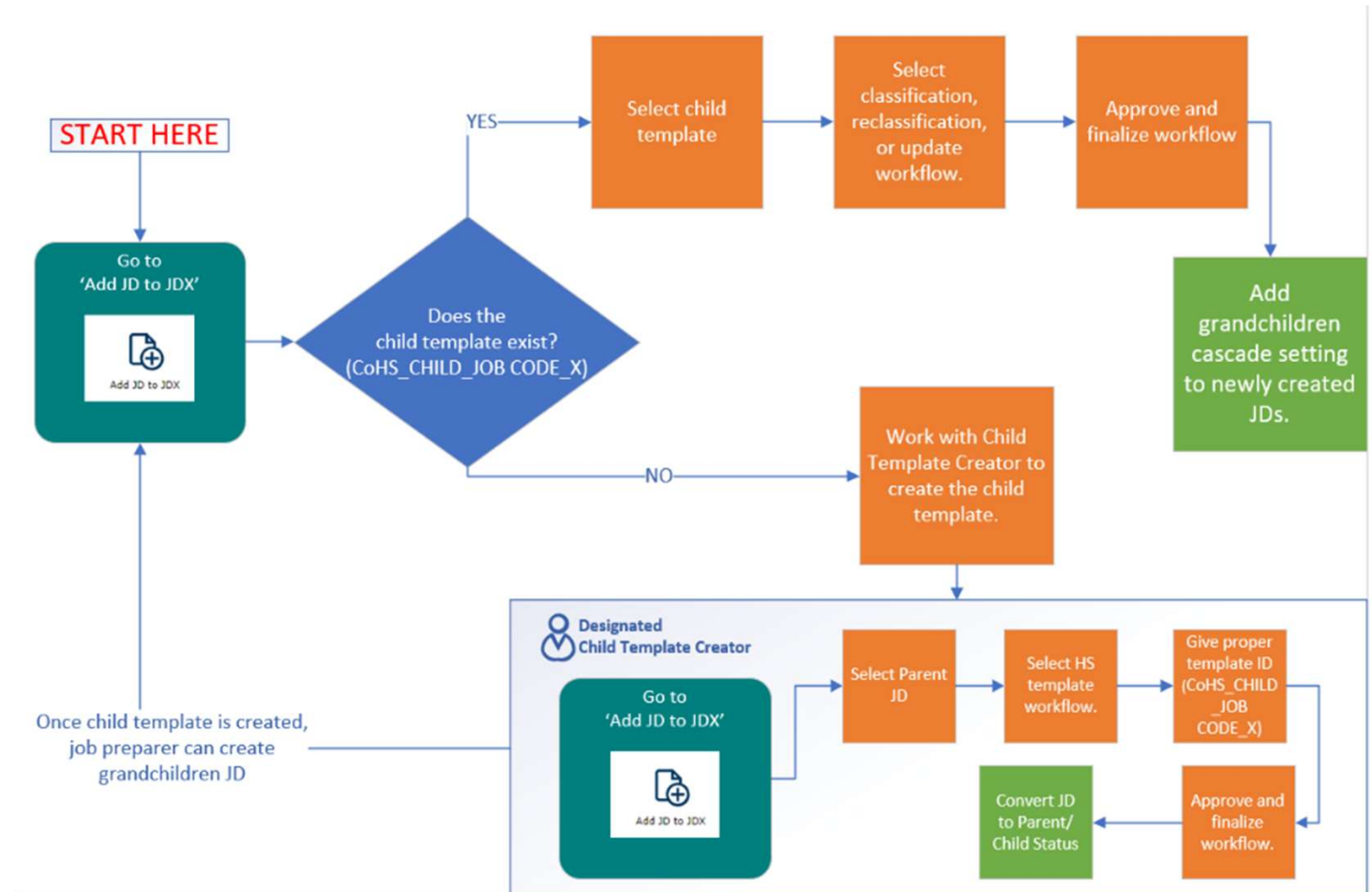



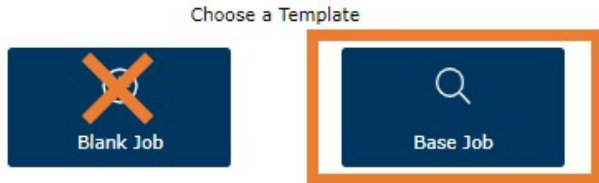
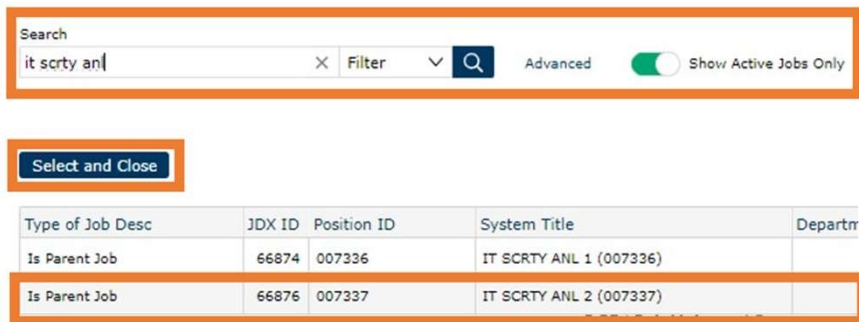
GRANDCHILDREN WORKFLOW

(Only proceed if you are adding a new JD)








