# Using iReview

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Introduction

iReview is UCR’s online staff equity and reclassification review system. It allows users to create, process or view equity and reclassification requests for their department or organization. iReview is fully integrated with the Job Description System (JDS). Access to iReview is controlled through the Enterprise Access Control System (EACS) and the R’Space portal.

Getting Started

In order to access iReview, the department Systems Access Administrator (SAA) needs to set up an individual with the Departmental HR Coordinator through the Enterprise Access Control System (EACS), all other roles are established by Human Resources. Once authorized you can access iReview within your R’Space authorized applications or by going to http://ireview.ucr.edu/ereclass/web_users.login and using your NetID and password to login.
Roles
Users with access to iReview can have one or more roles, determined by your departmental SAA or Human Resources. The system will recognize those with overlapping roles and adjust the review process accordingly. Therefore those with both Departmental and Organizational HR Coordinator roles will have the ability to route directly to Human Resources.

iReview Roles
Departmental HR Coordinator — Responsible for initiating, reviewing, and editing classification or equity reviews. Ensures proper procedures for review or approval are met at the department level.

Organizational HR Coordinator — Responsible for reviewing requests, providing oversight, and routing requests to HR. Must approve all requests created by the departmental coordinator prior to the request being forwarded to Human Resources for review.

Central HR Roles
Human Resources Classification Analyst— Responsible for ensuring consistent application of classification and compensation. Must give approval or recommendation for all classification or equity changes.

Create New iReview Request
To create a new iReview Request select the employee’s NetID, select the iReview type by determining if it is a reclassification or an equity review, and choose the organization/department where the case has been requested (you will only have access to those within your accountability structure).

Note: Before any reclassification or equity review can be initiated an employee must have an existing classified job description in the JDS (Job Description System) and the title code must match the primary title code in PPS (Payroll/Personnel System).
You will first have to certify you are aware of the various factors involved in reviewing the reclassification or equity of a position. Review these factors and check the box at the bottom of the page certifying you understand these terms.

Both the reclass and equity review processes are very similar and utilize many of the same tabs, information, and approval processes.

**Reclass**

**Overview**

You will next be directed to the Overview tab. This simply shows you an overview of the employee’s current information, including their current classified job description. As soon as you create a new iReview request an iReview ID number is created, it is a good idea to write this number down as to easily find your request later. It is important as you go through these tabs to save your work. The “Save” button is located towards the bottom of every page.
Employee Info
In this tab you will see the employee’s current appointment information. You must input the number of years they have held their current classified position. You will also be able to create a proposed Job Description. This proposed Job Description will not take the place of the employee’s current classified job description until the reclassification is approved and finalized. The proposed payroll title and title code will be updated according to the proposed job description.

JDS
By clicking “Create a proposed Job Description” you will be taken to the Job Description System (JDS) to update the current classified Job Description to include the new information that warrants the reclassification (changes in title code, duties/responsibilities, changes in purpose/functions or requirements). Be sure to input the effective date for these changes.

Once you have finished updating the job description proposal select “Return to iReview” in the action menu.
Job Description
You will be returned to the job description tab, where you can view both the current and proposed job descriptions imported from the JDS. There is also the option to see a side by side comparison of changes. If the request has already been routed to the HR Classification Analyst and they have suggested changes to the job description, you will see an additional Recommended Job Description.

The JD Comparison will only show you a comparison of sections where changes have been made.

Supervisor
If you are the employee’s supervisor you must fill out the questionnaire explaining the changes that have triggered the reclassification, how the employee’s responsibilities have changed, and other factors to be considered. If the HR Coordinator is not the supervisor they will need to check the reclassification out to the supervisor as part of the approvals process and the supervisor can fill in this information. The supervisor will then return the request to the HR Coordinator by clicking Approve in the actions menu.
Approvals and Check Out Features
The approvals tab allows the Departmental/Organizational HR Coordinator to check out the request for review. Each organization will establish internal procedures for approvals. The Check Out feature allows the flexibility needed to accommodate the internal department approvals. A request can be checked out as:

- Approval Required (Read-Only)
- Approval Required (Read-Write)
- No Approval Required (Read-Only)
- No Approval Required (Read-Write)

Those required to give approval can be granted the ability to read and update the request, or they may be limited to a read only access. If there are others the department/organization wishes to review the job description they can be given a non-approval status and granted the same read/write or read only abilities.

After the request has been reviewed, comments should be made and the either “approve” or “reject” selected in the Actions menu. Rejecting a review only indicates that user’s disapproval of the request in the checkout history and does nothing to affect the status or progress of a request.

The Departmental/Organizational HR Coordinator can pull a request back from whomever it is currently checked out to by clicking Close next to the user’s name.
Attachments
Use this tab to attach any relevant information to aid in the reclassification process.

Comments
This tab allows users to make comments about any changes, approvals, or details of the request. Comments made will be visible to all users related to the approval process as well as Human Resources. Users must leave a comment before approving/rejecting a request when the request is checked out to them.

After the request has received the appropriate approval the Department HR Coordinator should route the review to the Organization.

