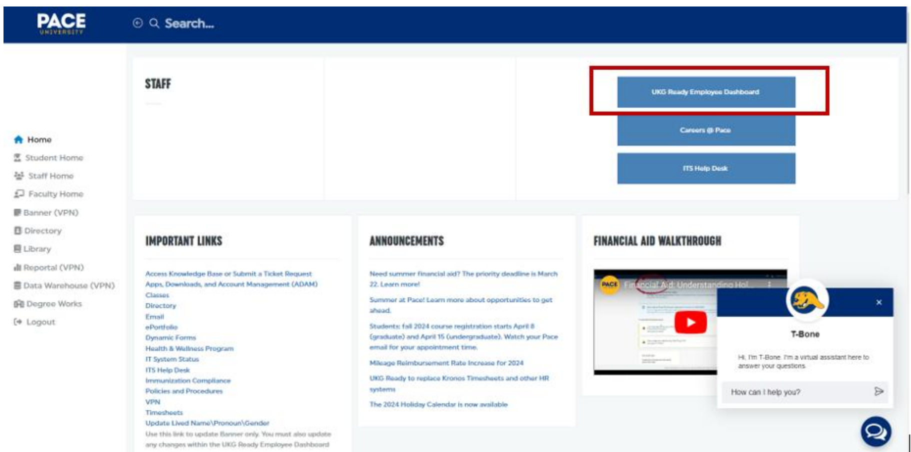
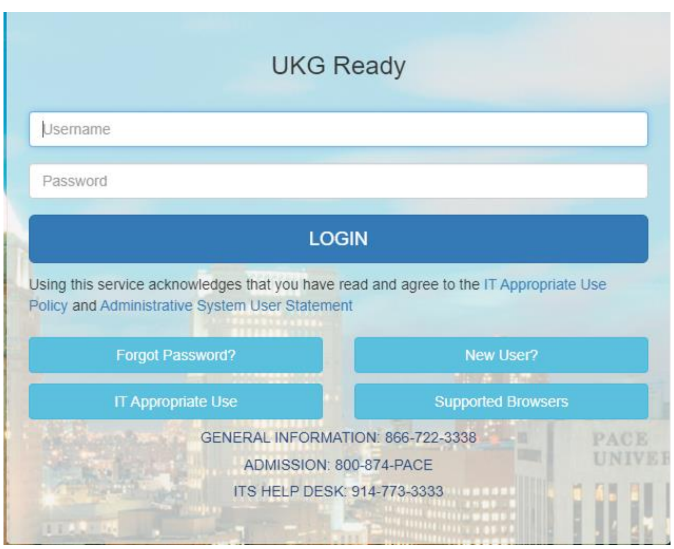
## How to View Job Descriptions in UKG:

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

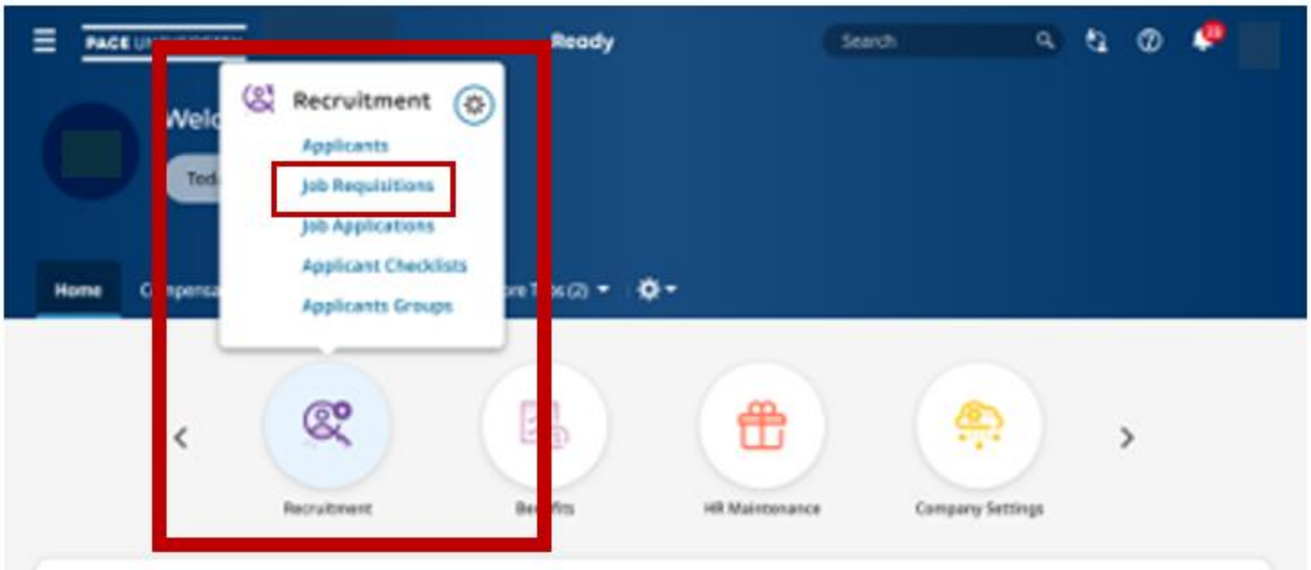
1. Login to UKG by accessing the “UKG Ready Employee Dashboard” tab in Portal
   Click on the “UKG Ready Employee Dashboard” button:



