

JDX Viewing Signed Job Descriptions Job Aid

How to Access the JDXpert System:

- 1. Open internet browser and go to: apps.uillinois.edu
- 2. Select JDXpert (found on the Human Resources 'card')
- 3. Log in to JDXpert using your net ID and password

Accessing Signed Job Descriptions in JDXpert:

1. From the Main Dashboard, click on "Explore Acknowledgements" from the Quick Links section on the right side of your screen:



2. Search for Employee:

	Home	Page Exp	olore Acknowledger	nents					Л			
												×
In	direct Ma	anager	Managers and Dir	ect Reports	Application	n Type (Cycle)		Quick Filter 🧷	lext Search		_	
A	ll Indirec	t Managers 🔷 🗸	All Direct And Inc	direct Reports 🛛 🗸 🚥	Employee	Acknowledgement (2021) ~	All Records \checkmark	XQ		🕒 Export	
>	Action	Employee Name		Manager Name		Created On	Completed On	Step Name	Job Title	Job Code	JD Acknowledged?	Cycl
	Ľ	Generic Employe	e	_Nomgr Name		6/7/2022	6/7/2022	Workflow was Finalized on 6/7/2022 11:26:37 AM	Infrastructure Specialist - TEST	1009187	True	202
	Z	Generic Employe	e2	_Nomgr Name		6/6/2022	6/6/2022	Workflow was Finalized on 6/6/2022 4:21:08 PM	Infrastructure Specialist - TEST	1009187	True	202

Last Modified: April 28, 2023

- a. Type in the employee's name in the "Text Search" section and then click the "Q" Search Button
- b. You will then see a list populate below from the search you have entered.

3. Open the Employee Acknowledgement

a. Click on a row to select it. It will turn gray to show you have selected it. Then, double click anywhere on the line of the employee you wish to view.

Action	Employee Name	Manager Name	Created On	Completed On	Sten Name	Job Title	Job Code	JD	Ord
ACCION	Employee Marine	Manager Name	Created On	completed on	Step Marine	Job file	Job code	Acknowledged?	Cyci
Z	Generic Employee	_Nomgr Name	6/7/2022	6/7/2022	Workflow was Finalized on 6/7/2022 11:26:37 AM	Infrastructure Specialist - TEST	1009187	True	202
Ø	Generic Employee2	_Nomgr Name	6/6/2022	6/6/2022	Workflow was Finalized on 6/6/2022 4:21:08 PM	Infrastructure Specialist - TEST	1009187	True	202

b. When you double click and open the Employee acknowledgement, you will see this screen:

Employee Acknowledgement for Generic Employee by _Nomgr Name in 2021; Finalized Workflow with 1 steps completed on 6/7/2022.									
Close Form Refresh Workflow/	Approvals Completed JD Acknowledgements Export to PDF Tools								
Job Description Acknowledgeme	nt								
UNIVERSITY O									
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Associate name:	Nemer Neme								
Ich Description Title:	_Nongrivane								
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Josedan									
	View Job Description 'Infrastructure Specialist - TEST - 1009187'								
Job Description	I Acknowledge my Job Description								
Acknowledgement:	E Tranomage my 505 Description								
	Infrastructure Specialist - TEST - 1009187 was acknowledged by Generic Employee on 6/7/2022								
Complete Workflow Step									
75									

4. To View the Completed JD Acknowledgements:

Close Form Refresh Workflow/Appro	vals Completed JD Acknowledgements Export to PDF Tools	
Job Description Acknowledgement		
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	INOIS	
URBAN	A-CHAMPATO	
	Employee Acknowledgement	
Cycle: 202	1	
Associate name: Gen	eric Employee	
Manager Name: <u>No</u>	mgr Name	
Job Description Title: Infra	astructure Specialist - TEST	
Jobcode: 100	9187 Department:	
	View Job Description 'Infrastructure Specialist - TEST - 1009187'	
Job Description Acknowledgement:	☑ I Acknowledge my Job Description	
	Infrastructure Specialist - TEST - 1009187 was acknowledged by Generic Employee on 6/7/2022	
	Complete Workflow Step	

- a. Click on "Export to PDF" (shown above by the orange arrow).
- b. Once you click on that, a drop down will appear:
 - a. Click on "JD Acknowledgement Cover page and Job Description".

nployee Acknowledgement for Generic Empl	oyee by _Nomgr Name in 2021; Finalized Work	low with 1 steps completed on 6/7/2022			
Close Form Refresh Workflow/App	rovals Completed JD Acknowledgements	Export to PDF Tools			
		JD Acknowledgement Cover Page	and Job Description		
Job Description Acknowledgement	EDGLTY O				
	ERSITYO				
	INOIS				
URBAN	A - C H A M P A I G				
	Emple	wee Acknowledgement			
	Linpk	yee Acknowledgement			
Cycle: 20	21				
Associate name: Ge	neric Employee				
Manager Name: N	omgr Name				
Job Description Title: Inf	rastructure Specialist - TEST				
Jobcode: 10	09187 Depa	rtment:			
	View Job Description 'Infrastruc 1009187'	ture Specialist - TEST -			
Job Description Acknowledgement:	I Acknowledge my Job De	scription			
	Infrastructure Specialist - TEST - 1009187 was acknowledged by Generic Employee on 6/7/2022				
Complete Workflow Step					
0					

c. A new pop-up box will appear asking you to confirm the download. Click on the green "Download File(s)" button.

mployee Acknowledgement for Generic I	Employee by _Nomgr Name in 2021; Finalized Workflow with 1 steps completed on 6/7/2022.
Close Form Refresh Workflow/	Approvals Completed JD Acknowledgements Export to PDF Tools
Job Description Acknowledgeme	Int
UNI	VERSITY O
	NA-CHAMPAIG
	Employee Acknowledgement
Confirm File E	Download
Asso	Security settings of your browser and network require confirmation to proceed with the requested file download. This prevents unauthorized file downloads by third parties.
Mar	
Job Desc	Please click the button Download File(s) to confirm the download.
	Download File(s)
	X Cancel
Job Acknowledgement:	E T Acknowledge my Job Description
	Infrastructure Specialist - TEST - 1009187 was acknowledged by
	Generic Employee on 6/7/2022
	Complete Workflow Step

d. The download will appear in your pop ups at the bottom of your screen.



a. Click the up arrow and choose "Open".



e. The download will now open and you can view the completed Job Description Acknowledgement:

■	Aspose	1 / 5 - 100% + 🗄 👌	± a :
		Job Description Acknowledgement	
		Employee: Generic Employee Manager: _Nomgr Name Job Description: Infrastructure Specialist - TEST - 1009187 Job Code: 1009187 Arknowledgement Date: 6/7/2022	
		Acknowledgement Date: 6/7/2022 Job Description version: 15	

- a. To print the Job Description Acknowledgement, click on the "Printer Icon" shown above by the blue arrow.
- b. To download and save the Job Description Acknowledgement, click on the "Arrow Down" shown above by the orange arrow. Then, you can save the Job Description Acknowledgement on your computer.

Questions

• If you have any questions, please contact <u>ihr-hrais@illinois.edu</u>