

UNC Charlotte – HRMS Process Guide

Certify a Work Plan as an employee

Steps to take	Additional notes, hints!
1. Log in (https://jobs.uncc.edu/hr) and check Your Current Group : Ensure your status is “employee”. If not: <ol style="list-style-type: none"> 1. Under the “Admin” menu 2. Click “Change User Type” 3. Select “Employee” 4. Click “Change Group” 	
2. On the left hand side men, under POSITION DESCRIPTIONS, <i>select</i> PENDING REQUEST	
3. Under the third column, the Action Number column, <i>select</i> <u>Get Reports List</u> . <i>Select</i> Work Plan and <i>click on</i> Generate Report .	This will open up your work plan in a new window. You can print it out or save it into Word; this allows you to view your work plan in its entirety.
4. To certify your work plan: <ol style="list-style-type: none"> 1. Close or minimize the Work Plan report 2. Select Return to Previous 3. Select ‘View’ under the classification title 	
5. This opens the Work Plan summary. This gives you a brief view of the work plan. Select ‘Edit’ at the top of the page to access the comment tab.	
6. Click on Comments tab and enter your initials to certify.	Note: Your supervisor should have a verbal conversation, prior to you receiving the Work Plan.
7. <i>Select</i> Continue to Next page	
8. <i>Select</i> Submit to Initiator Hiring Manager , who will in return submit to HR	You can view your work plan again later by logging into the system as in # 1 above and selecting VIEW MY POSITION. Then select <u>Get Reports List</u> from the line that has Work Plan Approved in the Last Action column.

*Required information is denoted with an asterisk.