

Job Specification Library Step Guide

Introduction

This Job Specification Library was created to allow departmental users to upload their Job Specifications directly into the library for review and feedback by HR. Departments will have continuous access to their most up-to-date Job Specifications.

Job Specification **should not** be uploaded to the Library until all internal department reviews are complete. Please use the steps outlined below to upload and fill out the information for each UCPEA employee's job specification (name, job title, UCPEA level, etc.)

If your department has a large volume of job specifications to upload and would like assistance from HR, please reach out to your HR Specialist. [HR Specialist Assignment List.xlsx](#)

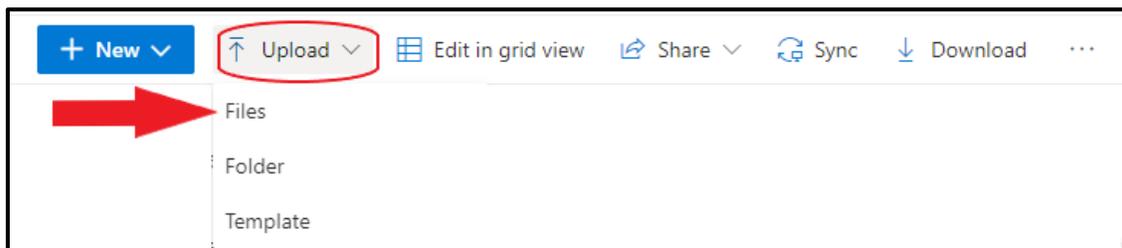
How to Upload Documents in SharePoint

Step 1. Click the [link](#) from the HR Website to be directed to the Job Specification Library for your department.

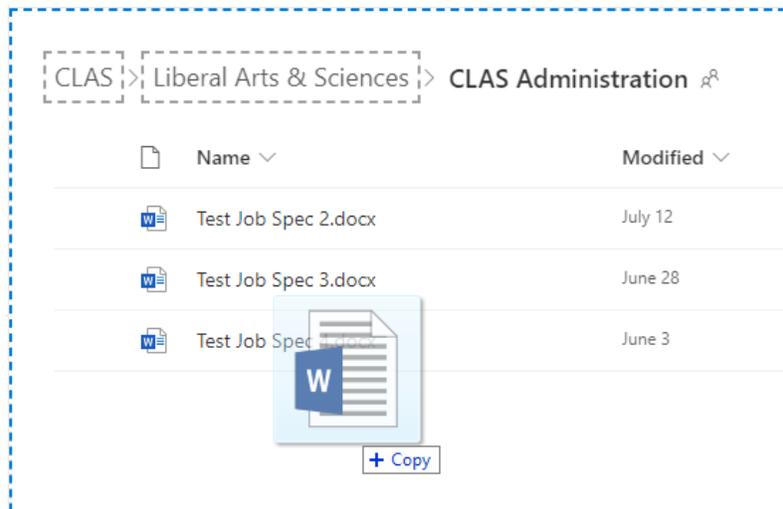
Protected: Job Specification Library



Step 2. Click **Upload** in the header to select files.



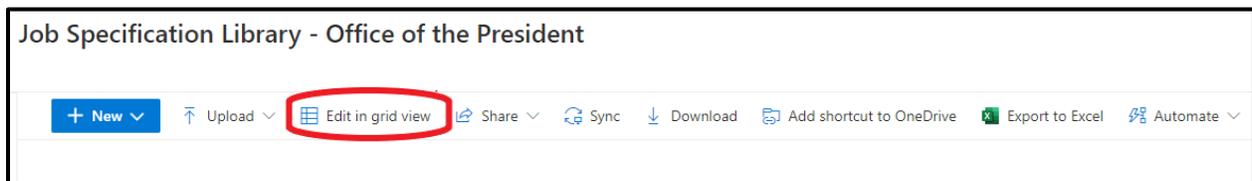
Step 3. Alternatively, you can drag documents from your desktop directly into the library for upload. Select documents for upload, hold down your mouse button and drag them over the top of the library until a dashed blue line around the perimeter and **+ Copy** appears in the library. Let go of the mouse to start uploading the documents.



How to Edit in Grid View

This option will be available for most users in the Library who have access to view their entire department.

Step 1. Click **Edit in Grid View** in the header to edit multiple records.



Step 2. Enter the column information for each record. (Employee Name, Union, Level, Payroll Title, Functional Title, Supervisor)

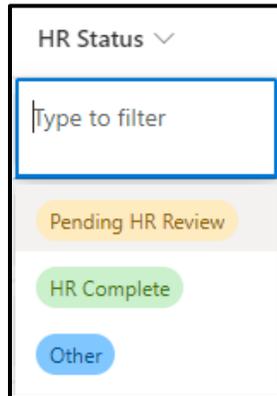
Note: If you are opening the job specification file from SharePoint, you **must** close the file of the record you are working on before moving on in Grid View. When the file is opened from SharePoint, it is locked for editing and the data inputted in Grid View **will not save** unless the document is closed first.

