JDOnline Routing Requests: Instructions

• You can route a JD for 3 specific purposes:
  o Routing cards for PARC Review and VC Approval
  o Routing cards for additional edits
  o Routing cards for review and comments

How to Route the Job Description for PARC Review and VC Approval – You must use “Route for Department Approvals”. Do not use “Route for Additional Edits” or “Route for Review and Comments”.

“Route for Department Approval” - This routing option must be used when the department has finished writing and reviewing the card and the department is ready for it to be reviewed by PARC and classified by the VC Office.

1. Select Route Request - From the Review and Route tab, select Route Request.
The following “pop-up” screen will appear.

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**
   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%.
   - KSA s are complete.
   - Environment settings are complete.
   - All required supplements are attached.
   - [Prepare For Approvals] [Cancel Changes]
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.

5. **Add Submitter if VC Authority Approval is Required** - 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
- 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. For VCR, select Stacey McDermaid 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 Office, also add the Submitter designated by your VC Office. Upon classification, the Submitter will send the card to Compensation/Classification. Compensation/Classification has the authority to accept cards into JDOnline.
7. What documents are required for new positions and reclassifications that must be classified by the VC Office?
   The documents listed below are required in order for the VC Office to classify a new position or reclassification.

   - **New Positions - Please upload all required supporting documentation listed below in the “Supplements” tab**
     - New job description
     - Updated departmental organization chart. Organizational chart must include the following:
       - Employee Names
       - Working titles
       - Payroll titles
       - Clear reporting lines
       - Percentage of effort for part-time employees
     - Request for Classification Supplement – New Position
     - Prior organizational chart before this position was created

   - **Reclassifying Positions – Please upload all required supporting documentation listed below in the “Supplements” tab**
     - New job description
     - Updated departmental organization chart. Organizational chart must include the following:
       - Employee Names
       - Working titles
       - Payroll titles
       - Clear reporting lines
       - Percentage of effort for part-time employees
     - Prior organizational chart before this position was created
     - Old job card
     - Request for Classification Supplement – General (form resides within JDOnline)

8. **Card submission deadline for PARC 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.