

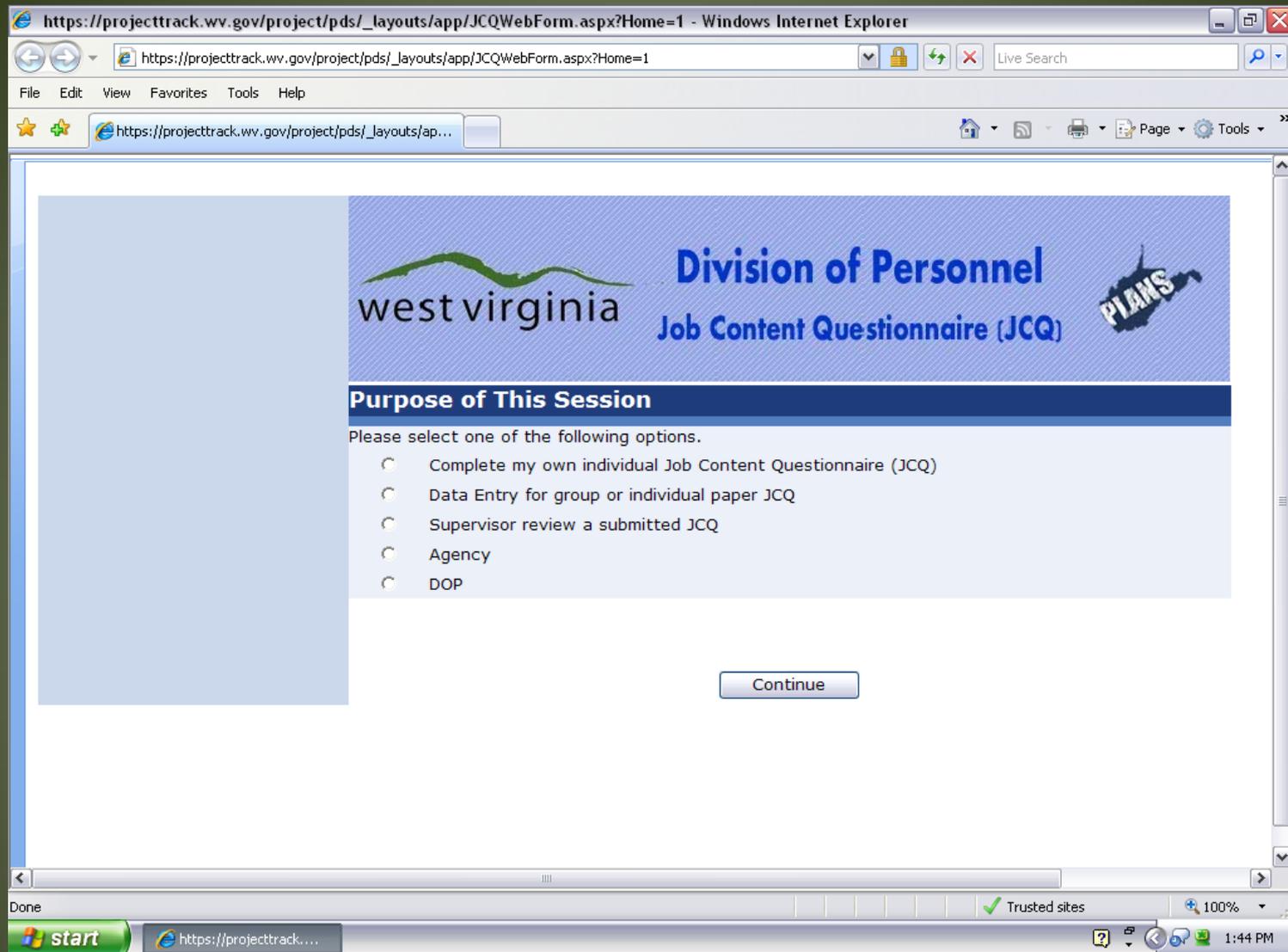
How to Log Into the Job Content Questionnaire (JCQ): Agency HR Role

