HR ATLAS
Navigating your employee experience

Create Job Profile:
Quick Reference Guide (QRG) for HR Atlas Support

The purpose of this document is to help you understand the high-level Create Job Profile process and your role in the process. You will also learn how to perform the activities specific to your role, if applicable.

HR ATLAS
Navigating your
employee experience

High-level Process Flow Chart (HR Atlas Support)

Identify Need to Create/Select Job Profile

Create/Select Job Profile

Review and Manage Job Profile

1-2
HR Atlas Support searches the required Job Profile within Enterprise Job Catalog (EJC) in Workday and determines if it exists.

workday.

3-4
If Job Profile does not exist within EJC, HR Atlas Support creates Job Profile and sends it via e-mail to Manager for review. Manager reviews it and determines if edits are needed.
If the Job Profile exists within the EJC, HR Atlas Support communicates the components of pay and grade to the communicator.

5-7
If edits are needed, HR Atlas Support discusses Job Profile edits with Manager via phone.
If edits are not needed, HR Atlas Support conducts e-IPE evaluation and determines Pay Grade and Job Profile name.

8-10
HR Atlas Support sends Job Profile via e-mail to CoE to review pay grade and job/position title. If CoE rejects Job Profile, HR Atlas Support conducts e-IPE evaluation again and process repeats.
If CoE approves Job Profile, HR Atlas Support communicates components of Pay and Grade via e-mail to requestor and process ends.

Legends
■ High-level Process Steps
▭ Process Activities
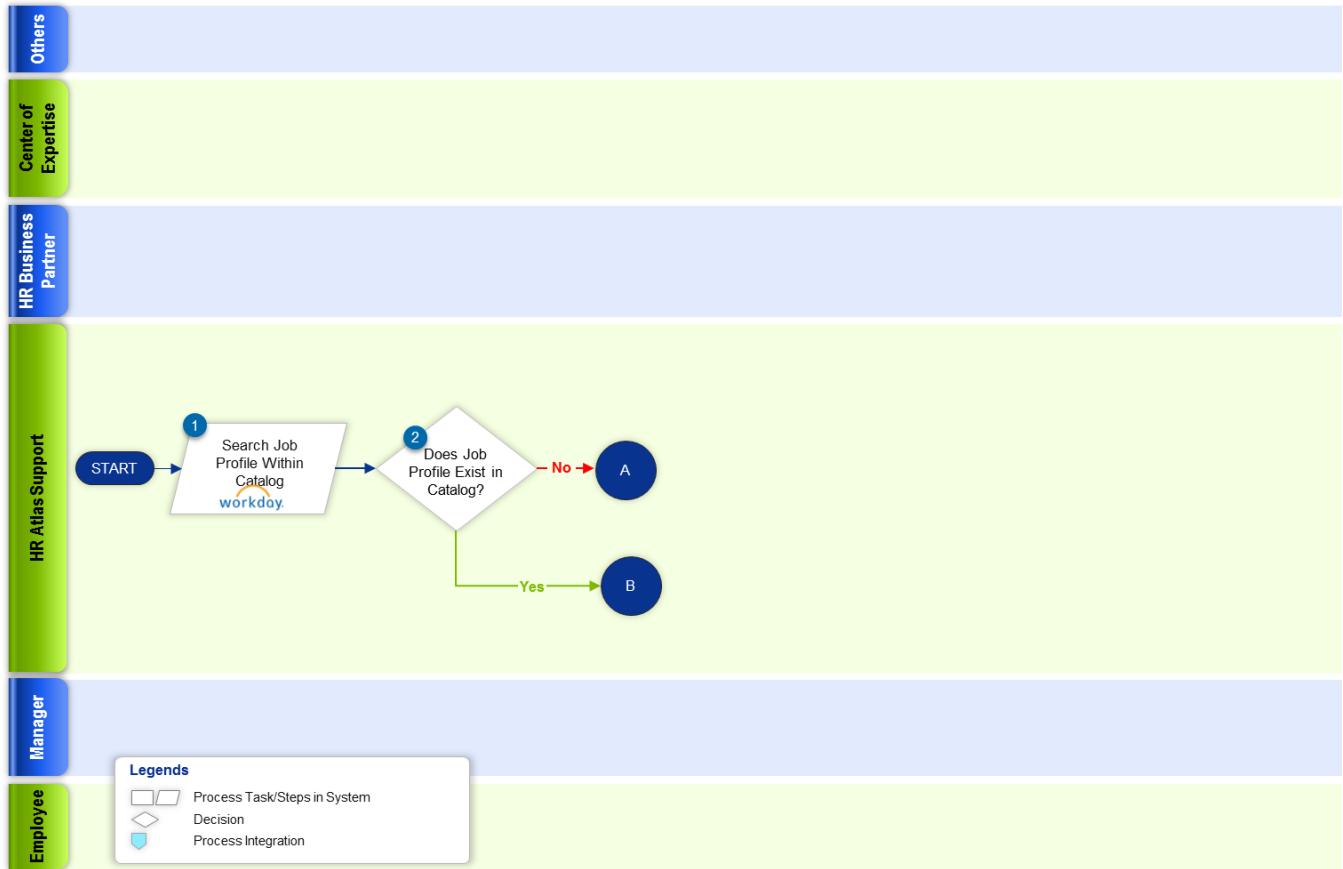▭ Process Activities in Workday