The Organizational HR Coordinator will review the request, they can return the request to the department for additional information or route the request to the HR Classification Analyst in Human Resources. The Classification Analyst will find the request in their Work in Progress.
Final Actions
Once the Classification Analyst has reviewed the request they will make their recommendations. They can return the request with a recommended change to the job description or other recommendations, and either approve or reject the reclassification. If they approve the reclass, the request will be routed back to the Organizational HR Coordinator to complete the final action tab. They will find the request in their WIP Requests and go to the final action tab, where they will input the Final Effective Date. Per Local Procedure 30, the effective date is the first of the month following receipt by Human Resources. If the final effective date is retroactive, the justification text box will open, please enter the rationale behind this decision with approval from the head of your unit. Once saved they can complete request as final approved.

This will finalize the reclassification, however this is not the final step. After a reclassification is finalized a salary review will take place.

Salary Review
Once the reclassification is final a Reclass Salary Review for the request will have been created as a Work in Progress for the Department HR Coordinator.
You must input the proposed salary information. Please refer to UCR’s Local Procedures Policy 30 for details regarding increases and who approves specific increases. Some increases can be approved by the organization while others may require review and recommendation from Human Resources. You must also upload your department’s updated organizational chart.

You will then route this back to the Classification Analyst in Human Resources or to the Organization for final review.

Once the Classification Analysts have reviewed the request they will make their recommendations and either approve or reject the request. If rejected, the request will be returned to the department for editing. If approved, the request will return to the requestor for Final Action.

The requestor will mark the Final Effective Date, save, and complete request as final approved. This will finalize the salary review process.
**Equity Review**

The equity review process is fairly similar to the Reclassification. After the employee NetID is entered and the type of reclassification is entered, you will be on the Overview tab displaying the employee’s information.

**Employee Information**

In this tab, you will see the employee’s current appointment information. You must input the number of years they have held their current position. You must also put in the Proposed Equity Review information, including the proposed salary and effective date, and whether or not it is retroactive.

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**Job Description**

On the job description tab, you have the ability to create a proposed job description, outlining any changes that have occurred since the current job description was classified, that support an equity change. These should be permanent changes in duties, but that do not require a reclassification.
You will be taken to the Job Description System (JDS) to update the current classified description. Be sure to input the effective date for these changes. Once you have finished updating the job description proposal select “Return to iReview” in the action menu.

Remember, this is only a proposed job description and will not be the employees classified job description until the review has been approved and completed.

**Approvals, Comments, Attachments, Routing**
Please refer to the Reclass sections regarding these topics, the process and tabs are the same. Each organization is responsible for establishing internal procedures for approvals.

- **Supervisor**
- **Approvals and Checkouts**
- **Attachments**
- **Comments**

Once both the department and organization have finished their approval process the request should be routed to the Classification Analysts in Human Resources.

**Classification**
Once routed to the Classification Analyst the request will be reviewed. The classification analyst can make changes to the request and send it back to the organization. If they approve of the change they will make their recommendations and route the request back to the Organization for final action.
**Final Action**
The Organizational HR Coordinator must now input a Final Effective date for the equity change to take place. Per Local Procedure 30, the effective date is the first of the month following receipt by Human Resources. If the final effective date is retroactive, the justification text box will open, please enter the rationale behind this decision with approval from the head of your unit. Once saved the option to Complete Request as Final Approved will appear. Clicking this will effectively finalize the equity review.

**Missing Information**
During the approval and routing process, if you are missing key information required before you can complete the next step or route the request to the next level, the system will warn you. Look for this warning under your action menu at the top of the screen, clicking on it will tell you what information is missing.
Your Requests

From the main iReview portal you can access all of your iReview requests. You can edit requests in progress, view your open requests that are still undergoing approvals and classification, as well as search for and previous requests.

Process WIP Requests

Here are all of the requests you are currently working on and their current status. You can sort by clicking the headers. Clicking the Description ID will allow you to edit. Throughout the approval process, as requests are returned or routed to you they will always be in your WIPs.

Open Requests

Shows all requests you currently have pending, including those checked out to the Organization or Human Resources that you are awaiting approval on. You are unable to edit requests here.
Completed Requests
Shows all completed requests. These requests are read only.

<table>
<thead>
<tr>
<th>iReview #</th>
<th>Department</th>
<th>Incumbent</th>
<th>iReview Type</th>
<th>Complete Status</th>
<th>Final Edit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012041231029980</td>
<td>D01140</td>
<td></td>
<td>Reclassification</td>
<td>Final Approved</td>
<td>04/13/2012</td>
</tr>
<tr>
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<td></td>
<td>Reclast Salary Review</td>
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<td>04/13/2012</td>
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<tr>
<td>2012041231110026219</td>
<td>D01135</td>
<td></td>
<td>Reclassification</td>
<td>Final Approved</td>
<td>04/13/2012</td>
</tr>
</tbody>
</table>

Requests Checked out to You for Review
If you have requests checked out for your review or approval they will be located here.

<table>
<thead>
<tr>
<th>iReview #</th>
<th>Department</th>
<th>Check out Date</th>
<th>Checkout Role</th>
<th>Route Queue</th>
</tr>
</thead>
<tbody>
<tr>
<td>20120418095737407</td>
<td>D01135</td>
<td>05/08/2012</td>
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<td>Department</td>
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<tr>
<td>20120418095819435</td>
<td>D01135</td>
<td>05/08/2012</td>
<td>No Approval Required (Read-Only)</td>
<td>Department</td>
</tr>
</tbody>
</table>