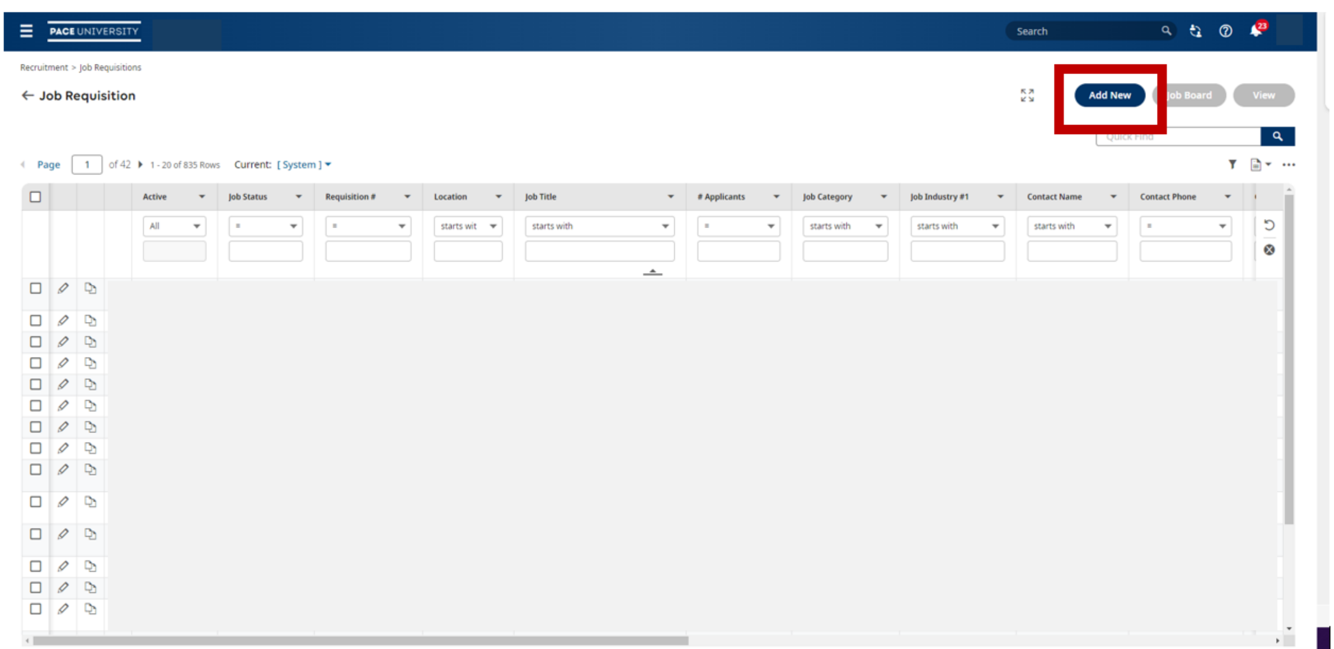

2. Sign in with your Pace credentials:



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




4. Select “Add New”:

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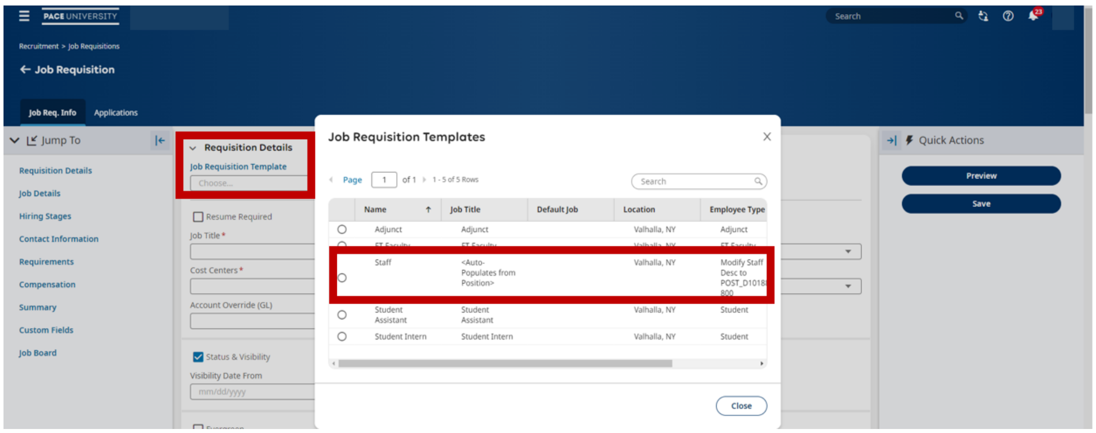
