

Navigation Reference Guide

For Staff and Faculty Positions

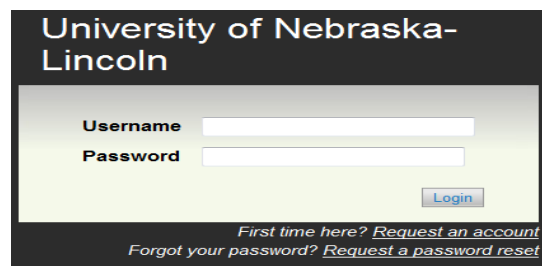
January 2013

1. **Web Browser:** It is recommended that you utilize either Chrome or Firefox as your web browser setting. These free downloads are available:

<http://www.mozilla.org/en-US/firefox/new/>

<https://www.google.com/intl/en/chrome/#cds>

2. **Log in @** <http://employment.unl.edu/hr> to either log-in or create a user account.



University of Nebraska-Lincoln

Username

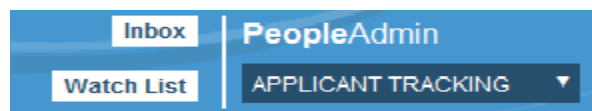
Password

Login

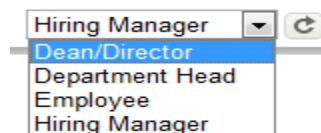
First time here? [Request an account](#)
Forgot your password? [Request a password reset](#)

3. **Home Page**

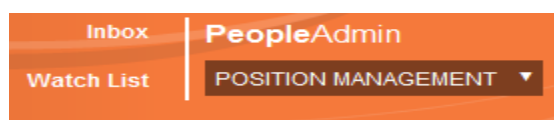
- Always the first page to open.
- Opens to **Preferred User Group** and **Applicant Tracking**. Both designations may be changed in **My Profile** for user account.



- To change user group select from your drop-down list of approved user groups. Always refresh after changing user groups.



- To change from **Applicant Tracking** to **Position Management** go to drop down at **Applicant Tracking** and select **Position Management**.



- Select **My Profile** from menu at top of **Home Page** to edit **User Group** profile. Edits allow changes to **Preferred Group On Login** and **Default Product Module**.

Preferred Group On Login Hiring Manager ▼

Preferences

Default Product Module Position Management ▼

4. **Action Bars** are **orange** and found on right side of screen when it is appropriate to take an action. Examples of action bars you may see depending upon the action.

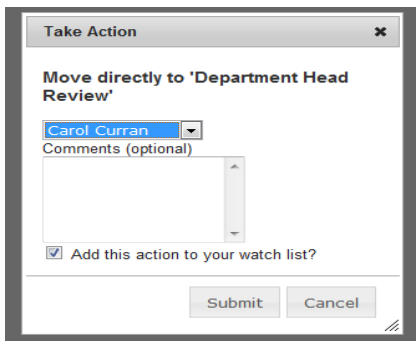


5. **Workflow** will vary from sending to all within a user group/department to only a selected individual.

Moving an action from one user group to another:

Action by User Group	Access
Department Staff	All actions within same department (s).
Hiring Manager	Limited to actions with Hiring Manager name included.
Budget	All IANR departments – used only for IANR faculty requisitions.
IANR	All IANR departments.
EAD	All UNL departments.
HR	All UNL departments.

Moving an action by individual name: **New Feature** When moving an action to Department Head, Dean/Director, or Vice Chancellor you must select the correct name. The Group Member Prompt will appear. If the name you need does not appear, contact HR at 472-8041.



Moving an action for Multiple Department Funded positions: **New Feature** A new department designation of Multiple Department Funded has been created for use if a position is funded by more than one department. This Multiple Department Funded is a department assigned to those department heads thru vice chancellors that review/approve positions funded by more than one department. This allows forwarding to a specific department head, dean/director or vice chancellor who subsequently forwards to another department head, dean/director or vice chancellor.

5. **Tab**s to move between screens of an action are on the left side of the screen.



6. **Missing Required Information**

Errors will appear in red bar across top of tool bar. Cannot finalize an action and move it forward until corrected.





If successful, a green bar will appear.



7. **Back Button and Spell Check - **New Feature****

Internet browser **Back Button** is fully functional and can be used to navigate the system.

 [Check spelling](#)  is found at top of page when creating/editing that screen. This feature will highlight in red, the word(s) misspelled to change to correct spelling.

8. **Saving an Action** – A screen of an action is automatically saved when you **Save** or move to **Next**.