The screenshot shows a Windows Internet Explorer browser window displaying the 'PLANS Project Overview' website. A modal dialog box titled 'Connect to projecttrack.wv.gov' is open in the foreground. The dialog box contains the following fields and options:

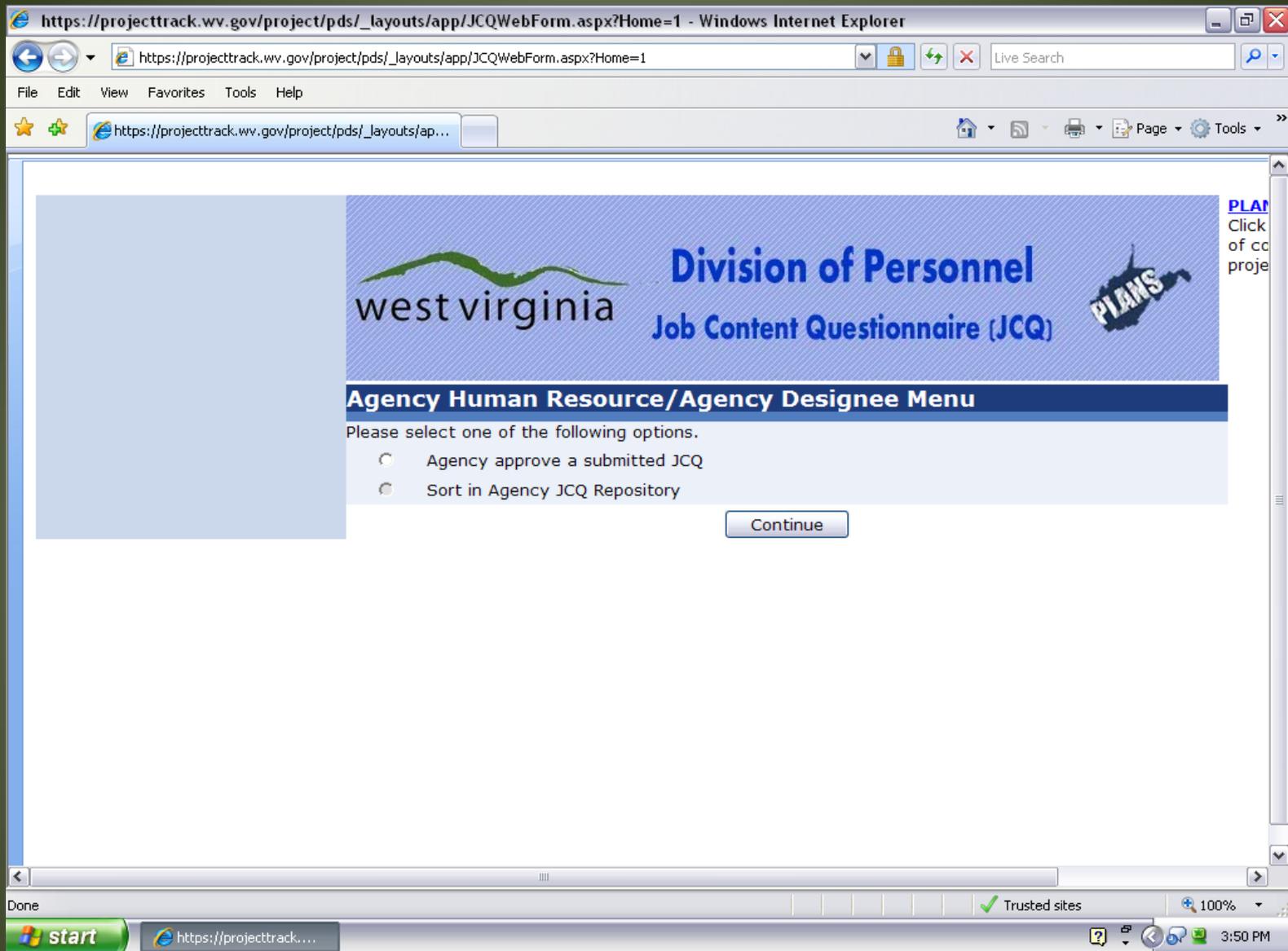
- Title: Connect to projecttrack.wv.gov
- Message: Connecting to projecttrack.wv.gov.
- User name: resource\A333333
- Password: [masked with dots]
- Remember my password:
- Buttons: OK, Cancel

