

How to View Job Descriptions in UKG:

This training document is intended to provide instruction on how to view job descriptions using a UKG job requisition for full-time roles.

1. Login to UKG by accessing the "UKG Ready Employee Dashboard" tab in <u>Portal</u> Click on the "UKG Ready Employee Dashboard" button:

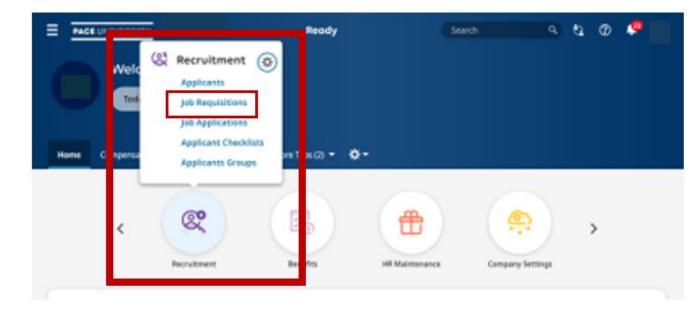
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2. Sign in with your Pace credentials:

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Forgot Password?	New User? Supported Browsers
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IT Appropriate Use GENERAL INFORM. ADMISSION:	Supported Browsers



3. Hover over your "Recruitment" bubble and select "Job Requisitions":



4. Select "Add New":

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5. Select the Browse menu in the "Job Requisition Template" field followed by the third radio button to select the "Staff" option:

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6. You will also receive the below message. Select "OK" to proceed:

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7. Select the Browse menu in the "Default Position" field:

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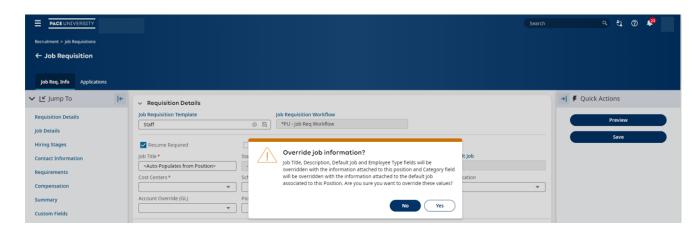
For further assistance, please contact Amanda Miranda, Compensation Analyst at amiranda@pace.edu



8. Any position where you are listed in the "Directly Reports to" or "Indirectly Report to" fields in UKG will populate in this section. You may select from the list or search for a title or position number using the search bar located in top right corner of the dialogue box. Once you locate the desired position, select the radio button to proceed:

PACE UNIVERSITY Recruitment > job Requisitions Gob Requisition				search Q 🗞 Ø 🦑
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	Imm/dd/yyy Evergreen Number Of Openings * Total FTE	Hired Applicants Count	Close	When Filled

9. You will also receive the below message. Select "Yes" to proceed:





10. If you scroll down, the job description content will populate in the "Description" field. If you pinch in bottom right corner, you can also expand the window:

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	Position Duties Servise as first point of contact for visitors and callers to the office. Answer questions from potential students via phone and/or email. Assists candidates in resolving registration problems. Assists with orientation, initial advisement and registration of students, as well as the transcript review process. Provides administrative support to the Director and faculty, including maintaining the Director's calendar, scheduling appointments, and providing annormitate records for student advisement Applicant Questionnaire Internal Applicant Questionnaire Soft for Betated Ouestions (Applicant Questionnaire) (Appli	

You may copy and paste the content into a Microsoft Word document or Google Doc to store in your records or provide to a recipient.

11. If you are only using the job requisition process to locate a job description, you may then use the back button on the top left corner to close out of it. You will receive the below error message which is okay. Select "Discard" to proceed:

🚬 Jump To	←	10595 United States	→ F Quick Actions
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		and University officers using extensive knowled Cancel Discard Save propriate. Serving as the first	
		point of contact for the office, the Staff Associate also supports the Director and faculty with orientation and initial advisement of students. The Staff Associate is responsible for manifaring student files, tracking/monitoring student	
		progress and retrieving relevant reports and files to assist the Director and faculty with advising.	
		Position Duties	
		Position Duties	
		 Serves as first point of contact for visitors and callers to the office. Answer questions from potential students via phone and/or email. 	
		 Assists candidates in resolving registration problems. Assists with orientation, initial advisement and registration of students, as well as the transcript rev 	riew .
		process. Provides administrative support to the Director and faculty, including maintaining the Director's calendar, scheduling appointments, and providing	
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Navigating through the Position Management field in a UKG Job Requisition:

This training document is intended to provide details on the Position Management field in a job requisition for full-time and part-time roles.

