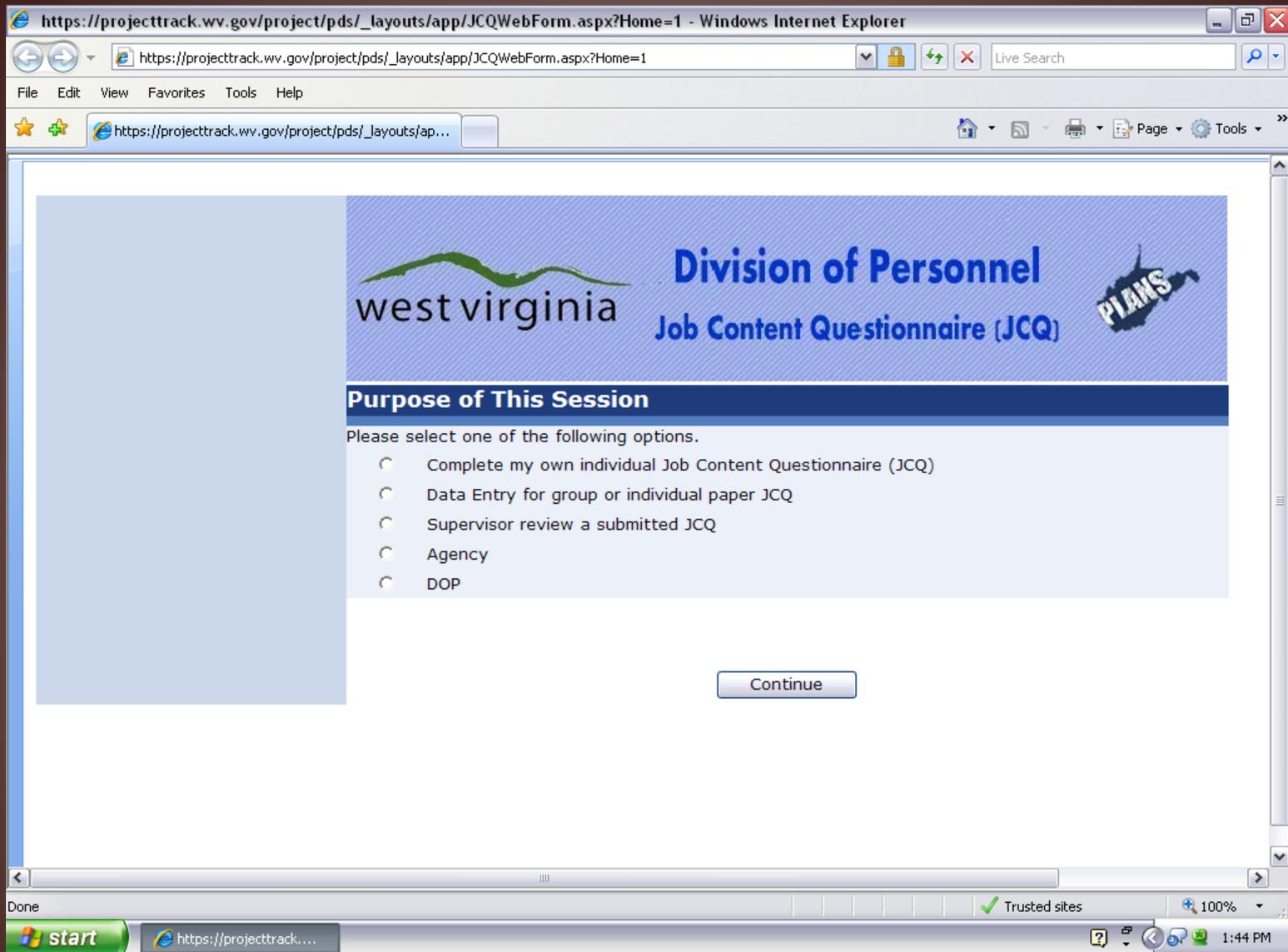


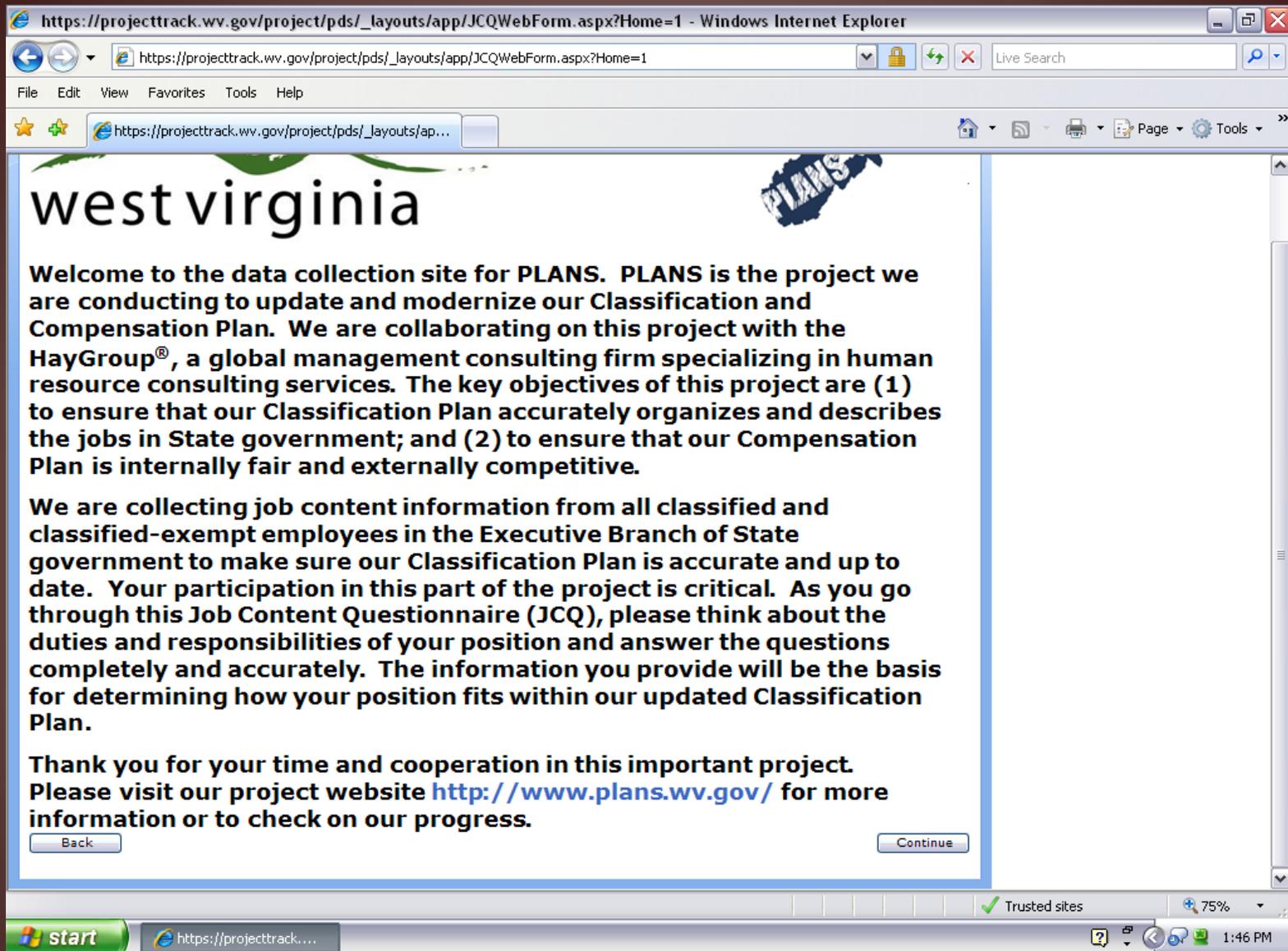
How to Log Into the Job Content Questionnaire (JCQ): Data Entry Role

The screenshot shows a Windows Internet Explorer browser window displaying the PLANS website. The browser's address bar shows the URL <http://www.plans.wv.gov/Pages/default.aspx>. The website header includes the West Virginia logo and the text "State Agency Directory | Online Services". A search bar labeled "Search Plans" is visible. The main content area features a large graphic with the text "PLANS Creating a Blueprint" and a photograph of construction workers. A sidebar on the left lists navigation options: Documents, Sample and Blank, Questionnaires, JCQ Supplemental, Instructions, PLANS Project Overview, and Effective Classification. The main text area contains a welcome message: "Welcome to the website for PLANS. PLANS is the project we are conducting to update our Classification Plan and modernize our Compensation Plan. We are collaborating on this project with the Hay Group, a global management consulting firm specializing in human resource consulting services. The key objectives of this project are to ensure that our Classification Plan accurately organizes and describes the jobs in State government and that our Compensation Plan is internally fair and externally competitive." Below this, it states "We will be collecting job information from all classified and". A diagram titled "COMPENSATION PHILOSOPHY" shows a house-like structure with "CLASSIFICATION" and "JOB EVALUATION" as foundations. A modal dialog box titled "Connect to projecttrack.wv.gov" is overlaid on the page, containing a "User name:" field with the text "executive\A444444", a "Password:" field with masked characters, and a "Remember my password" checkbox. The dialog box has "OK" and "Cancel" buttons. The browser's status bar at the bottom shows the text "Waiting for https://projecttrack.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Home=1...", "Local intranet", and "100%". The taskbar at the bottom shows the Start button and an open application window titled "PLANS Project Overvi...". The system clock in the bottom right corner shows "2:15 PM".