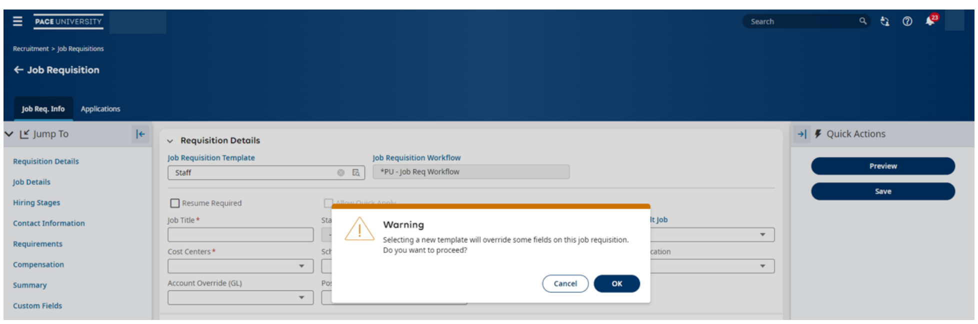
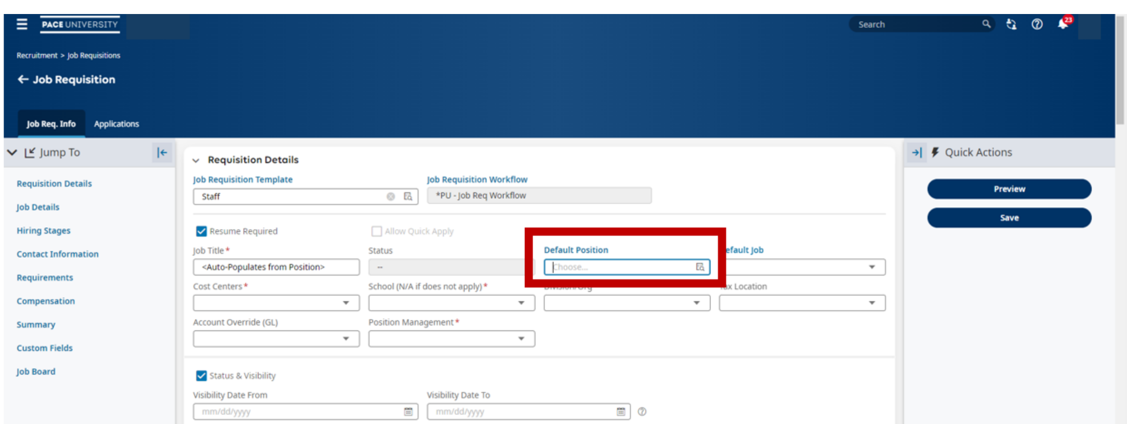
5. Select the Browse menu in the "Job Requisition Template" field followed by the third radio button to select the "Staff" option:



