



Supervisor Instructions
for entering
Employee Work Profiles (EWPs)
In Careers



<https://careers.umw.edu/HR>

Creating a User Account:

1. Using Internet Explorer, type the following web address: <https://careers.umw.edu/HR>
2. Create a user account if you do not have one. Click on the "Create User Account" link from within the left navigation menu.

Welcome to the Online System

Supervisor/Manager's Guide [View / Download](#) HR User's Guide [View / Download](#)

Job Postings to be Approved	
• Job Postings assigned to You :	0
• Job Postings in the entire University :	2

Users to be Approved	
• Users to be approved:	1

To perform actions, please choose from the links at left.

3. Enter the required information. You may wish to make your user name and password the same as your UMW Net ID and password. Please jot down your user name and password for future reference, as you will need them each time you login.

Human Resources

• Welcome **Judith Kwitnieski**. You are logged in with User View. Friday, August 27, 2010

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	
* Username Must be between 6 and 20 characters	<input type="text"/>
* Password Must be between 6 and 20 characters	<input type="text"/>
* Confirm Password	<input type="text"/>
* First Name:	<input type="text"/>
* Last Name	<input type="text"/>
Employee ID	<input type="text"/>
Title	<input type="text"/>
Phone Number/extension	<input type="text"/>
* Email	<input type="text"/>
Division/Department:	<input type="text"/>

Not Selected: Academic Services, Administration & Finance, > Selected: Not Assigned

4. All information with a **red asterisk** is required. If you choose to enter optional information on this page, please ensure that you submit the information in the format requested.

5. Select your division or department once you have completed the personal information. Scroll down the list, and click on your department's name. To the right on this field, you will note four buttons. Click the top button showing a single right arrow. This will move your department into the selected field. If you supervise more than one department, you may add each department individually.

The screenshot displays a web-based configuration interface. On the left, there is a sidebar with a search icon and the text "Email". Below this, the "Division/Department:" label is followed by a list of departments: Academic Services, Administration & Finance, Admissions, Advancement, Alumni Executive Center, Alumni Relations, Annual Giving, and Anthropology and Sociolog. A red arrow points to the top button (a single right arrow) between the "Not Selected" and "Selected" columns. Below the department list, there are four buttons: a single right arrow, a single left arrow, a double right arrow, and a double left arrow. The "Selected" column on the right contains the text "Not Assigned". Below the department list, there is a "User Type" section with a list of roles: Supervisor/Manager, Human Resources, and Reviewer. At the bottom of the interface, there are two links: "Check All" and "Clear All".

6. Select "Submit for Approval," and click continue. On the next screen, review your information, and click "Confirm" located at the bottom. Your account has now been submitted to the Office of Human Resources for approval, and you will receive an email within 24 hours informing you that your user account has been approved.
7. Once you receive your email notification regarding your account approval, you may login to the careers.umw.edu/hr site using the user name and password you created.

Creating/Modifying an EWP

1. Log into the system: <https://careers.umw.edu/HR>
2. Under "Position Descriptions," click on "Begin New Action," then click on "Modify Classified/Wage Position."

The screenshot shows the HR system interface. The left sidebar has a red arrow pointing to "BEGIN NEW ACTION" under "POSITION DESCRIPTIONS". The main content area is titled "Begin New Action" and displays a table of 12 records. A second red arrow points to the "Modify Classified/Wage Position" row in the table.

Action	Display Order
New Classified/Wage Position and Request Recruitment Start Action	10
Modify Classified/Wage Position and Request Recruitment Start Action	20
New Classified/Wage Position Start Action	30
Modify Classified/Wage Position Start Action	40
New Prof/Admin Faculty Position and Request Recruitment Start Action	50
Modify Prof/Admin Faculty Position and Request Recruitment Start Action	60
New Prof/Admin Faculty Position Start Action	70
Modify Prof/Admin Faculty Position Start Action	80
New Teaching Faculty Position and Request Recruitment Start Action	90
Modify Teaching Faculty Position and Request Recruitment Start Action	100
New Teaching Faculty Position Start Action	110
Modify Teaching Faculty Position Start Action	120

3. Type in the position number or the employee's name and click "Search."

The screenshot shows the HR system interface for "Modify Classified/Wage Position". The search form is titled "Search Positions to Begin Action On" and contains four input fields: "Position Number", "Employee First Name", "Employee Last Name", and "Class Title". Below the fields are buttons for "SEARCH", "CLEAR RESULTS", and "CANCEL ACTION".

- Click "Start Action."

- Then, click on the position details tab and go from there. All information with a red asterisk is required. Please pay special attention to revising the effective date and supervisor name (if changes).

- Next, click on the "Core Responsibilities" tab. Then click on the "edit" button for each core responsibility to expand the window and allow you to make changes to the percentage of time and responsibility and measure content. Make sure to "Save Changes" after editing each core responsibility.

- JOB POSTINGS**
- SEARCH HIRING PROPOSALS
- SEARCH POSTINGS
- CREATE POSTING**
- FROM SCRATCH
- FROM POSITION
- CLASSIFICATIONS**
- SEARCH CLASSIFICATION
- CREATE CLASSIFICATIONS**
- FROM CLASSIFICATION
- APPLICANTS**
- SEARCH APPLICANTS
- CONF NUMBER SEARCH
- RESTRICTED LIST**
- SEARCH RESTRICTED LIST
- USERS**
- CREATE USER ACCOUNT
- APPROVE USER ACCOUNT
- SEARCH USERS
- POSITION DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Create Modify Classified/Wage Position

Current Title	Proposed Classification	Position Details	Core Responsibilities	Special Assignments	Physical Requirements	Supplemental Documentation	Comments	HR Use Only
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To edit this entry, edit information in the following fields and then click **Save Changes**. If you do not wish to edit this entry at this time, click "Cancel".

