

# Old Dominion University Certifying a Position Description

## REVIEWER'S GUIDE



PeopleAdmin, Inc.  
1717 W. 6<sup>th</sup> Street  
Austin, TX 78703  
512-997-2500

# **TABLE OF CONTENTS**

---

<b>INTRODUCTION .....</b>	<b>3</b>
<b>GETTING STARTED .....</b>	<b>4</b>
<a href="https://olddominion.peopleadmin.com/hr">https://olddominion.peopleadmin.com/hr</a> .....	<b>4</b>
<b>POSITION DESCRIPTION ACTIONS.....</b>	<b>7</b>
Certifying a Position Description.....	<b>7</b>
Submitting a Certification back to the Supervisor.....	<b>11 or 15</b>
Returning to a “Saved Without Submitting” Action .....	<b>13</b>
<b>LOGGING OUT . ....</b>	<b>12 or 16</b>
<b>WORKFLOW .....</b>	<b>17</b>

# INTRODUCTION

---

Welcome to the Old Dominion University Position Description System. The Human Resources Department has implemented this system in order to automate many of the paper-driven aspects of the classification/compensation process.

You will use this system to:

- Approve new classified employees' position descriptions within 30 days of their hire date
- Approve classified employees' position descriptions at the beginning of the new annual performance cycle each year

The system is designed to benefit you by facilitating:

- Faster processing of classification/compensation actions
- Up-to-date access to information regarding all positions under your supervision

The Human Resources Department is providing these training materials to assist with your understanding and use of this system.

## Your Web Browser

**PAPERS** is designed to run in a web browser over the Internet. The system is compatible with Internet Explorer 6.0 and higher and Firefox Mozilla 2.0 and higher. The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at [www.Adobe.com](http://www.Adobe.com).

