JD Online Routing Instructions
Cards that Require Classification by the VC Authority

Overview of Instructions
The EVC area includes: VCAA, VC-EDI, VCR, and VCSA. These instructions apply to units in VCAA. You can route a job description in JDOnline for 3 specific purposes (listed below), but this document’s instructions apply to situation #3:

1. Routing cards for additional edits
2. Routing cards for review and comments
3. Routing cards for classification by the VC Authority

When a card must be classified by the VC Authority, you must use the “Route for Department Approval” option. This routing option must be used when the department has finished writing and internally reviewing the card and the department is ready for it to be reviewed and classified by the VC Authority.

Preparing Cards that Require Classification by the VC Office
The documents listed below are required in order for the VC Authority to classify a new or reclassified positon.

New Positions - Please upload all required supporting documentation listed below in the “Supplements” tab of the new job description. The “Supplements” tab allows you to upload multiple documents.
1. Updated departmental organization chart. Organizational chart must include the following:
   a. Employee Names
   b. Working titles
   c. Payroll titles
   d. Clear reporting lines
   e. Percentage of effort for part-time employees
2. Request for Classification Supplement – New Position (This form cannot be found in JDOnline. It is only currently available on the VCAA HR Website)
3. Prior organizational chart before this position was created

Reclassifications – Please upload all required supporting documentation listed below in the “Supplements” tab of the new job description. The “Supplements” tab allows you to upload multiple documents.
1. Updated departmental organization chart. Organizational chart must include the following:
   a. Employee Names
   b. Working titles
   c. Payroll titles
   d. Clear reporting lines
   e. Percentage of effort for part-time employees
2. Request for Classification Supplement – General (This form is available in JDOnline)
3. Prior organizational chart before this position was created
4. Old job card (PDF version of the job card as viewed in the “Compare to Previous JD” option)

Submission deadline for departments in order to be eligible for VC Office Review – The card must be received by the 3rd Thursday of the month in order to be eligible for review at the monthly PARC meeting. Only complete submissions (see lists above) will be reviewed. Please note: PARC meetings usually occur on the 4th Friday of each month.

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**Step-by-Step Instructions**

1. **Select Route Request** - From the Review and Route tab, select Route Request.

The following “pop-up” screen will appear.

**Route This Request**

- **Route for Review and Comments (read only)**
  
  Ask up to 5 other users to review the content and supplements of the JD and provide their feedback. Editing of the JD is not allowed.

- **Route for Additional Edits**
  
  Ask one (1) user to continue editing the JD. Once finished, you can have this user return the editing control to you or another administrative contact.

- **Route for Department Approvals**
  
  After your JD is checked for errors, you may start the approval routing process. Starting the approval process will cancel any pending edit and/or review requests.
2. **Route for Department Approvals** - Select the Route for Department Approvals option.

   **Route for Department Approvals**
   After your JD is checked for errors, you may start the approval routing process. Starting the approval process will cancel any pending edit and/or review requests.

3. **Check for Errors and Prepare for Approvals** - Your JD will be checked for errors. After your JD has been checked for errors, you may start the approval routing process by selecting Prepare for Approvals.

   **Check for Errors**
   Checking For Errors:
   Your request is ready for department approvals:
   - All required summary fields have been completed.
   - All required overview fields have been completed.
   - Functions are complete and add up to 100%.
   - KSAs are complete.
   - Environment settings are complete.
   - All required supplements are attached.

   ![Prepare for Approvals](image)

4. **Confirm/Edit the Approvers** - Approvers are preset based on details noted on the JD request. Add or remove approvers based on who should approve this JD. If the Approver is unavailable to approve the JD, you may assign a Delegate for that Approver. Select the Delegates button to assign a Delegate.

   ![Confirm/Edit the Approvers](image)

5. **Add Submitter if the card must be classified by the VC Authority** - Divisions/Departments have authority to classify all represented titles and all PSS titles in Grades 1-4. PSS titles in Grade 5 and above are classified by VC Authority. However, the PSS 5 titles listed below are classified by the department:
   - Administrative Analyst/7243
   - Library Assistant V/6758
   - Sr. Publications Coordinator/7694
   - Staff Research Assoc. II-Supv/9616
   - Staff Research Assoc. III-Supv/9615

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• Sr. Writer/7703
• Sr. Editor/7683
• Management Service Officer I/7512

If VC Authority is required, add a Submitter to the routing queue. For VCAA, select Lucy Laguna as the Submitter.

6. **Start Approval Routing** - Select Start Approval Routing.
Starting the approval routing process will cancel any pending edit and/or review requests.

- At a minimum, the approval routing queue must include the Supervisor Auth and HR Contact
- If the job description must be classified by the VC Authority, also add the Submitter designated by your VC Office.
- The Submitter will review the request for classification to determine if the required items have been included in the “Supplements” tab. If so, the VC Office will proceed with reviewing and classifying the position. The timetable for review will depend on the PARC monthly meeting schedule. In general, departments should be contacted the week after the PARC meeting with a summary of the classification analysis. Following a decision on the classification, the VC Office will write the classification comments and request that Compensation/Classification accept the card into the JDOnline library.
### Edit Approval Route

**Supervisor Name**  
Supervisory Auth

**HR Contact Name**  
HR Contact

**Lucila Laguna**  
Submitter  
llaguna@ucsd.edu

[Start Approval Routing](#)