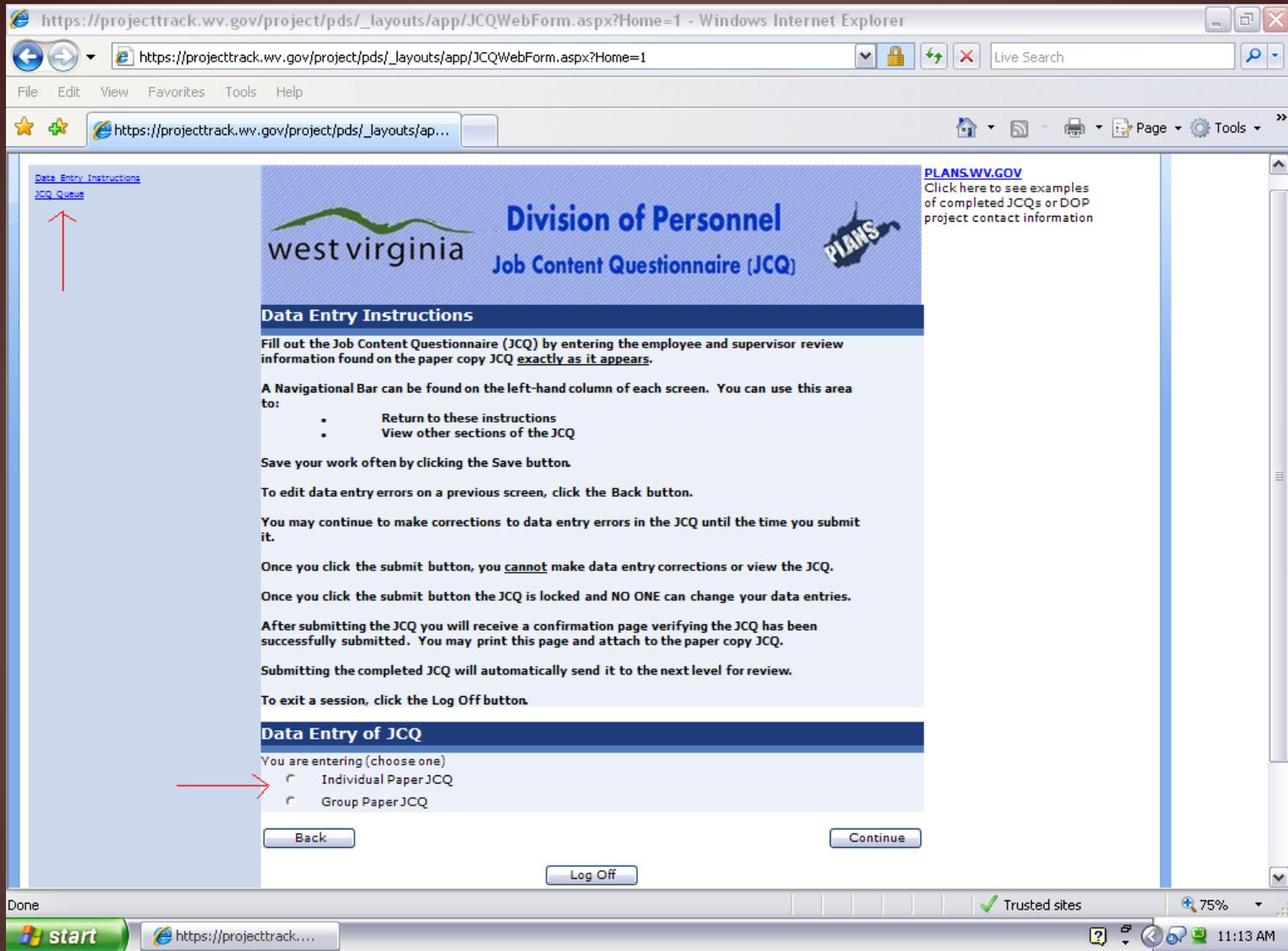
When you click the link to access the JCQ, you will be prompted to log in. Enter “executive\your ID” in the User Name line, then enter your every-day password in the Password line.



After you log in, the first page you will see is titled Purpose of this Session. Choose the second radio button, “Data Entry for group or individual paper 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.



Next you will see the Data Entry Instructions page. Carefully read the instructions. To begin a new JCQ, choose the type of JCQ you would like to enter, Individual or Group, at the bottom of the page. Then click Continue. To enter your Data Entry Queue, click "JCQ Queue" in the navigational bar on the side of the page.