Please **do not** use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

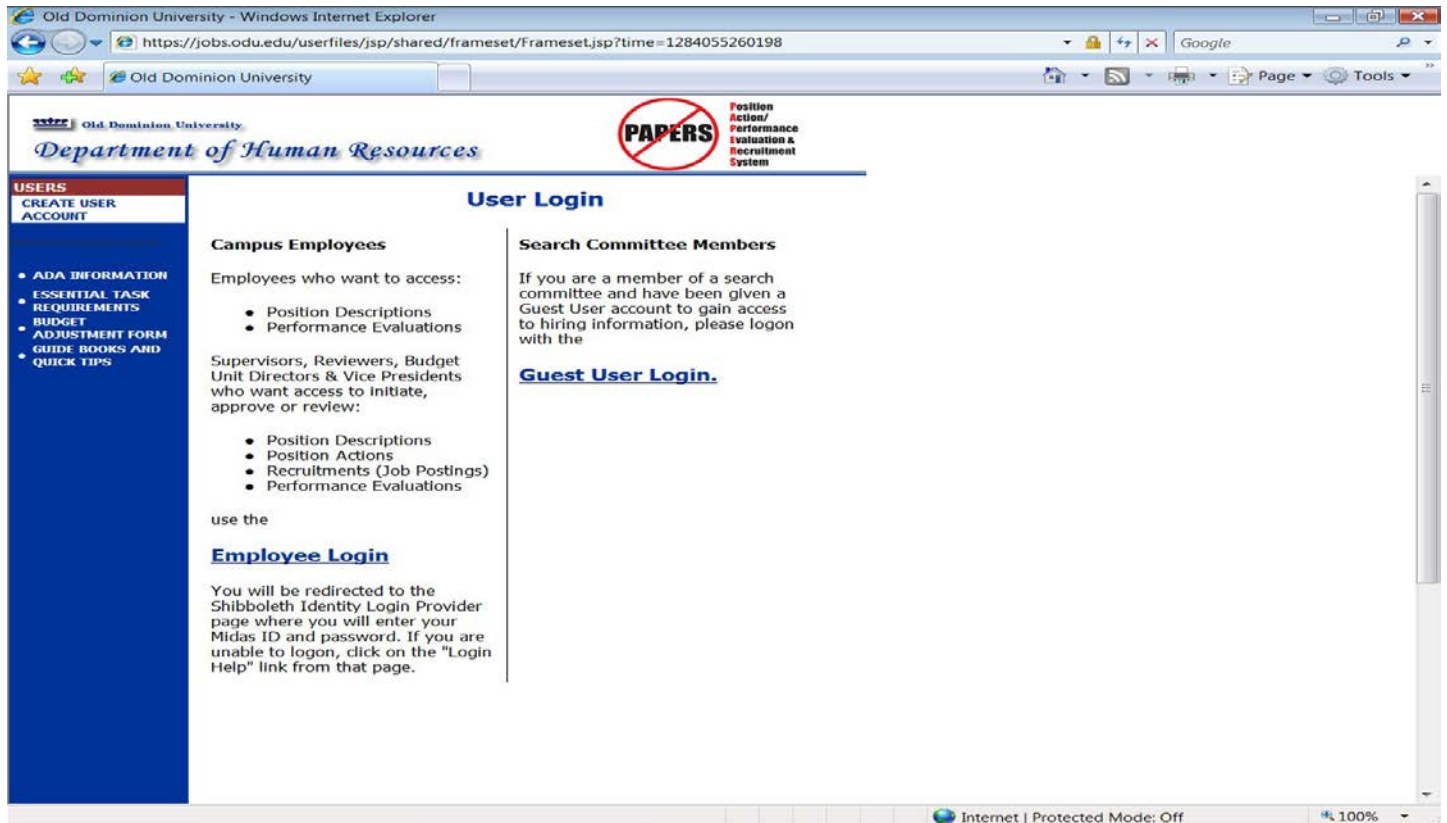
## Security of Information

To ensure the security of the information in the system, it **will automatically log you out after 60 minutes if it detects no activity**. However, anytime you leave your computer, we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

## GETTING STARTED

<https://olddominion.peopleadmin.com/hr>

You will receive an e-mail message from one of the staff you supervise telling you that you have a certification action waiting. Click on the link in the e-mail and the following screen will appear:



If you have used the system before as a Hiring Manager for a recruitment, enter your MIDAS ID and password and click on employee login. To approve a position description, you must be logged in with the User Type of **Reviewer**. If the user type of Hiring Manager (or Employee – if you are a classified employee) appears at the top of the screen, an option of **Change User Type** will be listed in the navigation bar on the left of the screen. Click on this link and change your user type to **Reviewer**. (Go to page 6 of these instructions.)

If you are entering the site **for the first time**, you must create your own account by clicking on the **Create User Account** link in the navigation bar on the left of the screen. After you click this link, the following screen will appear:

Old Dominion University - Windows Internet Explorer

https://jobs.odu.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1284055260198

Old Dominion University

Department of Human Resources

**USERS**

**CREATE USER ACCOUNT**

**Create User**

Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

\*Required information is denoted with an asterisk.

**Create User**

\* Faculty/Staff Email Address

\* First Name

\* Last Name

Employee ID

Title

Phone Number

Email Address for System Notifications

Department

1) Click on the name of your department and click the top arrow (>) to select - please only select your own department(s).  
2) Selected department(s) appear in the right hand box.

\* Please indicate your reason for requesting an account

**User Status**

☒ Submit for Approval

Enter your faculty/staff email address, along with the rest of the requested information. Include comments as to why you are requesting an account.