Existing Entries

6 Records

<input checked="" type="checkbox"/> % Time:	<input checked="" type="checkbox"/> Essential or Marginal?	<input checked="" type="checkbox"/> Core Responsibilities:
35 View Edit Delete	Essential	Administer and Manage the Department's Employee Relations Program
30 View Edit Delete	Essential	Manage and Develop Employee and Supervisor Professional Development program
15 View Edit Delete	Essential	Assists with Workforce Assessments to Support Strategic Planning
10 View Edit Delete	Essential	Manage Conflict Resolution Programs
10 View Edit	Essential	Human Resources Consultant

- FROM POSITION**
- CLASSIFICATIONS**
- SEARCH CLASSIFICATION
- CREATE CLASSIFICATIONS**
- FROM CLASSIFICATION
- APPLICANTS**
- SEARCH APPLICANTS
- CONF NUMBER SEARCH
- RESTRICTED LIST**
- SEARCH RESTRICTED LIST
- USERS**
- CREATE USER ACCOUNT
- APPROVE USER ACCOUNT
- SEARCH USERS
- POSITION DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Edit Entry

To edit this entry, edit information in the following fields and then click **Save Changes**. If you do not wish to edit this entry at this time, click "Cancel".

*Required information is denoted with an asterisk.

% Time: <i>Number only</i>	<input type="text" value="35"/>
Essential or Marginal?	<input type="button" value="Essential"/>
Core Responsibilities:	<input type="text" value="Administer and Manage the Department's Employee Relations Program"/>
Measures for Core Responsibilities:	<input type="text" value="Maintains expert knowledge of state and university employee discipline policies, serves as primary confidential consultant to managers and employees, assists in the development of employee relations policies and procedures, maintains a data"/>

SAVE CHANGES

CANCEL

- To insert and special projects for this upcoming year, click on the "Special Assignments" tab. Click "Add new entry" or the "edit" button to add or adjust assignments. **Make sure to "Save Changes" after editing each special assignment.**

Create Modify Classified/Wage Position

Current Title	Proposed Classification	Position Details	Core Responsibilities	Special Assignments	Physical Requirements	Supplemental Documentation	Comments	HR Use Only
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To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

Existing Entries

No Records Found

Add New Entry

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Special Assignment:

Measures for Special Assignment:

ADD ENTRY

- Next, review the “Physical Requirements” section. Make any necessary changes for the upcoming performance cycle. This page will have to be signed in addition to the final page in the EWP. **Make sure to “Save Changes” after editing each special assignment.**

HUMAN RESOURCES

Current Title	Proposed Classification	Position Details	Core Responsibilities	Special Assignments	Physical Requirements	Supplemental Documentation	Comments	HR Use Only
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Look at the physical requirements listed below, think about how often they have to be performed for this position, and select the appropriate letter beside each:

O=Occasionally F=Frequently C=Constantly N=Not Applicable.

*Required information is denoted with an asterisk.

* Light lifting (less than 20 lbs.):	<input type="radio"/> No Response	<input type="radio"/> O	<input checked="" type="radio"/> F	<input type="radio"/> C	<input type="radio"/> N
* Moderate lifting (20-50 lbs.):	<input type="radio"/> No Response	<input checked="" type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/> N
* Heavy lifting (more than 50 lbs.):	<input type="radio"/> No Response	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input checked="" type="radio"/> N
* Pushing/pulling:	<input type="radio"/> No Response	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input checked="" type="radio"/> N
* Standing:	<input type="radio"/> No Response	<input type="radio"/> O	<input checked="" type="radio"/> F	<input type="radio"/> C	<input type="radio"/> N
* Sitting:	<input type="radio"/> No Response	<input type="radio"/> O	<input type="radio"/> F	<input checked="" type="radio"/> C	<input type="radio"/> N
* Bending:	<input type="radio"/> No Response	<input checked="" type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/> N
* Walking:	<input type="radio"/> No Response	<input type="radio"/> O	<input checked="" type="radio"/> F	<input type="radio"/> C	<input type="radio"/> N
* Climbing:	<input type="radio"/> No Response	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input checked="" type="radio"/> N
* Reaching:	<input type="radio"/> No Response	<input checked="" type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/> N

- Finally, attach any supplemental documents that may be helpful in understanding this position. This is optional.

HUMAN RESOURCES

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Create Modify Classified/Wage Position

Current Title	Proposed Classification	Position Details	Core Responsibilities	Special Assignments	Physical Requirements	Supplemental Documentation	Comments	HR Use Only
6 Records								
Attach / Remove	Document Type		Attached Document		View Document			
Attach	Competency Model		Not Attached					
Attach	Organizational Chart		Not Attached					
Attach	Position/Employee Information		Not Attached					
Attach	Position/Employee Information		Not Attached					
Attach	Position/Employee Information		Not Attached					
Attach	Position/Employee Information		Not Attached					

10. Continue to the last page and click **“Submit Action to HR for Final Review.”**
 11. Within 24 hours, you may log back into careers to view the EWP to verify approval from HR. Click on **“Modify Classified/Wage Position.”** Type in the position number or the employee’s name and click **“Search.”**
 12. When you see the EWP you are looking for, click **“Get Reports List.”**
 13. Click the radio button for **“Classified & Wage - Employee Work Profile,”** and then **“Generate Report.”**
 14. Print this document and obtain the necessary signatures. The supervisor will sign the document first followed by the reviewer; the employee signs the document at the end of the evaluation meeting.
- NOTE: The supervisor can send the evaluation to the reviewer in careers before the document is printed and signed.
15. Submit to the Office of Human Resources.