

THE JDXPERT NEWSLETTER

JULY 2020



COMP PROFESSIONALS: THERE IS AN APP FOR THAT!

What if there was one system that could not only solve your job description problems once and for all but could also allow you to address other critical HR and Compensation initiatives yourself, without the cost and complexity of additional implementations or the need to learn other complex systems. And what if all you needed was knowledge of Excel. Well there is! JDXpert Apps.

Apps is a suite of six workflow/approval applications, integrated with JDXpert's Job Description Solution, that seamlessly connects the employee, their supervisor and HR/Comp to enable solutions to the constantly increasing demands on HR and Comp.

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COMP PROFESSIONALS: THERE IS AN APP FOR THAT! (continued)

These applications include:

- Compensation Statements
- Performance Reviews
- Check-ins
- Personnel Action Forms
- Job Description Acknowledgements
- Manager Attestations

You can enable one or any combination of Apps, and each one has their own set of business rules, forms, reports and workflows. This means that you could conduct annual performance reviews concurrently with ad-hoc personnel actions forms and job description acknowledgments. Users are alerted to workflow activity and see tasks related to each application through the same simple user interface

At the core of JDXpert Apps is a powerful form engine that is based on an Excel workbook that you design. All the power of Excel is preserved, including unlimited layouts and formatting, multiple tabs and formulas. You get the power of Excel with the convenience an ease-of-use secure web application.

Job description information can be integrated into the process. For example, an employee can view and acknowledge their job description while completing a self-review. Or performance measures in the annual review can be derived from the employee's job description.

The Apps:

Compensation Statements

Deliver informative financial compensation statements or total rewards statements to your employees and optionally request a sign-off

Performance Reviews

Annual or Semi-Annual performance reviews are still a staple in many organizations. Apps lets you easily create, deploy, and track these

conversations so that managers and employees can maintain understanding of expectations.

Check-ins

Structured check-ins foster a healthy constructive relationship between manager and employees. Apps let you define a continual feedback process based on regular intervals (monthly, quarterly, etc.), or triggered ad-hoc by the manager or employee.

Manager Attestations

Manager attestations allow you to track manager confirmation that employees are qualified to perform in their role. This not only provides assurance of employee competency but can also help meet compliance of certain regulatory agencies.

Personnel Action Forms

Include a myriad of HR transactions that often fall through the cracks like appointments, promotions, terminations, changes in status, compensation, etc.

Job Description Acknowledgements

Employees sign off on their job descriptions, acknowledging their understanding of the expectations of the job.

So, if you're looking for a convenient way to connect with your employees and supervisors regarding HR-related matters, then [contact your Customer Success Manager](#) today!



WELL ON OUR WAY

JDXpert V2 Redesign Project Update

Over the last several months, our team has been working diligently on updating the look and feel of JDXpert. Currently, we are well on our way to bringing you a redesigned solution we know you'll love. To give you an update of where we are in the project, please see below.

In late July we will start our Alpha testing process for JDXpert V2. We are very excited to have seven existing clients working with us to help ensure JDXpert V2 is easy to use and meets the needs of our clients. The goal of V2 Alpha Testing is to partner with this group of clients, to work hands-on with V2 to test and provide feedback on the software. The company will come out of the Alpha Testing period in mid-August focused on refining V2 using the Alpha group's feedback and moving toward an initial Phase 1 release.

Areas of recent development focus have included workflow, content, and manager functionality. We continue to push to build out the most often used functionality in JDXpert V2 so that we can release this new version to clients as soon as possible. We expect to provide more details on the release timeline early this Fall. However, to give our clients a taste of what V2 looks like, see a selection of screenshots below.

Want to learn more about what this project entails? Then read our [Project Roadmap](#) that outlines the expected timeline and how the redesign will impact you.