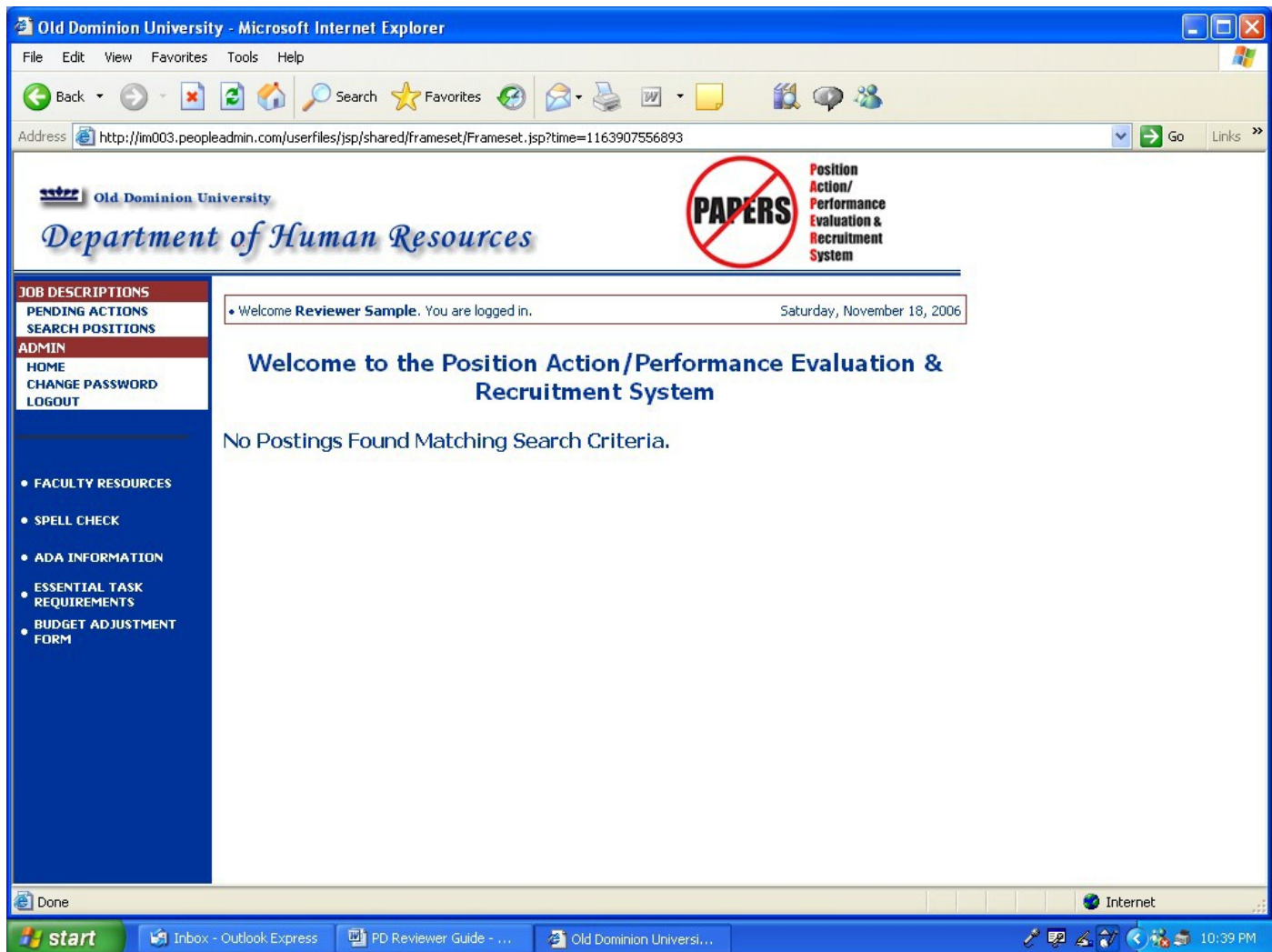
After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it, click **Submit**. Your request will then be sent to the Human Resources Department, which will approve your account.

Once HR notifies you that your request has been approved, you will then be able to log in to the system with your user name and password. (This approval could take up to 24 hours.)

## WELCOME SCREEN

Upon logging in, the following screen will welcome you to the **Position Action/Performance Evaluation and Recruitment System. (PAPERS)**

**PAPERS** includes our on-line application system. If there are pending recruitments for which you are the hiring manager, they will appear on this screen. If there are not any pending recruitments, the following message will appear. (This is a system message that we cannot block from appearing.) **PLEASE DISREGARD THIS MESSAGE AND MOVE ON TO THE INSTRUCTIONS ON THE NEXT PAGE.**



## POSITION DESCRIPTION ACTIONS

The on-line position description replaces the paper Employee Work Profile (EWP). Each fall, after evaluations of classified employees have occurred, new position descriptions, on which the employee will be evaluated the following year, will be certified in the system. Also, within 30 days after their hire date, position descriptions for new classified employees will be certified in the system. **Paper EWPs will no longer be completed.**

Position Description options are listed as different actions in the on-line system. These instructions are for **Certifying a Position Description**.

