



Manager Compensation Frequently Asked Questions

Question:
How to request a new job?

Guidelines for Leaders: Initiating a New Job Request in Infor

Eligibility Requirement: New job requests are available to employees who serve in leadership or executive positions.

Step-by-Step Instruction:

1. Access Active Jobs

Under the Manager Role, click WeRecruit 2.0, then select Active Jobs.

2. Search for Existing Jobs

Click the three-dot icon on the right to enable the search function. You can search by Job Title or Job Code. To view a job description, click View Job Details.

≡ Job Descriptions

	Job	Title	Active	Job Code	Union	Job Description
<input type="checkbox"/>	30	Health Services Clerk	Yes	1004	600 - AFSCME	View Job Details
<input type="checkbox"/>	31	Environmental Clerk	Yes	1005	600 - AFSCME	View Job Details

Create New Job ...

3. Initiate a New Job Request

If no existing job meets your business need, click Create New Job in the top-right corner to begin a new job creation request.

4. Complete the Job Analysis Questionnaire

Fill out all required fields in the Job Analysis Questionnaire. Be sure to provide a detailed justification for the new job so the Compensation Department can accurately assess your request, as incomplete or unclear information may lead to delayed processing. Once complete, click Submit.

New Job Request --

Job Analysis Questionnaire

Recommended Job Title

Reports To (Job Title)

Cost Center (Number)

Department (Description)

Number of Direct Reports of this Incumbent

Cancel

Save As Draft

Submit

Job D

View

View

View

View

View

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5. After Submission

After submitting your request, you will receive an email confirmation confirming the receipt. For classifications requiring Union notice, the evaluation process may take at least 21 days.

6. Track Your Request

To check the status of your request, click More in the lower-left corner, then select Action. Click the Work Unit Number to view the activity and updates related to your request.

Work Unit 2728 Routing

JHS Job Library Create JHS

Status

Processing

Creation Date

5/12/2025 9:53:30 AM

Close Date

Actions (4)

Errors (1)

History

	Activity Name [A] -	Activity Status	Action Taken [A] -	Actor ID	User Name	Start Date = -	End Date = -
<input type="checkbox"/>	LaborApproval	Waiting				5/12/2025 2:15:48 PM	
<input type="checkbox"/>	CompensationApproval	Completed	Send To Labor Relations	haoxuan.liang1		5/12/2025 12:19:12 PM	5/12/2025 2:15:47 PM
<input type="checkbox"/>	EDApprove	Completed	Send To Compensation	haoxuan.liang1		5/12/2025 12:06:03 PM	5/12/2025 12:19:12 PM
<input type="checkbox"/>	CompensationApprove	Completed	Send to ED	haoxuan.liang1		5/12/2025 9:53:38 AM	5/12/2025 12:06:02 PM

7. Decision Notification

After our review is completed, you will receive an email notification with the outcome. If approved, the email will include the new job code. You can use this job code to view the job description, request a position, or submit a requisition, if applicable.

Question:

How to access any job description in Infor?

(Note that access to view and modify job description library is limited to leadership positions only).

Dear Leaders,

Thank you for your interest in our Infor job description (JD) library and content revision functionality. Please see below a quick “how-to” guide on accessing the library, printing a job description or modifying content. In case you need additional assistance, please reach out to our team at:

AskHR@jhsmiami.org

How to access any job description in Infor

- Once you are logged in, go to Infor HR Talent
 - Switch your profile to Manager Role.
 - Select weRecruit 2.0.
 - Position Description
- 1) Click “...” icon on the right-hand corner; select “Search” if you need to locate the desired position. (See image 1 below)
 - 2) Write the title of the job you are looking for in the title search box. (See image 2 below)
 - 3) When available job titles are listed, click on the **View Position Details** on the right side of the job you are looking to view. (See image 2 below)
 - 4) A new tab will open with the JD in PDF format that can be printed for reference.
 - 5) Please do not save JD copies outside of the system for future reference, as the content may frequently change and the saved copies would not be valid.

