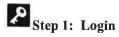
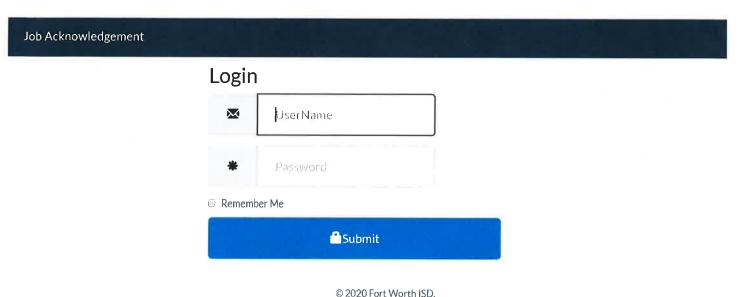
Job Description Acknowledgement (JDA) User Guide - Employee



Access the Job Description Acknowledgement application (https://appweb.fwisd.org/joback). Enter User Name and Password and then click the Submit button. Note: Be sure to use your District Credentials.



2020 Fort Worth ISD.

100 N University Dr. | Fort Worth, TX 76107 | Phone: 817-871-2000 | Email: appdev@fwisd.org (Technical assistance ONLY)

Figure 1: Job Description Acknowledgement Login Page



Step 2: Acknowledge Job Description

- 1. In the JDA screen (figure 2), review the job description that is displayed.
- 2. Select one of the acknowledgement options and then click the *Acknowledge* button. An email of your acknowledgement will be sent to you and your Supervisor. If you elect to acknowledge with questions, you will be prompted to enter in your question in an *Additional Comments* field. Your question will be forwarded to your Supervisor.

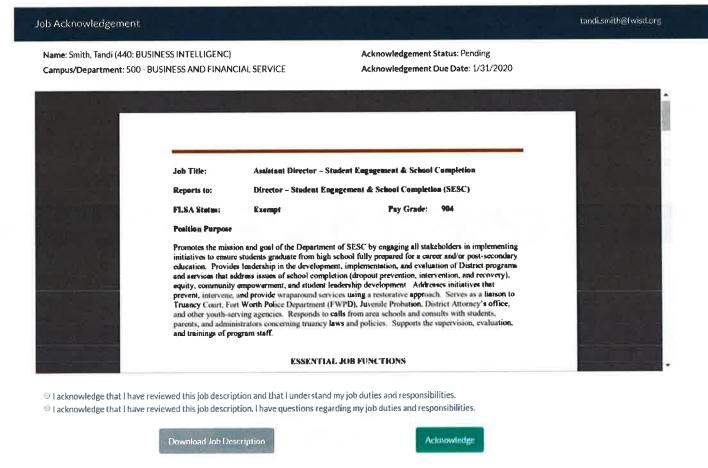


Figure 2: Job Description Acknowledgement Screen -- Employee

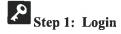


Step 3: Download Job Description (Optional)

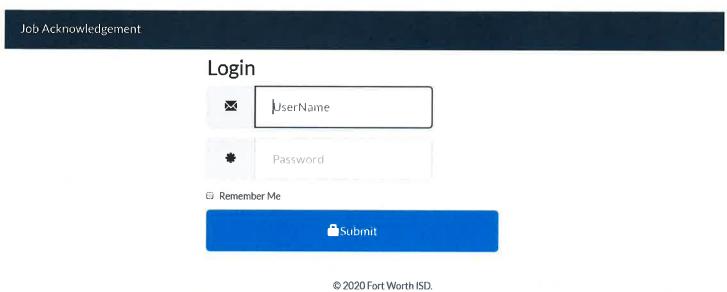
1. In the Job Description Acknowledgement screen (Figure 2), click the Download Job Description button. A copy of the job description will be downloaded as a pdf.

Job Description Acknowledgement (JDA) User Guide - Supervisor

Note: You will receive an email notification once employees that you supervise, acknowledge their job description.



Access the Job Description Acknowledgement application (https://appweb.fwisd.org/joback). Enter User Name and Password and then click the Submit button. Note: Be sure to use your District Credentials.



100 N University Dr. | Fort Worth, TX 76107 | Phone: 817-871-2000 | Email: appdev@fwisd.org (Technical assistance ONLY)

Figure 1: Job Description Acknowledgement Login Page



Step 2: Acknowledge the Job Descriptions of your Employees

- 1. In the JDA screen (figure 3), click *Employee Summary*. A list of your employees will be displayed (figure 4). Please note, only SCE and Grant funded employees will be listed.
- 2. Click any of the listed Employee IDs to acknowledge that job description. The employee's job description will then be displayed.
- 3. Select one of the acknowledgement options and then click the *Acknowledge* button. If you elect to acknowledge with questions, you will be prompted to enter in your question in an *Additional Comments* field. Your question will be forwarded to the Compensation department. **Note:** You will not be able to acknowledge a job description if it hasn't yet been acknowledged by the employee.

If you are a Grant or SCE funded employee, you can acknowledge your job description by clicking on your own employee ID in the *Employee Summary* page. Alternately, you can acknowledge your job description on the Job Acknowledgement page.

Job acknowledgment received on 1/22/2020

Name: Smith, Tandi (440: BUSINESS INTELLIGENC)

Campus/Department: 500 - BUSINESS AND FINANCIAL SERVICE

Acknowledgement Status: Acknowledged Acknowledgement Due Date: 2/7/2020

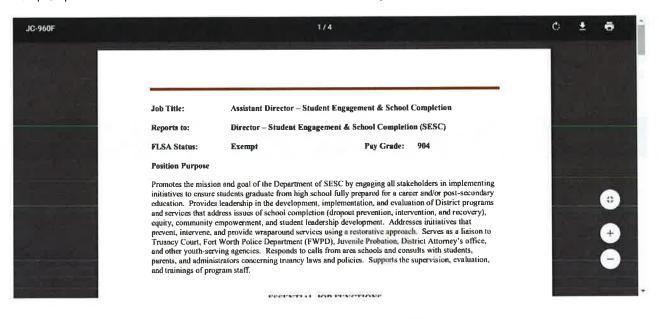


Figure 3: Job Acknowledgement Screen - Supervisor View

	Smith, Tai is/Depart		:: 500-BUSINESS	AND FINANCIAL SERVI	CE					
w	10 • entries						9	Search:		
	Employee ID	11	Employee Name	Position Description	Employee Acknowledged	Acknowledged Date	Supervisor Acknowledged Date	owledged	Acknowledge Due Date	
			OLAYO. PRESCILIANA	SPECIALIST III	No		No		2/7/2020	
			WILLIAMS, EVA	SPECIALISTV	No		No		2/7/2020	
			SMITH, TANDI	IT BUSINESS INTELLIGENCE ADM	Yes	1/22/2020	No		2/7/2020	

Download Job Description

© 2020 Fort Worth ISD.

100 N University Dr. | Fort Worth, TX 76107 | Phone: 817-871-2000 | Email: appdev@fwisd.org (Technical assistance ONLY)

Figure 4: Employee Summary



Step 3: Download Job Description (Optional)

1. In the Employee Summary screen (Figure 4), select the job description that you want to download and then click the Download Job Description button. The selected job description(s) will be downloaded as a pdf.

Resources

Contact the Grants Department on x42280 for any questions that you have may regarding acknowledging your Job Description.