To approve the certification action, click on the **“Pending Actions”** link in the **Job Descriptions** section of the navigation bar on the left of the screen. The following screen will appear:

Old Dominion University - Microsoft Internet Explorer provided by Old Dominion University

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <http://im003.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1159376229689> Go Links >>

Old Dominion University  
Department of Human Resources

**PAPERS** Position Action/Performance Evaluation & Recruitment System

Welcome **Reviewer Sample**. You are logged in. Wednesday, September 27, 2006

### Pending Actions

Pending Requests

1 Record

Position Title	Request Number	Status	Action Type	Date of Last Action
Architect/Engineer I <a href="#">View</a>	000169	Certification Submitted to Reviewer	Employee Certify Position Description	09-27-2006

Start

Novell-deliver... Margaret Ing... PD Reviewer ... Microsoft Offi... Old Dominio... Microsoft Pow... Microsoft Excel

Internet 12:58 PM

Click on **“View”** under the **Position Title** in the first column.

The position description will be displayed on the following screen:

The screenshot shows a web browser window titled "Old Dominion University - Microsoft Internet Explorer". The address bar shows the URL: <http://training095.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1169750746014>. The page header includes the Old Dominion University logo and the text "Department of Human Resources". A red circle with a diagonal line through it and the word "PAPERS" is overlaid on the header. A navigation menu on the left lists: JOB POSTINGS, VIEW OPEN, VIEW PENDING, VIEW HISTORICAL, JOB DESCRIPTIONS, PENDING ACTIONS, SEARCH POSITIONS, ADMIN, HOME, CHANGE PASSWORD, CHANGE USER TYPE, LOGOUT, and FACULTY RESOURCES. The main content area is titled "View/Edit Employee Certify Position Description". It features a table with columns: Position Details, Work Description and Performance Plan, Core Responsibilities / Major Job Functions, Special Assignments, University/Departmental Competencies, Development Plan, Confidentiality and Compliance Statement, Physical Demands Form, Comments, and Request History Summary. Below the table is a button labeled "CONTINUE TO NEXT PAGE >>". A note states: "\*Required information is denoted with an asterisk." Below this is a form with the following fields: Employee First Name (MARGARET), Employee Last Name (INGE), Employee ID Number, Employee (Inge, Margaret), and Position Number (00294A). The Windows taskbar at the bottom shows the Start button and several open applications: Novell-delive..., Margaret Ing..., PD Reviewer..., Microsoft Excel, Oracle Applic..., Oracle Devel..., and Old Dominio... The system clock shows 1:47 PM.

You should scroll through each section of the position description using the arrow on the lower right side of the screen. Clicking on **Continue to Next Page** will move you to the next section. Please read all the information carefully, especially the **Development Plan**.

**You can make edits to any section of the position description as well as enter comments regarding these edits (or other issues) at the end of the position description. You will also have the option of returning the position description to the supervisor requesting that he/she make edits so you should make some comments here about the edits you have either entered or are requesting.**

**However, the in-depth discussion of all edits should be done verbally, separate from this on-line process.**



When you reach the **Comments** tab, the following screen will appear:

Old Dominion University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://im003.peopleadmin.com/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1163907556893> Go Links

Old Dominion University  
Department of Human Resources

Position Action/Performance Evaluation & Recruitment System

• Welcome **Reviewer Sample**. You are logged in. Saturday, November 18, 2006

### View/Edit Employee Certify Position Description

Position Details	Work Description and Performance Plan	Core Responsibilities / Major Job Functions	Special Assignments	University/Departmental Competencies	Development Plan	Confidentiality and Compliance Statement	Physical Demands Form	Comments	Request History Summary
------------------	---------------------------------------	---	---------------------	--------------------------------------	------------------	--	-----------------------	----------	-------------------------

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

\*Required information is denoted with an asterisk.

Hiring Manager Comments:	position description is accurate
Reviewer Comments:	I agree that position description is accurate.
Human Resources Comments:	
Employee Comments:	these are my comments

Enter your comments and click on **Continue to Next Page**.

**Note:** All comments you enter will be viewable not only by you, but by the Supervisor, the Employee, and Human Resources' staff.