The background website features a navigation menu on the left with items such as 'Documents', 'Sample and Blank', 'Questionnaires', 'JCQ Supplemental', 'Instructions', 'PLANS Project Overview', 'Effective Classification and Compensation Plans', 'Project Objectives', 'Letter from the Governor', 'Schedule', 'Updates', 'Agency HR/Agency Designee', and 'Contact Us'. The main content area includes a 'COMPENSATION PHILOSOPHY' diagram with four quadrants: 'CLASSIFICATION', 'JOB EVALUATION', 'PRICING', and 'PAY DELIVERY', all supported by 'PLAN ADMINISTRATION'. A notice states: 'Employees will provide job information beginning February 25, 2010.' and a link for 'more: Effective Classification and Compensation Plans'.

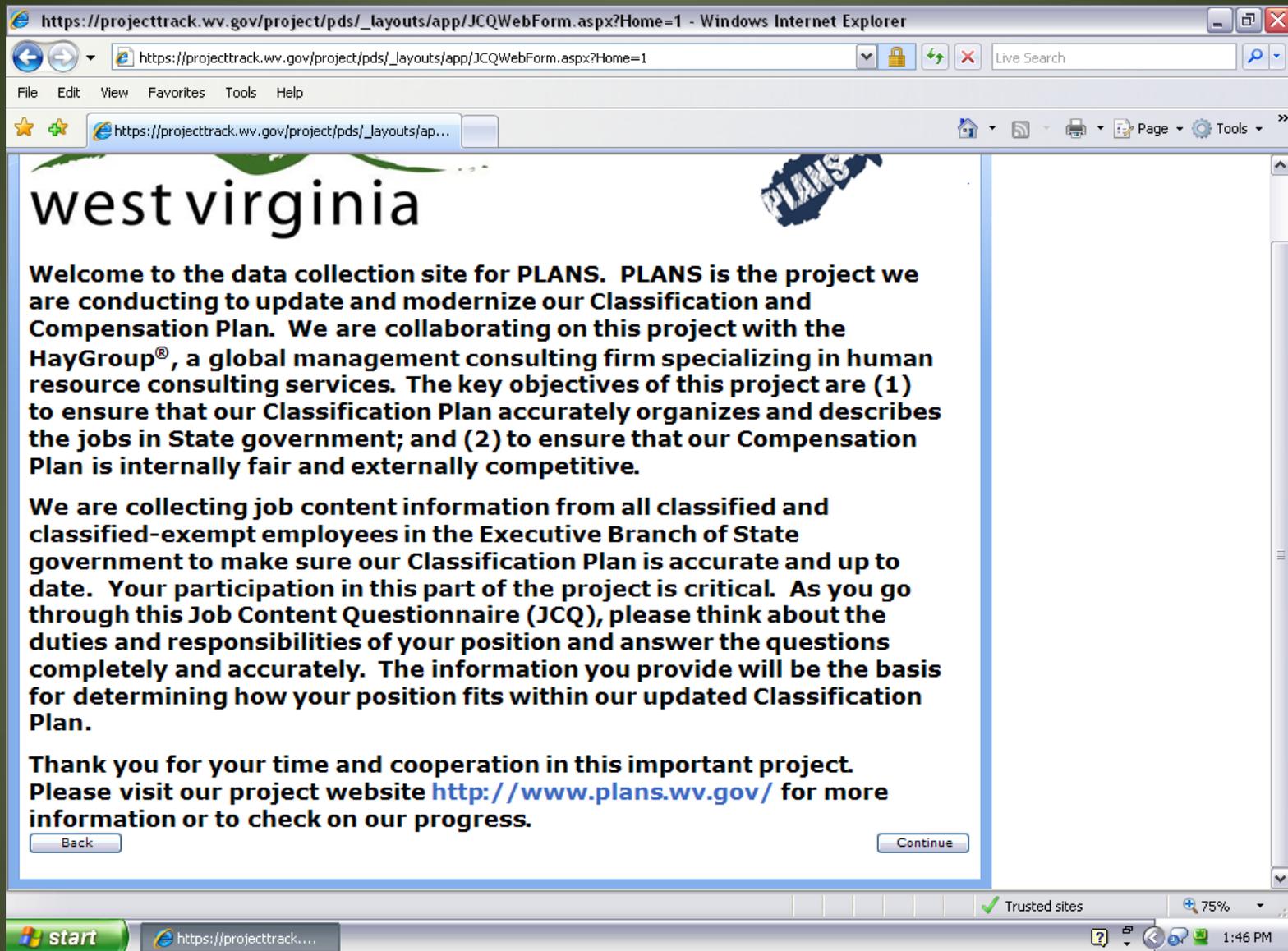
In the Agency HR role, there are two ways to access the JCQ. No matter which you choose, when you try to access the JCQ system, you will be prompted to log in. Enter “resource\your ID” in the User Name line, then enter your access code in the Password line. The ID and access code are those you used to log into the HR Restricted Site.