JDXpert V2 Add Job

Add Job

You are now Building your New Job

New Job Code: TEMP_03513

New Job Title: Accounting Clerk (TEMP_03506)

Unique Job Name: Accounting Clerk (TEMP_03506)

This is a Parent Job This is a Child Job

Select Workflow: Workflow 'Best Practice Job Description Workflow' with 3 steps

Manager Review	HR Business Partner Review and Sign-off	Compensation Finalizes Job Description
Select Direct Manager	Select HR Business Partner Review and Sign-off	Select Compensation
+	Select Admin User	+

Start Workflow

WE'VE BEEN TRAINING FOR THIS (continued)

JDXpert V2 Jobs Content Search

Search Content Library

Search Jobs for: | All Job Families and Sub Families | | Found 100 Jobs

Search in Results: | Filter | | 100 Jobs Displayed

Accounting Specialist I	My Company Jobs
Accounting Specialist II	My Company Jobs
Accounts Payable Specialist	My Company Jobs
Accountant III	My Company Jobs
Accounting Supervisor II	My Company Jobs
Accounting Clerk	Sample Jobs
Accountant - Government Contractor	Sample Jobs
Accounting Specialist	Sample Jobs
Accountant - Software Company	Sample Jobs
Accounting Quality Administrator	Sample Jobs
Accounts Payable Specialist	Sample Jobs

Accounting Specialist I

The accounting specialist will provide accounting support, as described under Job Accountabilities, to one of the major financial accounting areas (G/L Management, Reconciliation Control or Accounts Payable) in the Corporate Accounting Area. The accounting specialist responsibilities include preparation of journal entries, daily balancing of bank and high risk account reconciliations, processing of accounting transactions, and other tasks as related to the area of support.

JDXpert V2 My Jobs Tasks

Home Page | **My Job Tasks**

Search: | In Progress Workflows | |

Action	ID	Job Description Name	Job Code	Workflow Process	ReviewStatus	Workflow Name	Step Details	Step Approver
	3382	Academic Computing Specialist	ITECH03	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px;">Step Skipped Super Admin Phil Mosely Raymond Cargill</div> <div style="border: 1px solid #ccc; padding: 2px;">Step Skipped Tom Kitt</div> <div style="border: 1px solid #0070c0; padding: 2px;">Current Step: In Progress Jim Comp</div> </div>	Revisions pending HR Approval	Best Practice Job Description Workflow	(3 of 3) Compensation Finalizes Job Description	Jim Comp
	2077	500194-Floater Manager	500194	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #0070c0; padding: 2px;">My Step: Action Required Super Admin</div> <div style="border: 1px solid #ccc; padding: 2px;">Step Rejected Jane Jones Tom Kitt</div> <div style="border: 1px solid #ccc; padding: 2px;">Pending Step Jim Comp</div> </div>	Revision process is Active	Best Practice Job Description Workflow	(1 of 3) Manager Review	Administrator
	2098	500226-Director, Retail Operations	500226	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #0070c0; padding: 2px;">My Step: Action Required Super Admin</div> <div style="border: 1px solid #ccc; padding: 2px;">Pending Step Jane Jones</div> <div style="border: 1px solid #ccc; padding: 2px;">Pending Step Jim Comp</div> </div>	Revision process is Active	Best Practice Job Description Workflow	(1 of 3) Manager Review	Administrator
	2071	500187-Catering Chef	500187	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px;">Step Skipped Super Admin James Smith</div> <div style="border: 1px solid #ccc; padding: 2px;">Step Skipped Jane Jones</div> <div style="border: 1px solid #0070c0; padding: 2px;">Current Step: In Progress Jim Comp</div> </div>	Revisions pending HR Approval	Best Practice Job Description Workflow	(3 of 3) Compensation Finalizes Job Description	Jim Comp
	2111	500239-Executive Chef	500239	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #0070c0; padding: 2px;">My Step: Action Required Super Admin</div> <div style="border: 1px solid #ccc; padding: 2px;">Pending Step Jane Jones</div> <div style="border: 1px solid #ccc; padding: 2px;">Pending Step Jim Comp</div> </div>	Revision process is Active	Best Practice Job Description Workflow	(1 of 3) Manager Review	Administrator

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USE CASE

Global, Real-Time Input on Job Descriptions via PDQs

Description

The company is a global company with around 2400 positions and approximately 22,000 employees in several different countries. The client used 6 different languages, 2 versions of their print profiles, cascading via parent/child, and auto-populated data based on career level (level/competency-based descriptions).

Team

The client requested a workflow which included real-time input from ad-hoc participants which was sifted through by HR Generalists and compiled into a job description. This process is handled in our system by our PDQ (Position Description Questionnaire) feature.

Pre-Conditions

Of major importance to this client was security. No interfaces or Employee data was input because the client was very secure-conscious with what they shared with Employees. However, they wanted to permit certain stakeholders the ability to offer feedback on particular parts of the job description without requiring them to login to the system.

