



THE UNIVERSITY of MISSISSIPPI

e-JAQ Notes

e-JAQ Instructions

- 1) To access the e-JAQ form
 - a) Go to MyOleMiss
 - b) Click the Employee Tab
 - c) Go to My HR Tools
 - d) Click “Job Analysis Questionnaire” tab



- 2) Click the “Create a new JAQ” tab.



- 3) Acknowledge that your department has funds available for the position indicate the Type of Request.

University of Mississippi [US] | https://my.olemiss.edu/rj/portal?NavigationTarget=navurl/5ec605

Apps University of Mississi JDS Human Resources | U EFORMS | https://www.myescr People Ad

THE UNIVERSITY OF MISSISSIPPI

myOleMiss

Home Administrator Employee

Job Analysis Questionnaire

[Back to Landing](#) [Routing History](#) [Print](#)

Departments must determine availability of funds prior to JAQ submission.

FUNDS ACKNOWLEDGEMENT

I acknowledge that the department has the funds available for this position.

Acknowledged

TYPE OF REQUEST

Establish New Position

Reclassification of Existing Position

Reclassification of Existing Vacant Position

[Next](#)

- 4) Please note that the system will ask you if your request is for:
Creating a new position, reclassification, or reclassification of an existing vacant position.

Creating a New position: Use this option when the position is not in your budget. This does **not** mean that you are creating a position that doesn't exist with the official established position descriptions.

Reclassification of a vacant position: Please note that a position that has a current incumbent who has given notice to separate employment, may be reclassified to another position classification for the purpose of refilling the position. The change will not affect the current incumbent. You will need to know the position # of the incumbent for this type of request. Please contact HR to obtain the position number.

- 5) Once you have completed all required entries of the e- JAQ, you will submit it to the Department Head (or Dean) for review/approval. The name of Department Head (or Dean) will need to be manually chosen in the drop down under "other."
- 6) After the Department Head (or Dean) reviews and approves the e-JAQ, it should be submitted to the Division Head.
- 7) After approvals have been granted, HR will receive the e-JAQ and conduct a review.
- 8) HR will submit an electronic Position Classification Recommendation thru the e-JAQ system.
- 9) After the Division Head reviews and approves the recommendation, an email will automatically be sent to the initiator of the e-JAQ notifying him/her the position classification approval and instructions on next steps for posting or reclassifying the position.