One way to access the JCQ as an Agency HR Designee is to click the link that was provided to you in an email by DOP. After you log in, the first page you will see is titled Purpose of this Session. Choose the fourth radio button, "Agency". Then click Continue.



You will then arrive at a submenu. Choose the first radio button, “Agency approve a submitted JCQ”. Then click Continue.



Next you will see the Welcome screen. Read the information provided, and click Continue when you are done. If you do not see the Continue button at first, scroll down until it becomes visible.

https://projecttrack.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Home=1 - Windows Internet Explorer

https://projecttrack.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Home=1

File Edit View Favorites Tools Help

https://projecttrack.wv.gov/project/pds/_layouts/ap...

Agency Instructions
JCQ Queue

west virginia Division of Personnel
Job Content Questionnaire (JCQ)

PLANS.WV.GOV
Click here to see examples of completed JCQs or DOP project contact information

Agency Human Resource/Agency Designee Instructions

After receiving a completed Job Content Questionnaire, carefully review the document for accuracy and completeness. You may NOT change any information the employee or supervisor provided.

Complete the Agency Human Resource/Agency Designee Approval Section with information based upon the permanently assigned duties of the position. Do not include duties assigned as part of a temporary upgrade. Indicate any duties listed that are of a temporary nature in the Agency Human Resources/Agency Designee Approval Section.

Provide any additional information or clarification in the Agency Human Resource/Agency Designee Approval Section of the JCQ.

A Navigational Bar can be found on the left-hand column of each screen. You can use this area to:

- Return to these instructions
- View other sections of the JCQ

You can print the JCQ document at any time, however, any printed version of a JCQ is a convenience copy and is not the official submitted JCQ.

Save your work often by clicking the Save button.

To edit your response on a previous screen, click the Back button.

You may continue to make revisions to the Agency Human Resources/Agency Designee Approval Section of the JCQ until the time you submit it.

Once you have completed the Agency Human Resources/Agency Designee Approval Section of the JCQ, you may print a copy for your records.

Once you click the Submit button, you cannot revise, view, or print the JCQ.

Once you click the Submit button your portion of the JCQ is locked and NO ONE can change your response.

After submitting the JCQ you will receive a confirmation page verifying the JCQ has been successfully submitted. You may print this page for your records.

Submitting the completed JCQ will automatically send it to the next level for processing.