If you are submitting a job requisition you should fill out any required fields which will be indicated by an asterisk on the form. You may use the "Position Management" field to drive the workflow of your requisition. Use the dropdown menu and select "Browse" to view your options:

ob Requisition Template			tion Workflow Req Workflow		
Resume Required		Allow Quick Apply			
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Position Management *					
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The following options will be displayed:

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Job Board		New Position Description to Post		
	Visib	O Student		
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Option	When to use this option	Workflow
Modify Position Description ONLY (NOT for Posting)	Use this option if an employee in your area is receiving a	Initiator -> Compensation
	promotion or you are updating	The job requisition will be
	duties for a role in your area.	closed after the Compensation
		team completes their review
		and makes their system
		updates. This will not result in a job posting.
Modify Position Description to Post	Use this option if you are	Initiator -> Compensation ->
	recruiting for a role in your area	Budget Rep->Talent
	and have an active position	Acquisition team
	number.	•
		A posting will be created once
		the job requisition reaches the
		Talent Acquisition team and
		their review is complete.
New Position Description to Post*	Use this option if you are	Initiator -> Compensation ->
	recruiting for a brand new role	Budget Rep->Talent
	in your area and are requesting	Acquisition team
	a position number to be created.	
*see below for further details		A posting will be created once
	This process does not apply for	the job requisition reaches the
	Faculty or Student roles.	Talent Acquisition team and
		their review is complete.



*For any New Position Description job requisitions being submitted for full-time and part-time roles, the initiation process will be slightly different.

 Once you open the job requisition form (shown at page 2), select the Browse menu in the "Job Requisition Template" field followed by the third radio button to select the "Staff" option:

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Hiring Stages Contact Information Requirements Compensation	Cost Centers *	Name + Adjunct Staff O	Job Title Adjunct ST Forothy «Auto- Populates from Position»	Default Job	Location Valhalla, NY Valhalla, NY	Employee Type Adjunct CT Exoder Modify Staff Desc to POST_D10181 800	• •	Save
Summary Custom Fields Job Board	Account Override (6L) Status & Visibility Visibility Date From Imm/ddi/yyyy	Student Assistant Student Intern	Student Assistant Student Intern		Valhalla, NY Valhalla, NY	Student Student		

2. You will also receive the below message. Select "OK" to proceed:

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3. You may then begin to enter the title and disregard the "Default Position" field since there is not any content of a job description loaded in the system to populate:

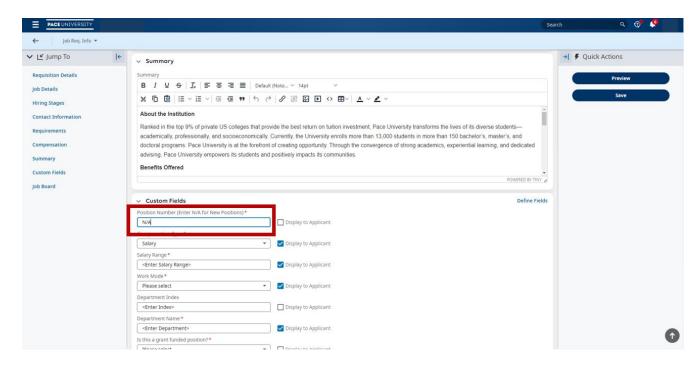
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For further assistance, please contact Amanda Miranda, Compensation Analyst at amiranda@pace.edu

4. Select the "New Position Description to Post" option in the Position Management field. Once you fill out all required parts on the top portion of the job requisition, you may copy and paste the job description into the "Description" field:

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← Job Req. Info ▼				
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Job Details	10595 United States			
Hiring Stages				Save
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	Questionnaire Tab Name*			

5. After you fill out all required fields, there will be a "Position Number" Custom Field available at the bottom of the form. You may enter "N/A" since you are requesting a brand new position number for a full-time or part-time role. Once the job requisition reaches Compensation's queue, this will be an indicator for the team to create and provide you with a position number. The Compensation team will approve the job requisition once their review is complete and the position number has been activated.



For further assistance, please contact Amanda Miranda, Compensation Analyst at amiranda@pace.edu