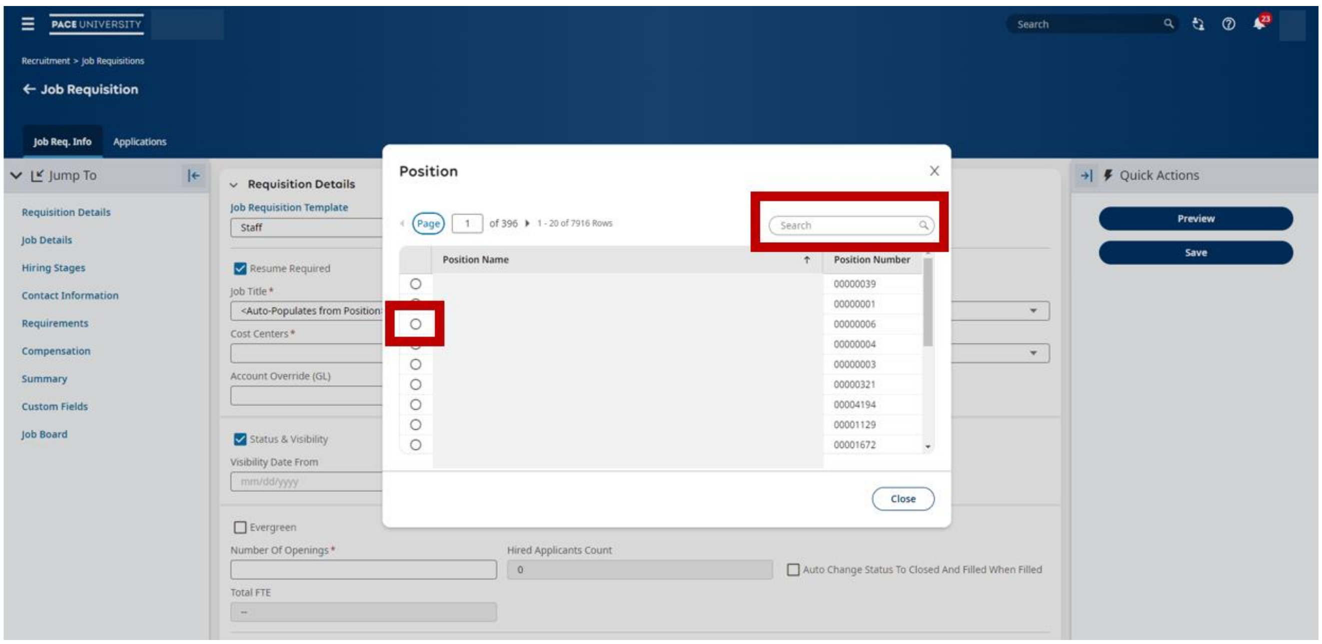

6. You will also receive the below message. Select "OK" to proceed:



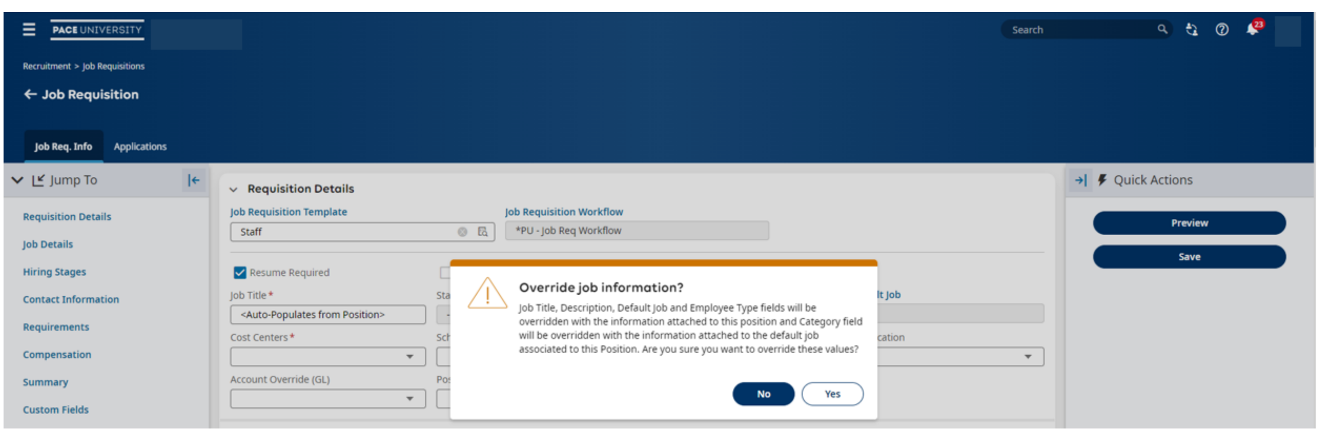

7. Select the Browse menu in the "Default Position" field:



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:




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