When completing the JCQ, it is recommended that you use the supplemental instructional guide on how to complete a JCQ, which is available at www.plans.wv.gov. It may answer many of your questions on how to respond to items on the JCQ.

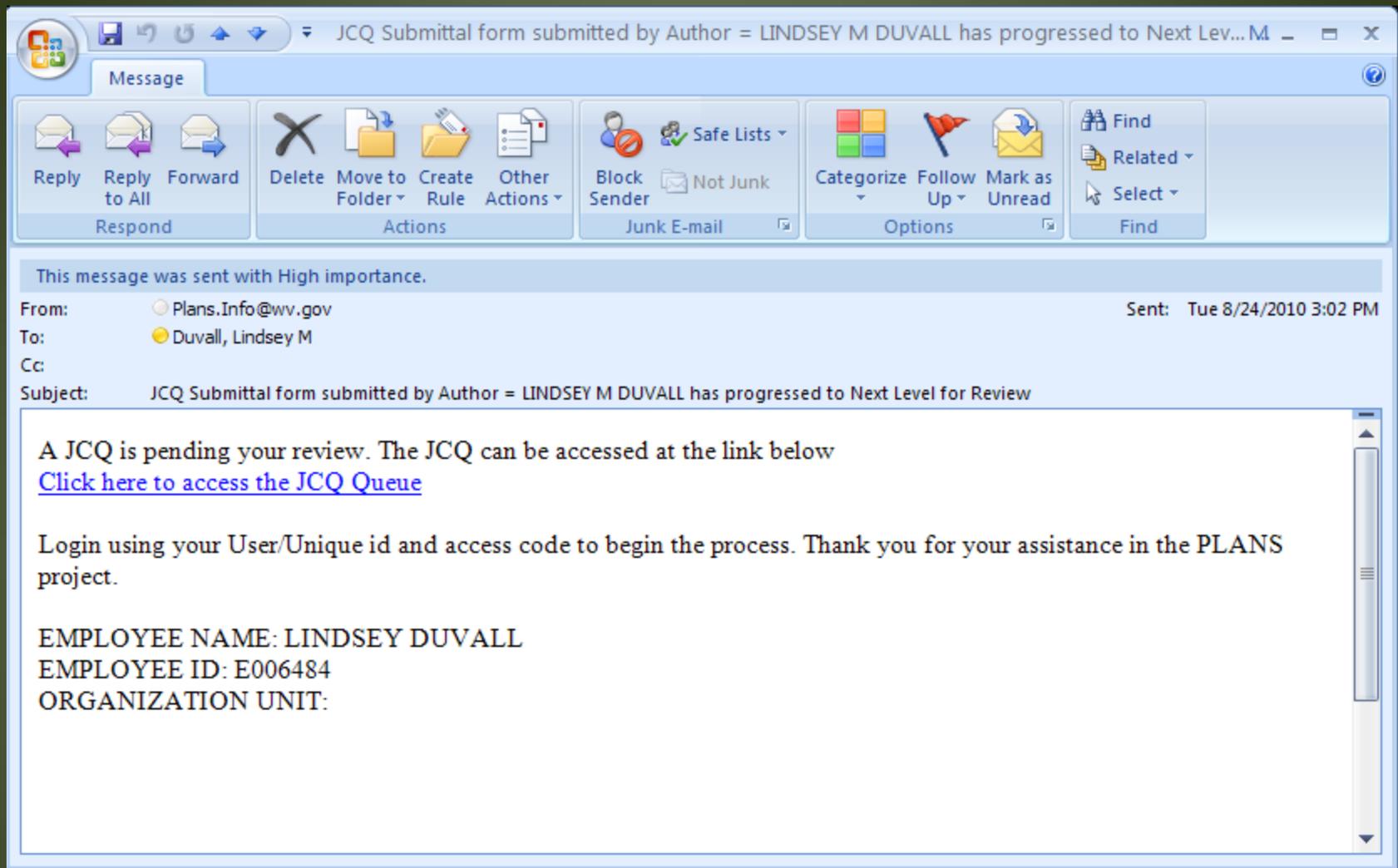
To exit a session, click the log off button.