CREATE A CHILD TEMPLATE 1

Step #	Directions	Visual Example															
1	<p>If you can't find a child template, work with the 'Designated Child Template Creator' to create the child template.</p> <p>Click on Add JD to JDX</p>																
2	<p>Template creator clicks on Base Job to pick which Job Title/Job Code they want to use for base of the job description.</p> <p>Do not click on Blank Job.</p>																
3	<p>You must select a Job Standards language by selecting a Parent job.</p>	 <table><tr><th>Type of Job Desc</th><th>JDX ID</th><th>Position ID</th><th>System Title</th><th>Departm</th></tr><tr><td>Is Parent Job</td><td>66874</td><td>007336</td><td>IT SCRTY ANL 1 (007336)</td><td></td></tr><tr><td>Is Parent Job</td><td>66876</td><td>007337</td><td>IT SCRTY ANL 2 (007337)</td><td></td></tr></table>	Type of Job Desc	JDX ID	Position ID	System Title	Departm	Is Parent Job	66874	007336	IT SCRTY ANL 1 (007336)		Is Parent Job	66876	007337	IT SCRTY ANL 2 (007337)	
Type of Job Desc	JDX ID	Position ID	System Title	Departm													
Is Parent Job	66874	007336	IT SCRTY ANL 1 (007336)														
Is Parent Job	66876	007337	IT SCRTY ANL 2 (007337)														



CREATE A CHILD TEMPLATE 2

Step #	Directions	Visual Example						
4	Select the workflow from the drop-down menu: HS Template Workflow (1 Steps)	<p>Select Workflow</p> <div><div>All Campus MSP or Centralized PSS Workflow (4 steps)</div><div>Campus JD Update Only Workflow (2 steps)</div><div>CoHS Child Create Template Workflow (2 steps)</div><div>CoHS Grandchildren Modify Workflow (3 steps)</div><div>CoHS JD Update Only Workflow (4 steps)</div><div>Decentralized Campus PSS Workflow (3 steps)</div></div>						
5	Job Preparer clicks Start Workflow .	<div>Start Workflow</div>						
6	Start the workflow (view/edit job icon)	<div><div>Job Revision Workflow(s)Active</div><table><tr><th>Action</th><th>Job</th><th>Details</th></tr><tr><td></td><td>Financial Analysis 2 HS Template (TBD_751)</td><td>Revision was started.</td></tr></table></div>	Action	Job	Details		Financial Analysis 2 HS Template (TBD_751)	Revision was started.
Action	Job	Details						
	Financial Analysis 2 HS Template (TBD_751)	Revision was started.						



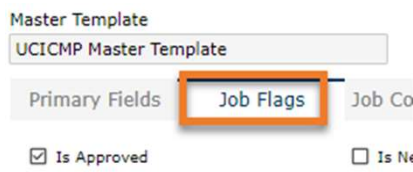



CREATE A CHILD TEMPLATE 3

Step #	Directions	Visual Example
7	Make sure the position number and internal identifier is filled out to help identify the child template for future use.	<p>Profile Status Flag: A</p> <p>? Position Number: COHS_CHILD_007708_3</p> <p>CoHS Use Only</p> <p>Internal Identifier: Template for Financial Analysis 2 for Family Medicine</p> <p>DSS ID:</p>
8	Approve and Finalize Workflow	<p>Finalize Workflow for Compensation Analyst 3</p> <p><input checked="" type="radio"/> Finalize the Workflow and Save the changes to Job.</p> <p><input checked="" type="checkbox"/> Flag as Approved</p> <p>Finalize Workflow</p>





CREATE A CHILD TEMPLATE 4

Step #	Directions	Visual Example
9	Make approved child template into a parent. Go to Job Management - UCI	 Job Management - UCI
10	Find child template and click on Properties	
11	Click on tab 'Job Flags'	
12	Click on link 'Edit Parent/Child Settings'	



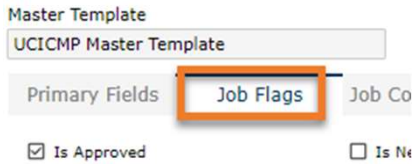



CREATE A CHILD TEMPLATE 5

Step #	Directions	Visual Example
13	Click on 'This is a Parent Job' Make sure 'This is a Child Job' is also checked.	
14	Click Save and Close	
15	Now the Job preparer can go continue with their Step 7 and request classification, reclass, or update JD.	


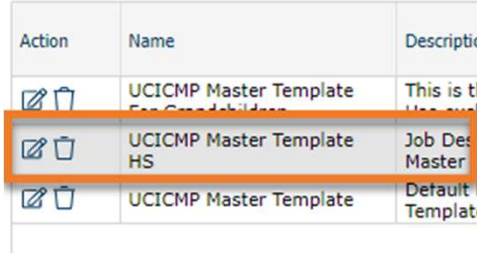



Apply Grandchildren Cascade 1

Step #	Directions	Visual Example
16	Make approved child template into a parent. Go to Job Management - UCI	 Job Management - UCI
17	Find grandchildren and click on Properties	
18	Click on tab 'Job Flags'	
19	Click on link 'Edit Parent/Child Settings'	



Apply Grandchildren Cascade 2

Step #	Directions	Visual Example
20	Click on '...' button for Parent/Child Settings File	
21	Select 'UCICMP Master Template HS' When it is highlighted in gray, it means the row is selected.	
22	Click Select and Close	
23	Click Save and Close . The process is now complete.	