Pages - WorkInProgress - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Pages - WorkInProgress

Data Entry Queue

FileName	EmployeeName	UniqueEmployeeID	AgencyName	JobClassification	ClassCode	UnitCode	ProcessStatus	Modified By
9000MAILRUNNERPERSONNELDIVISIONO900900GR0059Group	Group		PERSONNEL DIVISION OF	MAIL RUNNER		900900	Pending	Duvall, Lindsey M
PERSONNELSPECPERSONNELDIVISIONO555555vacancy0091	VACANT	Vacant	PERSONNEL DIVISION OF	PERSONNEL SPEC		555555	Pending	Duvall, Lindsey M

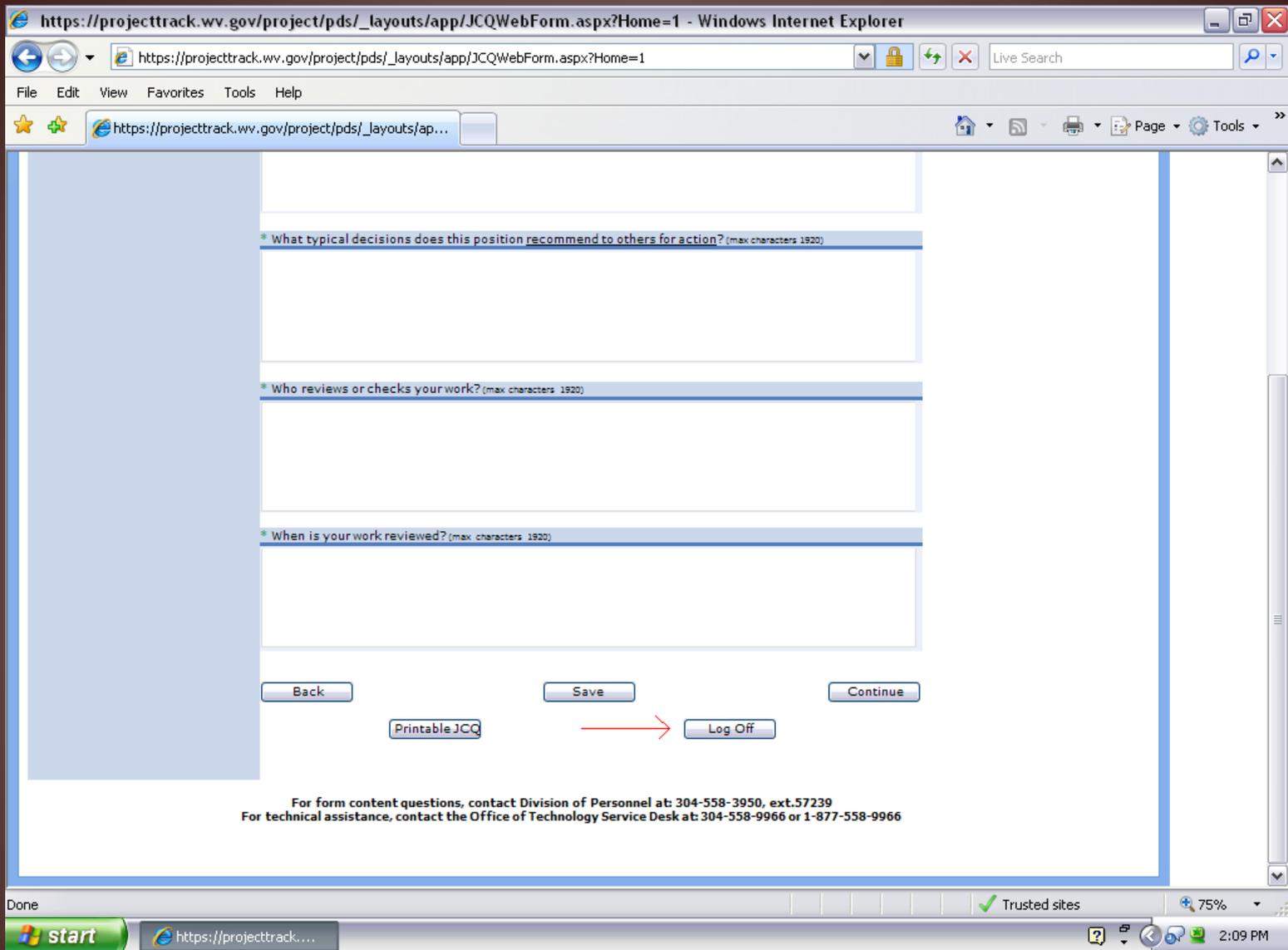
Log Off

Done Trusted sites 90%

start Pages - WorkInPrgr...

11:15 AM

The Data Entry Queue lists all JCQs you have started but not finished. JCQs will remain in your queue until submitted. Click on the file name as shown to open a JCQ.



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.