Back Log Off Continue

Done Trusted sites 60%

start https://projecttrack... 3:51 PM

Next you will see the Agency HR Instructions page. Carefully read the instructions. When you are ready to start reviewing JCQs, click the Continue button at the bottom of the page, or click the JCQ Queue link on the side of the page. Clicking either of these will take you to your Agency Queue.



The other way to access the JCQ system is to use the email notification primary Agency HR Designees receive when JCQs are ready for their review. Click the link in the email to access the JCQ system. Please note: backup Agency HR Designees will not receive an email notification, so if you are a backup Agency HR Designee, you must log in as previously shown.

HR Agency Instructions for EMAILS - Windows Internet Explorer

https://projecttrack.wv.gov/project/pds/pages/hragencyinstructions_Emails.htm

File Edit View Favorites Tools Help

HR Agency Instructions for EMAILS

can use this area to:

- Return to these instructions
- View other sections of the JCQ

You can print the JCQ document at any time, however, any printed version of a JCQ is a convenience copy and is not the official submitted JCQ.

Save your work often by clicking the Save button.

To edit your response on a previous screen, click the Back button.

You may continue to make revisions to the Agency Human Resources/Agency Designee Approval Section of the JCQ until the time you submit it.

Once you have completed the Agency Human Resources/Agency Designee Approval Section of the JCQ, you may print a copy for your records.

Once you click the submit button, you cannot revise, view or print your JCQ.

Once you click the submit button your portion of the JCQ is locked and NO ONE can change your response.

After submitting the JCQ you will receive a confirmation page verifying your JCQ has been successfully submitted. You may print this page for your records.

Submitting the completed JCQ will automatically send it to the next level for processing.

When completing the JCQ, it is recommended that you use the supplemental instructional guide on how to complete a JCQ, which is available at www.plans.wv.gov. It may answer many of your questions on how to respond to items on the JCQ.

To exit a session, click the Log Off button.

Log Off → JCQ Queue

For form content questions, contact Division of Personnel at: 304-555-3950, ext. 57239
For technical assistance, contact the Office of Technology Service Desk at: 304-555-9988 or 1-877-558-9988

Done Trusted sites 75%

start HR Agency Instructio...

3:54 PM

After entering your login information, you will be presented with the Agency HR Designee Instructions page. Carefully read the instructions. When you are ready to begin reviewing JCQs, click the JCQ Queue button at the bottom of the page. If you do not see the button at first, scroll down until it becomes visible.