Formatting of Column Data:

File Name	Modified	Modified By	Employee Name	Union	Level	Payroll Title	Functional Title	Supervisor	Comments	HR Status
*No uniform format	Automatic field	Automatic field	Last Name, First Name	Dropdown (UCPEA, NP-3, Management, Confidential, AAUP, NP-5, NP-2)	Numeric <i>i.e.</i> UCPEA "5 P" "6 M"	Fully spelled out title	Fully spelled out title	Last Name, First Name	Free text	Dropdown (Pending HR Review, HR Complete, Other)

*Note – At this time the Job Specification Library is only being used for UCPEA job specifications.

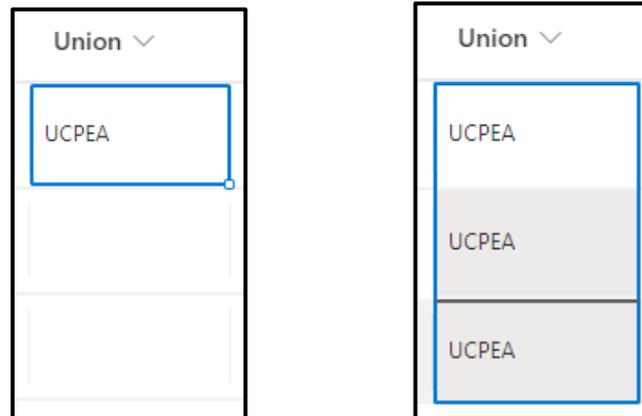
Step 3. Mark the file as **Pending HR Review** in the “HR Status” column.



Step 4. Click **Exit grid view** to save changes.

Tips/Tricks for Editing in Grid View

- If multiple records have the same information, you can drag down to fill. Click the bottom right corner of the cell containing information and drag down to apply to cells.
 - Example:

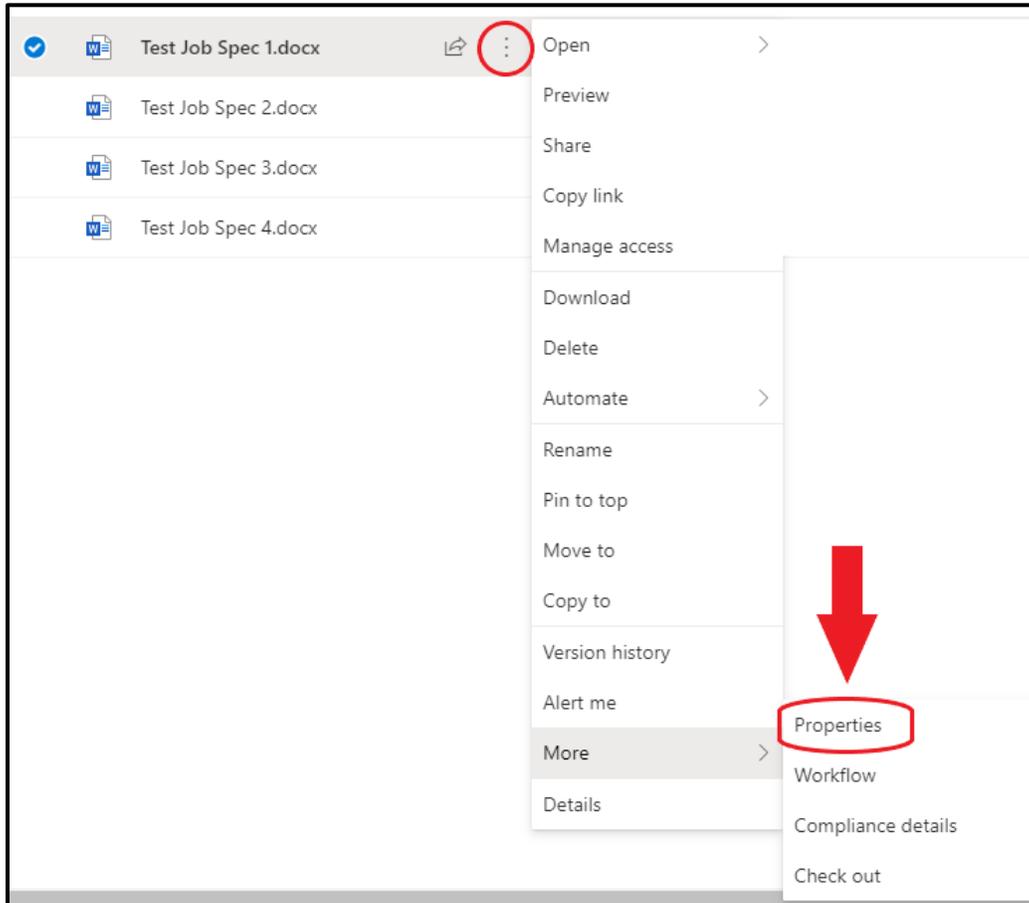


- You can copy and paste information directly into SharePoint cells.

