSITY OF ILLINOIS** Employee Acknowledgement

Cycle: 2022

Associate name: Generic Employee Dept User

Manager Name: Nomgr Name

Job Description Title: \*Staff Vacancy Template

Jobcode: 1009274 Department:

Job Description Acknowledgement:

1 View Job Description '\*Staff Vacancy Template - 1009274'

2 ☐ I Acknowledge my Job Description

\*Staff Vacancy Template - 1009274 was viewed by Generic Employee Dept User on .

\*\*\*


CHECK THE BOX HERE

- c. Once you check the box to “I Acknowledge my Job Description”, you will now see the “Complete Workflow Step” button at the bottom.
  - i. Click “Complete Workflow Step”

Employee Acknowledgement for Generic Employee Dept User by \_Nomgr Name in 2022: Started 7/6/2023, Edited 4/27/2023, on step 1 of 1

Save and Close Cancel Save/Refresh Workflow/Approvals Export to PDF

### Job Description Acknowledgement



## UNIVERSITY OF ILLINOIS

### Employee Acknowledgement

Cycle: 2022

Associate name: Generic Employee Dept User

Manager Name: Nomgr Name

Job Description Title: \*Staff Vacancy Template

Jobcode: 1009274 Department:

Job Description Acknowledgement:

[View Job Description '\\*Staff Vacancy Template - 1009274'](#)

☒ I Acknowledge my Job Description

\*Staff Vacancy Template - 1009274 was acknowledged by Generic Employee Dept User on 7/10/2023

[Complete Workflow Step](#)

[CLICK HERE TO COMPLETE](#)

- d. Once you have clicked the “Complete Workflow Step”, you will see this screen that is asking you to confirm that you have received your job description and that if changes are needed, you will contact your manager or Human Resources.
  - i. Click the check box:

Employee Acknowledgement for Generic Employee Dept User by \_Nomgr Name in 2022: Started 7/6/2023, Edited 4/27/2023, on step 1 of 1

Close Form Refresh

Workflow Summary and Actions Workflow Participants

1. Employee Acknowledge Job Description "Active Step"  
Generic Employee Dept User

My Sign-Off

☐ By checking this box, I confirm that I have received my job description and if changes are required, I will notify my manager or Human Resources.

Confirm

CHECK THE BOX HERE

ii. Then click "Confirm"

Employee Acknowledgement for Generic Employee Dept User by \_Nomgr Name in 2022: Started 7/6/2023, Edited 4/27/2023, on step 1 of 1

Close Form Refresh

Workflow Summary and Actions Workflow Participants

1. Employee Acknowledge Job Description "Active Step"  
Generic Employee Dept User

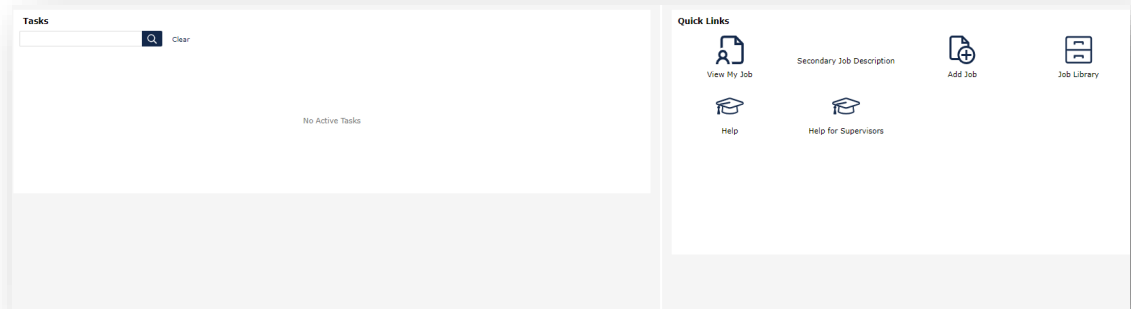
My Sign-Off

☒ By checking this box, I confirm that I have received my job description and if changes are required, I will notify my manager or Human Resources.

Confirm

CLICK HERE TO CONFIRM

iii. Once you click Confirm, it will return you to your Dashboard where the  
Please Review <<JOB TITLE>> will no longer be under your Task List.



Congratulations! You have now completed your Job Description Acknowledgement!

*Last Modified: July 10, 2023*