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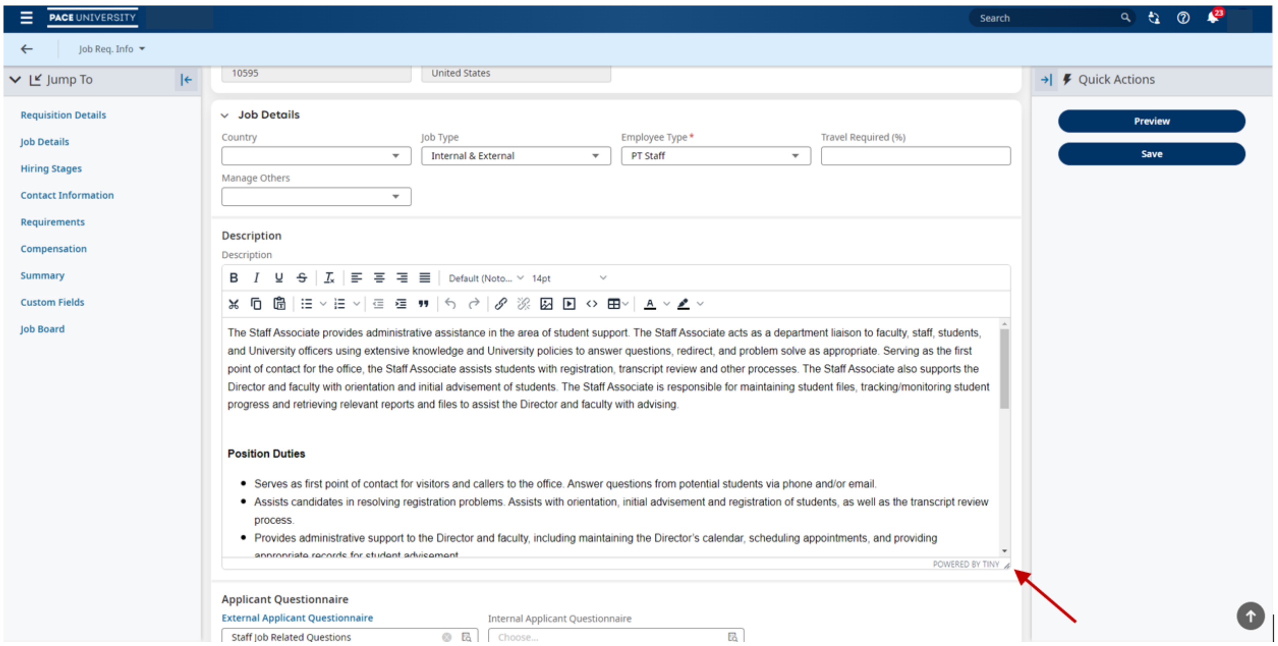
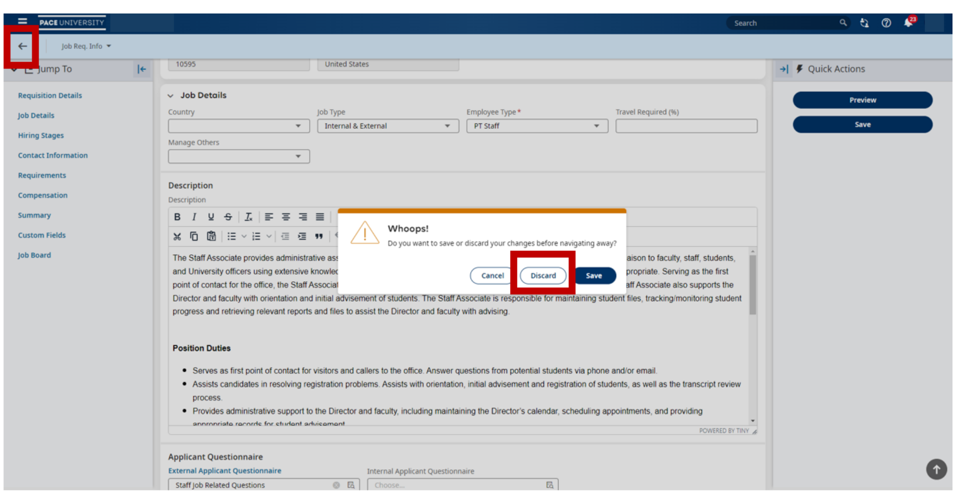
10. If you scroll down, the job description content will populate in the "Description" field. If you pinch in bottom right corner, you can also expand the window:




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:

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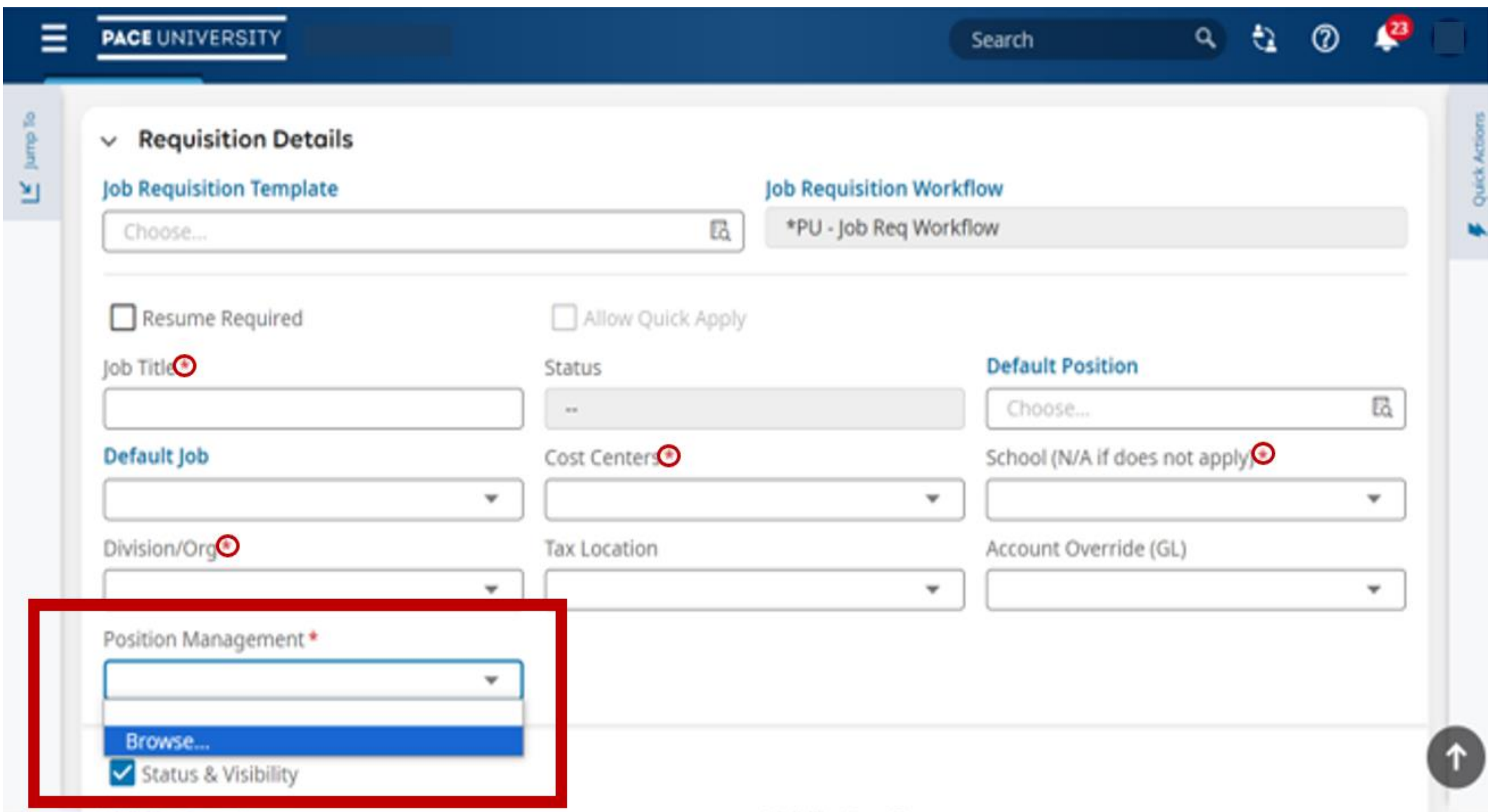