It was also important to them to be able to capture the input of contributors while giving leadership/HR the opportunity to sift-through and determine what feedback would be relayed to the job description. In addition, the client only wanted feedback to be considered during the creation/configuration of child jobs. Industry standard (parent) jobs, on which the child jobs were based, were only editable by select administrators.

Configuration Summary

With these requirements in mind, the customer's implementation specialist enabled the PDQ feature within JDXpert. The specialist

configured the feature so that input was taken early in the review process and that only child jobs were applicable. As mentioned above, security was of utmost importance, so rigorous testing was done to make sure that the viewability/editability was strictly controlled. The PDQ workflow was also constructed in a way that allowed for fluid feedback, where ad-hoc participants were given the opportunity to give input a second or third (or more) time around.

Process

Once it was determined that the PDQ feature was the best solution to meet the goals and parameters set by the client, the implementation specialist configured the system around those requirements. The configuration of the PDQ mechanism and the editability/visibility was thoroughly tested via test accounts (both ad-hoc and with logins), including establishing the wording of the emails that went out.

Results

The client has processes that enable them to create children for their 2400 global industry standard jobs and was able to maintain their strict standards on privacy/security while giving their stakeholders the ability to give input on jobs in a simultaneous fashion.

Alternative Applications

The PDQ feature is beneficial when multiple people are meant to edit their own version of a job description that then goes back to leadership/HR for review and consolidation. It also encourages fluidity of conversation during the review process where leadership/HR and reviewers can exchange individual feedback until the desired outcome is reached.



WE'VE BEEN TRAINING FOR THIS

JDXPERT'S NEW LEARNING INITIATIVE

I don't know about you but the phrase "it's as easy as riding a bike" always bothered me, especially when I tried riding a bicycle after not riding one since I was a teenager. Yes, I was able to "ride" the bike but I was unsure of myself and my ability to complete the most basic functions of bicycling (who knew riding in a straight line was so difficult). Knowing how to use a tool, whether it is a bike or a job description management tool takes practice, training, and often reeducation. That's why JDXpert is now offering our most in-depth training through an online Learning Management System.

The use of an LMS allows us to distribute training courses that are not only structured and easy to follow but because it's online, our customers can take the training at their own pace and according to their own schedules. With an LMS, you also do not have limitations on class size so you can invite whomever you want, whenever you want, to take training. Advantages this form of training provides also includes:

- Trainees are given their own portal that monitors progress along the way. This offers them the opportunity to see what modules have been completed and which are yet to be accessed.
- Instead of having to carve hours out of your trainees' schedules to attend a live training session, the online format allows trainees to access lessons on their own time.
- Because training has been broken down into manageable segments, accomplish all lessons in one sitting or over a period of time. You choose!

WE'VE BEEN TRAINING FOR THIS (continued)

- As your team grows or members change, invite them to join the training portal.
- Clients are provided their own training site and can use their own implementation to take the training, which can be invaluable when learning the system.
- Training modules are consistently updated and refined as the system expands or features are added.
- This method of deployment allows us to quickly distribute updated training materials to all LMS users
- Organizations now have the option of distributing training to managers via our custom manager's training course. By utilizing the LMS, you can now engage managers at a much lesser cost than our onsite training previously allowed.

We're excited about the opportunities this method of training provides and look forward to adding even more courses to our eLearning library. Our hope is to include not only training courses designed to get users familiar with the system but also feature specific modules, including segments on new features.

If you haven't yet heard about our eLearning courses from your Client Success Manager, Implementation Manager, or Sales Team, we encourage you to reach out to them for information on how to sign up.

UPCOMING EVENTS

WEBINAR: Best Practices For Compliant Job Descriptions
JULY 30TH | [REGISTER](#)

WorldatWork's TOTAL RESILIENCE VIRTUAL CONFERENCE & EXPO
EVERY WED., JUL 8TH- SEP 2ND
[LEARN MORE](#)

RELEASE NOTES

In the second quarter of 2020, JDXpert added a number of new features to the existing functionality. Of note, a new data rule for Workday clients, refining the Search Library, and the ability to complete spellchecks in other languages.

We also addressed minor bug fixes pertaining to: the search library, content mapping, employees, exports, Workday, Workflows, PDQs, Xpress editor, JDXpress, and general functionality.

For more detail about these updates, please [click here](#) where you will be directed to the JDXpert Help Center.

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