Image #1

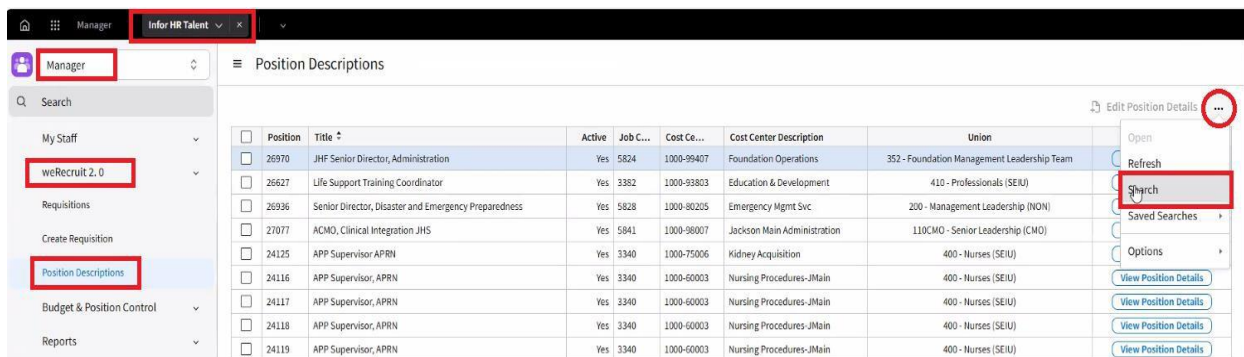
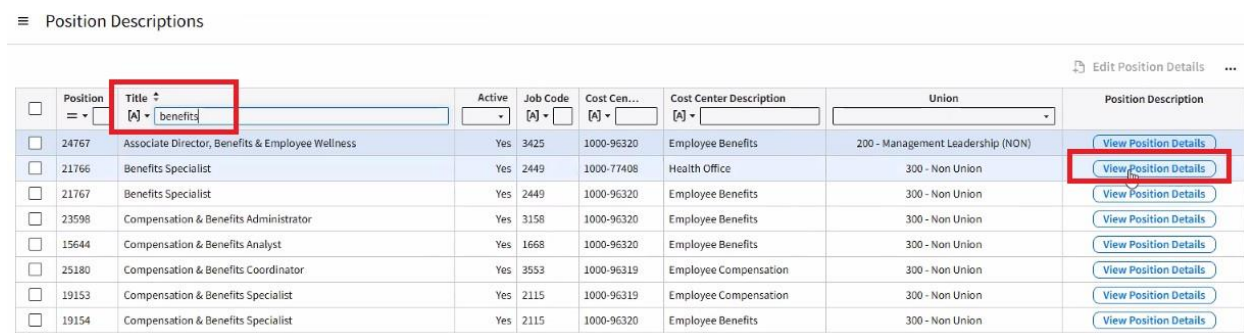


Image #2



Question: How to Modify a Job Description in Infor?

- Go to Infor HR Talent
- Use Manager Role
- Select weRecruit 2.0.
- Position Description

You will be only able to request a job description revision for positions under your direct ownership.

- 1) Click “...” icon on the right hand corner and then select “Search” if you need to locate the desired position.
- 2) Search the position that you wish to modify by title or by department number/or description.
- 3) Select the position that you wish to modify based on cost center column (next to the job code)
- 4) Once you select the position number, the “Edit Position Details” link will highlight; if the edit field remains grayed out – that means you are not the owner of the selected position
- 5) If the “Edit Position Details” is not grayed out, this means your position is listed under you and you may proceed to make edits. Click on the highlighted field to access the revision screen.

 Edit Position Details ...

	Positi...	Title ▾	Active	Job C...	Cost C...	Cost Center Description	Union	Position Description
<input checked="" type="checkbox"/>	22596	Compensation Analyst	Yes	2760	1000-96319	Employee Compensation	300 - Non Union	View Position Details
<input type="checkbox"/>	25180	Compensation Benefits Coord	Yes	3553	1000-96319	Employee Compensation	300 - Non Union	View Position Details
<input type="checkbox"/>	19153	Compensation Benefits Spec	Yes	2115	1000-96319	Employee Compensation	300 - Non Union	View Position Details
<input type="checkbox"/>	16746	Sr Compensation Analyst	Yes	1872	1000-96319	Employee Compensation	300 - Non Union	View Position Details

- 6) Type your edits in the corresponding revision box field on the right hand-side. You may leave the box blank if there are no changes.
- 7) Enter comments in “Manager Comments” field – **this field is required**. You must provide a justification for the JD revision.
- 8) Click Submit
- 9) Go to your In-basket; the requested JD change should be listed there for your final approval;
- 10) Find and approve the request
- 11) Your request for JD revision will be routed to HR-Compensation department for review. ***Please note that the submitted changes are not completed until you have received the final confirmation from HR Compensation.*** Job classifications that are covered under bargaining unit agreements are subject to labor/union notice approval process before they are officially published.
- 12) Once the requested revision has been reviewed and fully approved by HR-Compensation, you will receive an official email confirming your changes as final, with an updated copy of the new job description.
- 13) If your request to modify the JD has been rejected, you’ll receive an email confirmation with the justification.

Question:

When is a Personnel Memorandum Form (PAM) used?

Answer:

- PAMs are used to permanently record all employee related changes. The form is generated by department management and submitted with appropriate approvals.
- A PAM form is used only for retroactive transactions, including but not limited to: Corrections, Work schedule changes, Status changes, and Pay changes.
- All future dated transactions **must be processed** in through the system via MSS; PAM forms should not be used for future dated transactions. The MSS process should also include all temporary pay exceptions.
- All retroactive transactions and transactions involving a pay change must be signed by department Director and/or VP.
- HR staff other than Director level or higher are not authorized to sign off on a PAM.

Question:

Where can I locate a Personnel Memorandum Form (PAM)?

Answer:

- The PAM form can be found at JacksonBenefits.org, under the Compensation section.

Question:

What if I have other compensation related questions?

Answer:

- Please, feel free to email your question to HR-compensation@jhsmiami.org