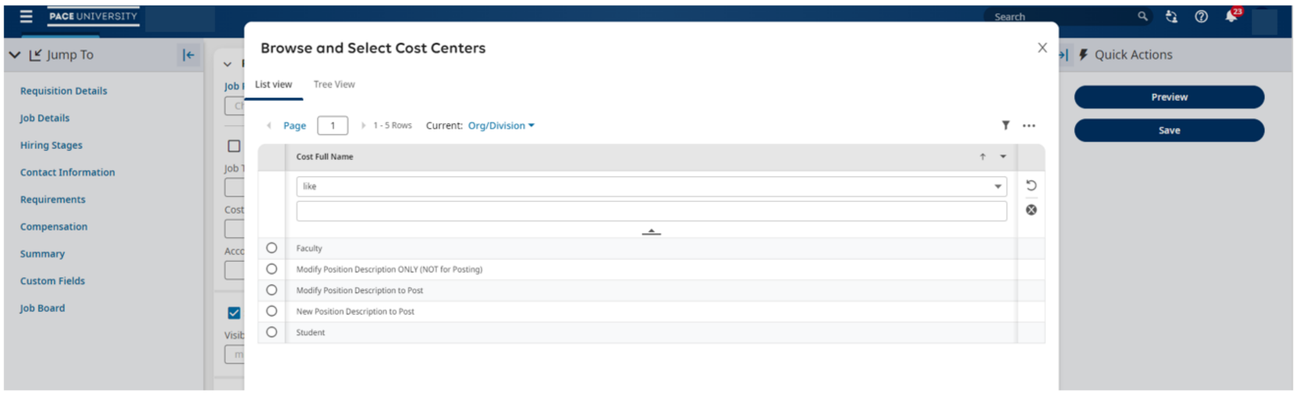
## Navigating through the Position Management field in a UKG Job Requisition:

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:



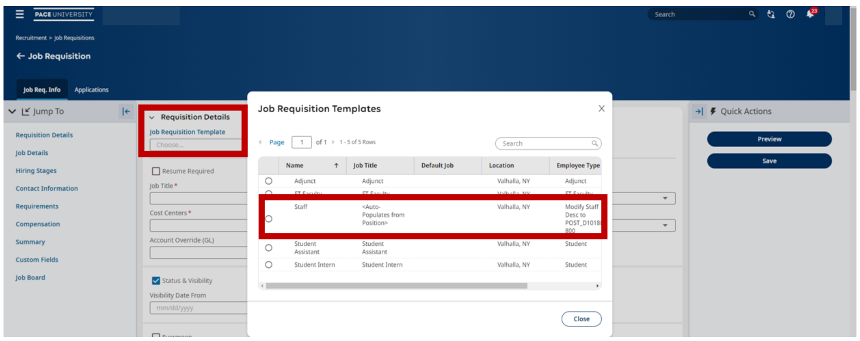
The following options will be displayed:



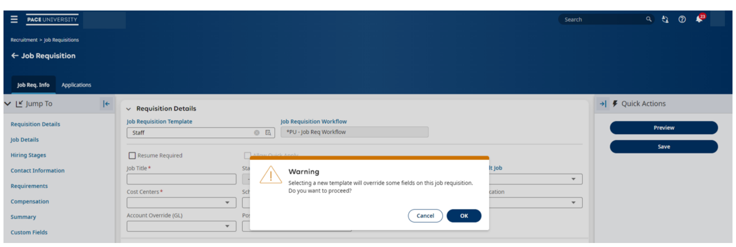

| **Option** | **When to use this option** | **Workflow** |
|---|---|---|
| Modify Position Description ONLY (NOT for Posting) | Use this option if an employee in your area is receiving a promotion or you are updating duties for a role in your area. | Initiator -> Compensation<br><br>The job requisition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

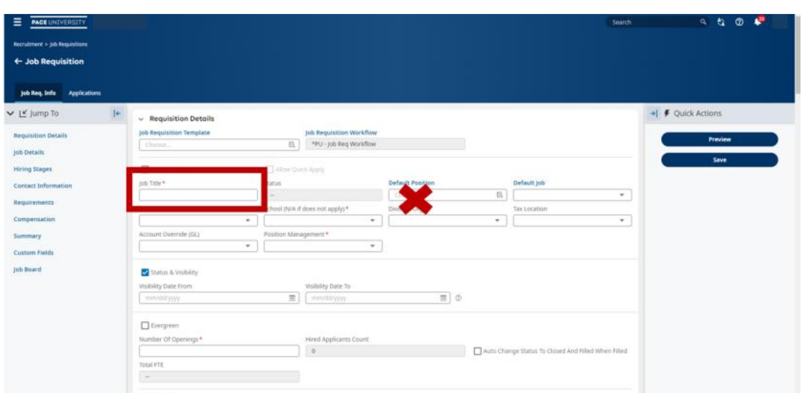
1. Once you open the job requisition form (shown at page 2), select the Browse menu in the “Job Requisition Template” field followed by the third radio button to select the “Staff” option:




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




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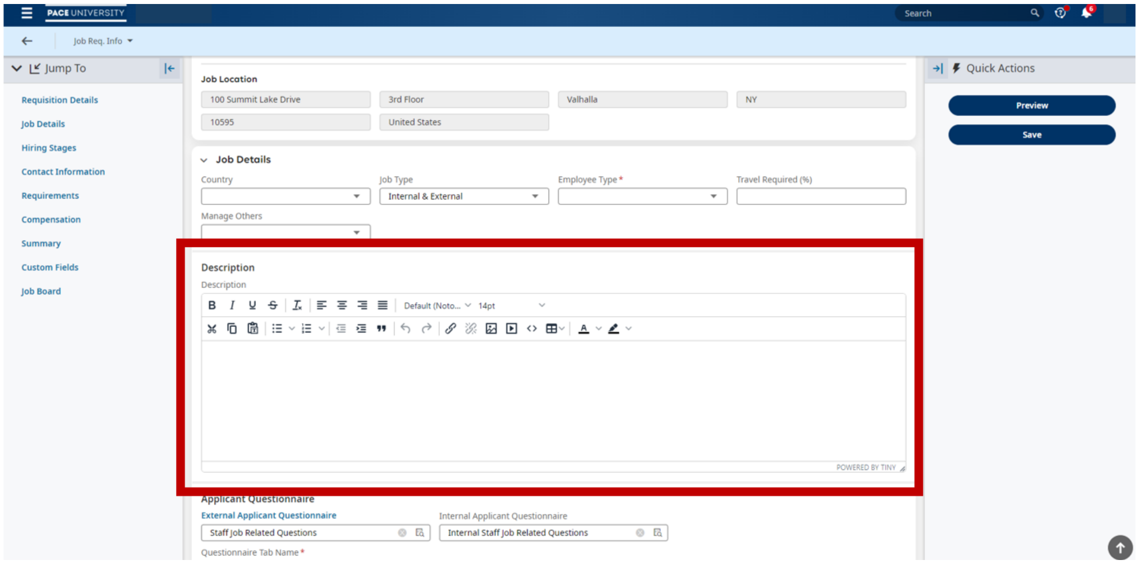
4. Select the "New Position Description to Post" option in the Position Management field. Once you fill out all required parts on the top portion of the job requisition, you may copy and paste the job description into the "Description" field:




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.