The History Summary will appear:

Old Dominion University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://im003.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1163907556893> Go Links

Old Dominion University  
Department of Human Resources

**Position Action/Performance Evaluation & Recruitment System**

• Welcome **Reviewer Sample**. You are logged in. Saturday, November 18, 2006

### View/Edit Employee Certify Position Description

<a href="#">Position Details</a>	<a href="#">Work Description and Performance Plan</a>	<a href="#">Core Responsibilities / Major Job Functions</a>	<a href="#">Special Assignments</a>	<a href="#">University/Departmental Competencies</a>	<a href="#">Development Plan</a>	<a href="#">Confidentiality and Compliance Statement</a>	<a href="#">Physical Demands Form</a>	<a href="#">Comments</a>	<a href="#">Request History Summary</a>
----------------------------------	---	---	-------------------------------------	--	----------------------------------	--	---------------------------------------	--------------------------	---

This page lists the history of the request. You can see at what date and time the status of the position description was changed, as well as by whom.

History	Modified By
11-18-2006 10:38 PM Certification Submitted to Reviewer <a href="#">View Summary</a>	Hiring Manager Sample

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Done PD Reviewer Guide - Certifying - Microsoft Word Internet

start Inbox - Outlook Express PD Reviewer Guide - ... Old Dominion Universi... 10:42 PM

This History Summary shows the steps of the process so far.

Click on **Continue to Next Page**.

The following screen will appear:

Old Dominion University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <http://training095.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1169750746014> Go Links

Old Dominion University  
Department of Human Resources

**PAPERS** Position Action/Performance Evaluation & Recruitment System

• Welcome **Margaret Inge**. You are logged in. Thursday, January 25, 2007  
Your Current Group: Reviewer.

**View Employee Certify Position Description Summary**

To change the status of this action, choose from the statuses below:

[Edit](#) [Printer-Friendly Version](#)

**Action Status**

☒ Save  
☐ Disapprove and Return to Supervisor for Editing  
☐ Approve and Submit Certification to Supervisor

**CANCEL** **CONTINUE**

**Position Details**

Employee First Name:	MARGARET
Employee Last Name:	INGE
Employee ID Number:	
Employee:	Inge, Margaret

Done Internet

Start

Novell-delive... Margaret Ing... PD Reviewer ... Microsoft Excel Oracle Applic... Oracle Devel... Old Dominio...

1:50 PM

You have the options to **“Save”** the action or **“Disapprove and Return the Position Description to the Supervisor for Editing”** or **“Approve and Submit Certification to Supervisor.”**

If you want to return the position description to the supervisor for editing, click on **“Disapprove and Return the Position Description to the Supervisor for Editing”** and then click on **Continue**. The supervisor will receive an e-mail notifying him/her that the position description has been returned. **It is recommended that you have a verbal discussion with the supervisor separate from this on-line system about the edits you are requesting rather than trying to enter all the information into the Comments tab.** The supervisor will re-submit the position description to you after making the requested edits and the process described on pages 7-11 will occur again.

If you are ready to approve and submit the position description back to the supervisor, click on “**Approve and Submit Certification to Supervisor.**” Then click on **Continue** and then **Confirm** and **go to page 13 of these instructions.**

If you want to save the action and come back to it later, click on **Save** and **go to page 13 of these instructions.**

If you submitted the certification of the position description back to the supervisor, the following screen will appear:

The screenshot shows a web browser window titled "Old Dominion University - Microsoft Internet Explorer provided by Old Dominion University". The address bar shows a URL from peopleadmin.com. The page header includes the Old Dominion University logo and the text "Department of Human Resources". A red "PAPERS" stamp is visible in the top right corner. The left navigation bar contains links for "JOB DESCRIPTIONS", "PENDING ACTIONS", "SEARCH POSITIONS", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area displays a message: "Welcome Reviewer Sample. You are logged in." followed by the date "Wednesday, September 27, 2006". Below this, the heading "Pending Actions" is shown, followed by a green checkmark and the text: "The status of Action has successfully been changed to Certification Submitted to Supervisor." A table titled "Pending Requests" contains one record for "Architect/Engineer I" with a request number of 000169, status of "Certification Submitted to Supervisor", action type of "Employee Certify Position Description", and a date of last action of 09-27-2006. The table has columns for Position Title, Request Number, Status, Action Type, and Date of Last Action. The bottom of the screen shows the Windows taskbar with various open applications and the system clock at 1:12 PM.