Note: The activity numbers specified in this high-level process, relate to the activities listed in the detailed process map provided in the next section.

Create Job Profile

3.1. Identify Need to Create/Select Job Profile: Process Map

Others	
Center of Expertise	
HR Business Partner	
HR Atlas Support	START → ① Search Job Profile Within Catalog (workday) → ② Does Job Profile Exist in Catalog? —No→ A / —Yes→ B
Manager	
Employee	

Legends

▱	Process Task/Steps in System
◇	Decision
⬠	Process Integration

Create Job Profile

HR ATLAS
Navigating your
employee experience

Activity 1: HR Atlas Support Searches for Job Profile within Enterprise Job Catalog (EJC)

Step 1 of 6:	On the your Workday landing page, enter **Job Profile** in the **Search** field. The **Search Results** screen appears.
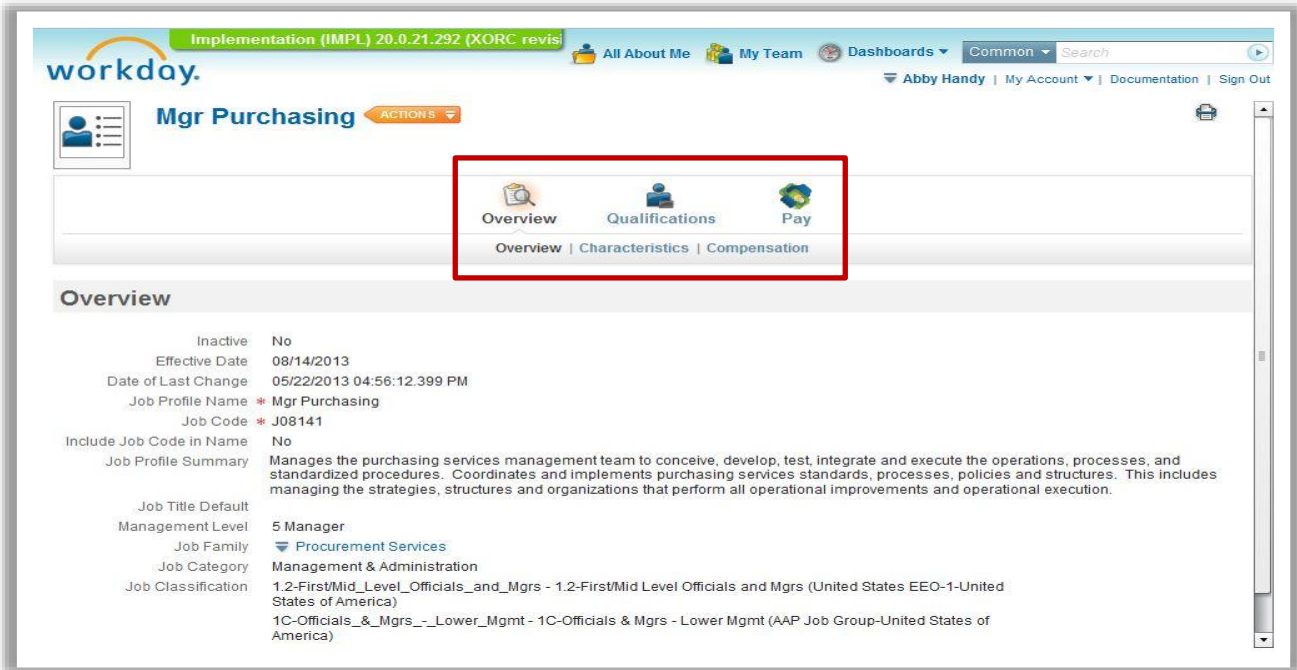
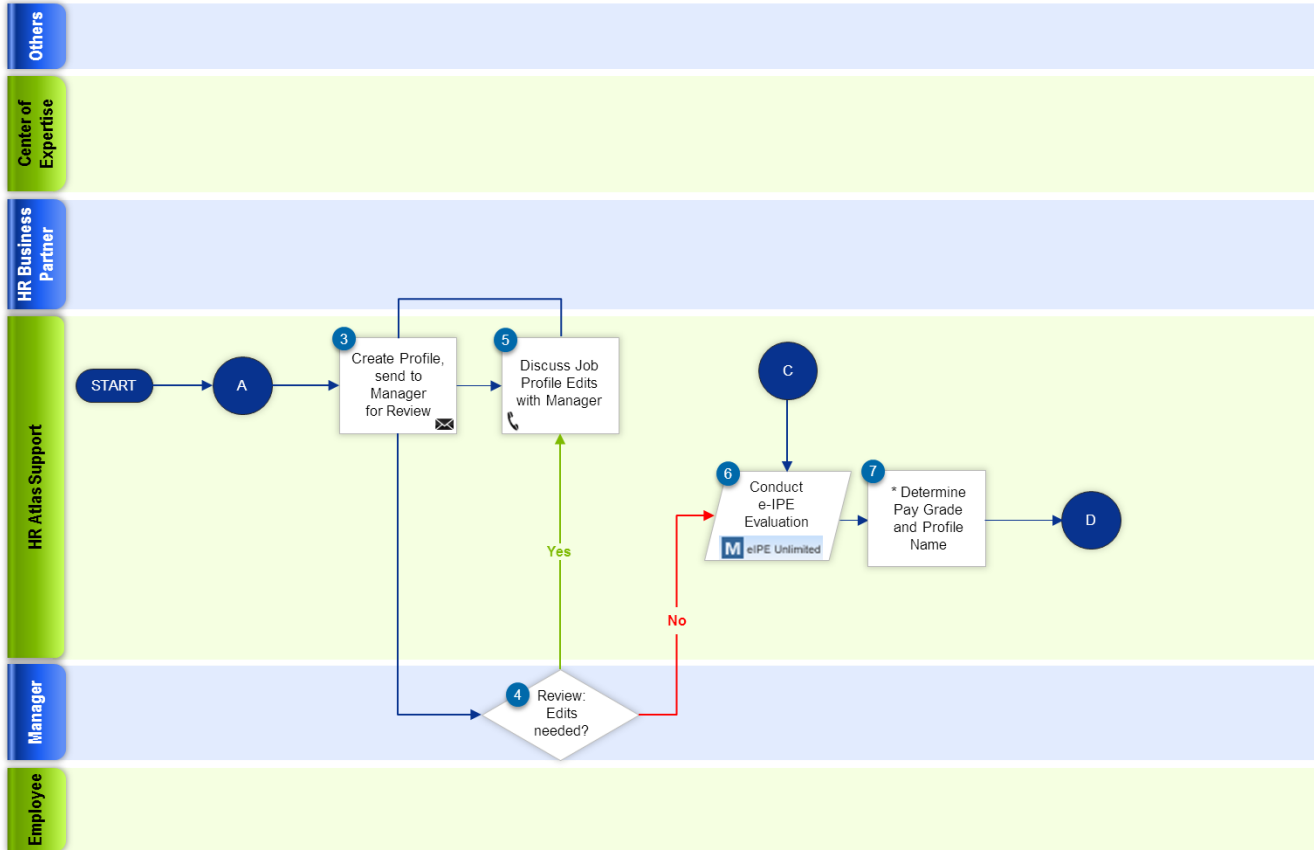| Step 2 of 6:	Under the **Reports** column, click **Directory by Job Profile**. The **Directory by Job** Profile screen appears.
Step 3 of 6:	Click the **Prompt** icon next to the **All Job profiles** field. The job organizer appears.
Step 4 of 6:	Select the required job profile category. Example: Under the **Engineering** category, click the **Manufacturing** division.
Step 5 of 6:	Select the **Manufacturing Engineer II** profile.
Step 6 of 6:	Click **OK** to view details of the selected profile.

HR ATLAS
Navigating your
employee experience

3.2. Create/Select Job Profile: Process Map

Others	
Center of Expertise	
HR Business Partner	
HR Atlas Support	START → A → ③ Create Profile, send to Manager for Review ✉ → ⑤ Discuss Job Profile Edits with Manager ☎ C → ⑥ Conduct e-IPE Evaluation [M eIPE Unlimited] → ⑦ * Determine Pay Grade and Profile Name → D Yes
Manager	④ Review: Edits needed? No
Employee	

* Senior HR Analyst activities will be conducted at CoE till January - when stabilization period ends.

HR ATLAS
Navigating your
employee experience

3.3. Review and Manage Job Profile: Process Map

* Senior HR Analyst activities will be conducted at CoE till January - when stabilization period ends.