Pages - JCQhr - Windows Internet Explorer

https://projecttrack.wv.gov/project/pds/Pages/JCQhr.aspx

File Edit View Favorites Tools Help

Pages - JCQhr

JCQForm

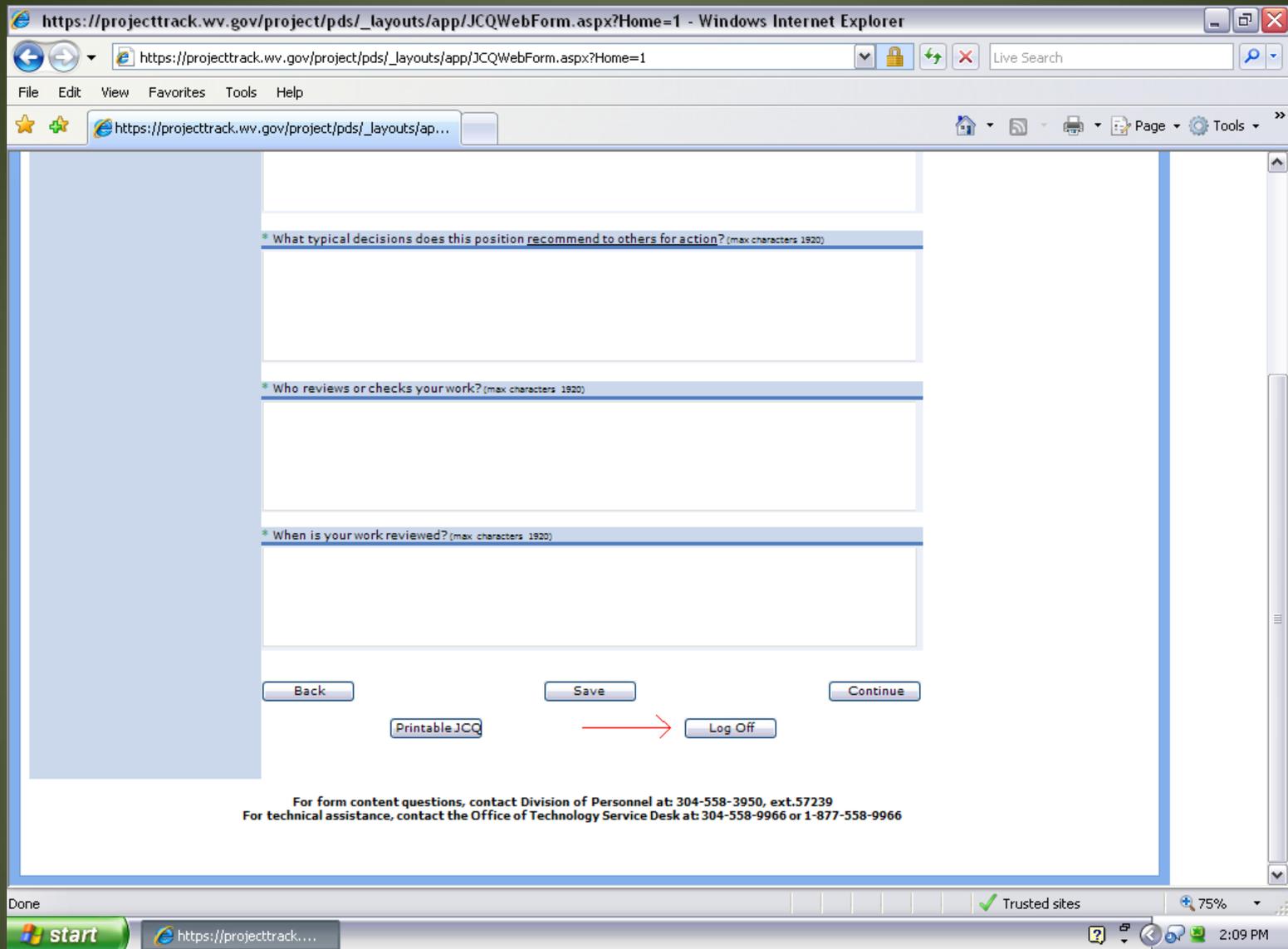
FileName	EmployeeName	UniqueEmployeeID	AgencyName	JobClassification	UnitCode	ProcessStatus	Modified By
93069306PERSONNELDIVISIONOF600100E006484LINDSEYMDUVALL	LINDSEY DUVALL	E006484	PERSONNEL DIVISION OF	9306	600100	Pending	Duvall, Lindsey M

[Log Off](#)

Done Trusted sites 100%

start Pages - JCQhr - Wind... 3:52 PM

Either way you log in, you will arrive at the Agency Queue. This is where all the JCQs that are ready for your review will be listed. Click on the file name as shown to open a JCQ. JCQs will remain in your queue until submitted, so if you start reviewing a JCQ but do not submit it, it will still be listed here.



Each page of the JCQ has a Log Off button at the bottom. If you need to stop working on a JCQ before you are finished, use this button to exit the JCQ system. You can then log back in at a later time to finish the JCQ.

For questions on how to complete the form,
please contact the Division of Personnel at
(304) 558-3950 extension 57239 or send an
email to DOP.PLANNS@wv.gov.

For technical questions, please call the Office of
Technology Help Desk at (304) 558-9966 or
1-877-558-9966.