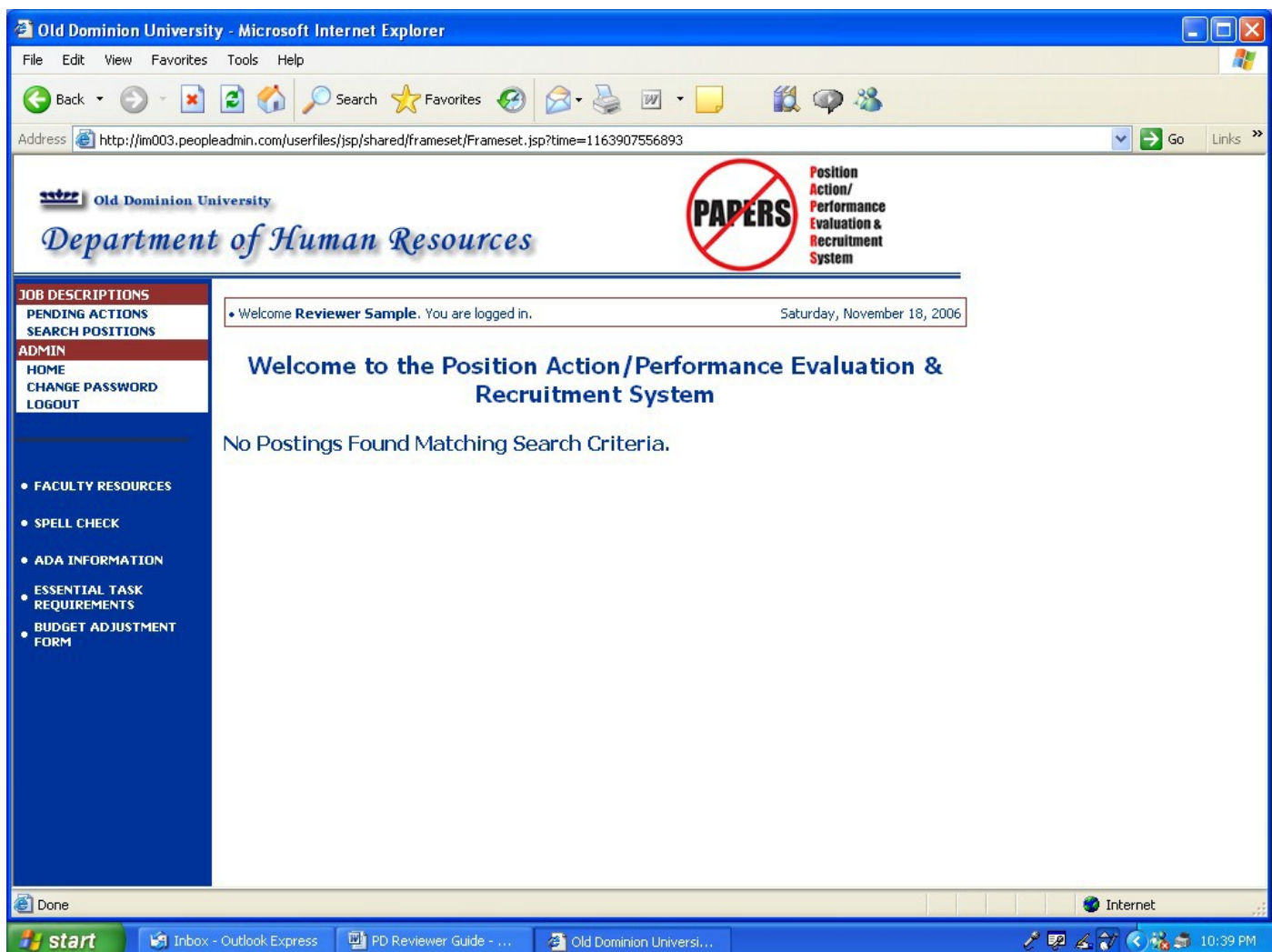
Note the statement following the **green check mark** on the above screen. (above the Pending Requests box) This confirms that the action was submitted back to the Supervisor. An e-mail will be sent to the Supervisor notifying him/her that an action is waiting for him/her to either edit and return to you or to submit to an employee.

If this is the last (or only) position description certification which you need to submit back to a Supervisor, you can now logout of the system by clicking on the **Logout** link in the **Job Descriptions** section of the navigation bar on the left of the screen.

If you need to review and approve more position description certifications, click on the **Pending Actions** link in the **Job Descriptions** section of the navigation bar on the left of the screen and go back to page 7 of these instructions and follow the process again.

