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:


2. **Log in** @ [http://employment.unl.edu/hr](http://employment.unl.edu/hr) to either log-in or create a user account.

   ![Login Page](image)

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.

   ![User Group Drop-Down](image)

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

   ![Position Management](image)
• 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.

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:

<table>
<thead>
<tr>
<th>Action by User Group</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Staff</td>
<td>All actions within same department(s).</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Limited to actions with Hiring Manager name included.</td>
</tr>
<tr>
<td>Budget</td>
<td>All IANR departments – used only for IANR faculty requisitions.</td>
</tr>
<tr>
<td>IANR</td>
<td>All IANR departments.</td>
</tr>
<tr>
<td>EAD</td>
<td>All UNL departments.</td>
</tr>
<tr>
<td>HR</td>
<td>All UNL departments.</td>
</tr>
</tbody>
</table>

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. **Tabs** 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.

   ![Image](image1)

   If successful, a green bar will appear.

   ![Image](image2)

7. **Back Button and Spell Check - *New Feature***
   Internet browser **Back Button** is fully functional and can be used to navigate the system.

   ![Image](image3)

   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**.

   ![Image](image4)