How to Edit in List View

This option will be available for those users who have access to a sub-department only.

Step 1. Click the three vertical buttons to the right of the document name. Click **More** and **Properties** to open the details pane of the record.



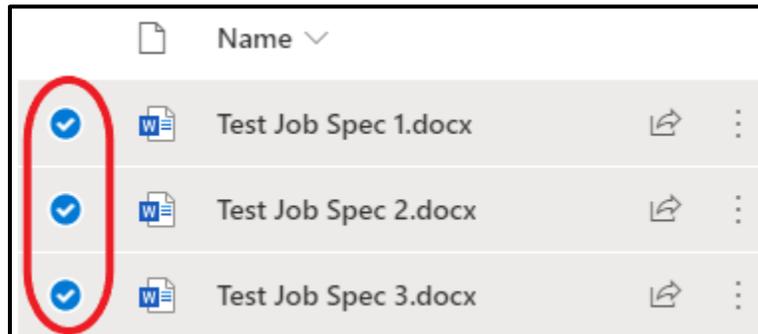
Step 2. Click **Edit all** at the top of the tab to enable editing of the values. Enter the information for the respective job specification. Mark **Pending HR Review** in HR Status column.



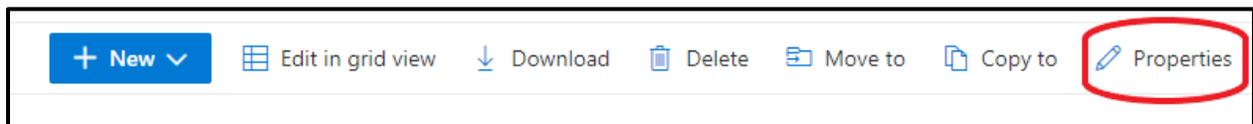
Step 3. Click **Save** in the header to save changes.

How to Bulk Edit Data

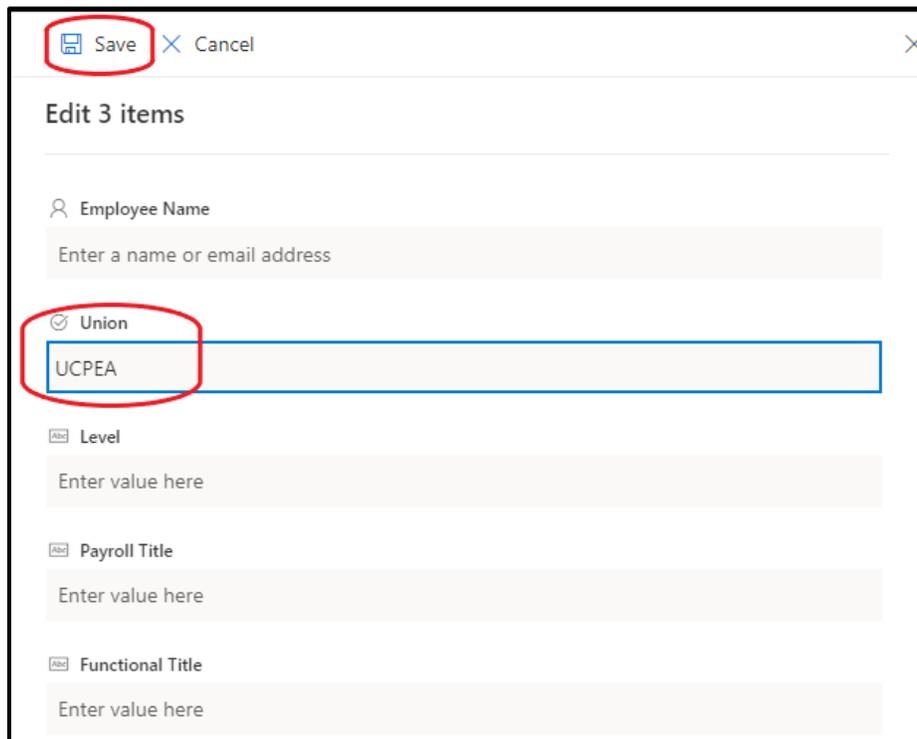
Step 1. Select the documents you want to include in a Bulk Edit by checking the circle to the left of the document name.



Step 2. Click **Properties** in the header to edit the fields for the selected documents.



Step 3. Choose the field you would like to edit, update, and click **Save**. This action will update the fields for all selected records in the grid view.

A screenshot of a dialog box titled "Edit 3 items". At the top, there are "Save" and "Cancel" buttons. Below the title, there is a search field for "Employee Name" with the placeholder text "Enter a name or email address". Below that, there is a "Union" field with a dropdown menu showing "UCPEA". Below the "Union" field, there are three more fields: "Level", "Payroll Title", and "Functional Title", each with a placeholder text "Enter value here". A red oval highlights the "Union" field and its dropdown menu.

Questions

If you have technical questions about using the Library and/or access related questions, please reach out to the Workforce Solutions team at workforce@uconn.edu.