## Returning to a “Saved Without Submitting” Action:

If you saved the action without submitting it and are now ready to complete the action, you will need to **Login (see page 4)**, and click on the **Pending Actions** link in the **Job Descriptions** section of the navigation bar on the left of the screen. (**Disregard the “No Postings Found...” Message.**)



The following screen will appear:

Old Dominion University - Microsoft Internet Explorer provided by Old Dominion University

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <http://im003.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1159376229689> Go Links

Old Dominion University  
Department of Human Resources

**PAPERS**  
Position  
Action/  
Performance  
Evaluation &  
Recruitment  
System

• Welcome **Reviewer Sample**. You are logged in. Wednesday, September 27, 2006

### Pending Actions

#### Pending Requests

1 Record

Position Title	Request Number	Status	Action Type	Date of Last Action
<b>Architect/Engineer I</b> <a href="#">View</a>	000169	Certification Submitted to Reviewer	Employee Certify Position Description	09-27-2006

Start

Novell-deliver... Margaret Ing... PD Reviewer... Microsoft Offi... Old Dominio... Microsoft Pow... Microsoft Excel

Internet 12:58 PM

Click on **View** under the Position Title of the appropriate position.

The following screen will appear:

**Old Dominion University - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://training095.peopleadmin.com/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1169750746014> Go Links >>

**Old Dominion University**  
*Department of Human Resources*

**Position Action/Performance Evaluation & Recruitment System**

**JOB POSTINGS**  
 VIEW OPEN  
 VIEW PENDING  
 VIEW HISTORICAL  
**JOB DESCRIPTIONS**  
 PENDING ACTIONS  
 SEARCH POSITIONS  
**ADMIN**  
 HOME  
 CHANGE PASSWORD  
 CHANGE USER TYPE  
 LOGOUT

• Welcome **Margaret Inge**. You are logged in.  
 Your Current Group: Reviewer. Thursday, January 25, 2007

### View Employee Certify Position Description Summary

To change the status of this action, choose from the statuses below:

[Edit](#) [Printer-Friendly Version](#)

**Action Status**

☒ Save  
☐ Disapprove and Return to Supervisor for Editing  
☐ Approve and Submit Certification to Supervisor

**CANCEL CONTINUE**

**Position Details**

Employee First Name:	MARGARET
Employee Last Name:	INGE
Employee ID Number:	
Employee:	Inge, Margaret

Start | Novell-del... | Margaret I... | PD Review... | Microsoft ... | Oracle Ap... | Oracle De... | Old Domi... | Internet | 2:23 PM

If you are ready to approve and submit the position description back to the supervisor for routing to the employee, click on **“Approve and Submit Certification to Supervisor.”** Then click on **Continue** and then **Confirm**.

The following screen will appear:

Old Dominion University - Microsoft Internet Explorer provided by Old Dominion University

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <http://im003.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1159376229689> Go Links

Old Dominion University  
*Department of Human Resources*

**PAPERS**  
Position  
Action/  
Performance  
Evaluation &  
Recruitment  
System

Welcome **Reviewer Sample**. You are logged in. Wednesday, September 27, 2006

### Pending Actions

✓ The status of Action has successfully been changed to **Certification Submitted to Supervisor**.

#### Pending Requests

1 Record

Position Title	Request Number	Status	Action Type	Date of Last Action
Architect/Engineer <a href="#">View</a>	000169	Certification Submitted to Supervisor	Employee Certify Position Description	09-27-2006

Done Internet

Start

Novell-deliver... Margaret Ing... PD Reviewer ... Microsoft Offi... Old Dominio... Microsoft Pow... Microsoft Excel

1:12 PM

Note the statement following the **green check mark** on the above screen. (above the Pending Requests box) This confirms that the action was submitted back to the Supervisor. An e-mail will be sent to the Supervisor notifying him/her that an action is waiting for him/her to submit to an employee.

If this is the last (or only) position description certification which you need to submit back to a Supervisor, you can now logout of the system by clicking on the **Logout** link in the **Job Descriptions** section of the navigation bar on the left of the screen.

If you need to submit more position description certifications back to a Supervisor, click on the **Pending Actions** link in the **Job Descriptions** section of the navigation bar on the left of the screen and go back to page 7 of these instructions and follow the process again.



## PD CERTIFY WORKFLOW

