

# JIF Timeline

Online JIF available on Self-Service

**November 6, 2009**

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# Deadlines for JIF Submission

1. No Org-level review/approval process
  - Employee completes JIF, supervisor reviews & approves.
  - Deadline for submission to Central HR is **December 11, 2009**. (5 weeks)
2. Org-level review/approval process
  - May include other departmental level review/approval.
  - Deadline for submission to Central HR is **January 15, 2010**. (10 weeks)

# Where do I go for help?

*For both content and technical help:*

- Compensation & Classification email address:  
[comp-class-redesign-project@uiowa.edu](mailto:comp-class-redesign-project@uiowa.edu)
- Compensation & Classification Staff
  - Karen Shemanski, 5-5091, [karen-shemanski@uiowa.edu](mailto:karen-shemanski@uiowa.edu)
  - Robert Millsap, 5-2854, [robert-millsap@uiowa.edu](mailto:robert-millsap@uiowa.edu)
  - Consuelo Garcia, 5-0055, [consuelo-garcia@uiowa.edu](mailto:consuelo-garcia@uiowa.edu)
  - Trevor Glanz, 5-1848, [trevor-glanz@uiowa.edu](mailto:trevor-glanz@uiowa.edu)

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# Next Steps

- Placement committees (Feb – April 2010)
  - Purpose
    - To assist in identifying appropriate job function, job family and job family progression.
    - Recommend additions, modifications to expert panel workbooks.
  - Membership
    - 1-2 expert panel members
    - 1-2 other managers/supervisors
    - Comp/Class Staff

# Reviewer Expectations

- Review content of JIF for accuracy and completeness.
- Discuss with employee if clarification is needed or points of concern are identified.
- Edit JIF, if necessary. All reviewers are expected to communicate any changes made to the JIF to employee.
- Approve and forward JIF to next approver in workflow.

# Questions?

- What questions do you have about the online JIF?

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# Thank You

Thank you for attending today's session!

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