Review/Certify Your Position Description in Tarleton Connection

As required by The Texas A&M System policy and procedure, new employees or existing employees whose position descriptions have recently undergone updates or reclassification, need to access Tarleton Connection to review and certify their position descriptions. The Review/Certify Your Position Description action is initiated by Employee Services who will send you an email prompt to perform the following process.

Within the email you’ll have received from tarletonhr@tarleton.edu will be instructions to go to the following address https://jobs.tarleton.edu/hr. Once selected, you will be prompted to log on to Tarleton Connection (Use your NTNET credentials)

If you are a user assigned to multiple groups be sure to change your group to “Employee” by selecting from the drop down box in the upper right of your screen and clicking the circular arrow to the right

Be sure to always select the return arrow after selecting your user group to make the change
Locate the **Inbox** in the middle of your screen where you will find the *Employee Review and Certification* action waiting for you to open. Click on your title to open the item.

You will be able to review the details of your position from the summary tab. Carefully review your position details, please note your salary is not listed in your position description, only the minimum for your classification type. An official account of your salary can be located through HR Connect (*HR Connect, accessed from your Single Sign On (SSO) menu, is your portal to view your salary and paystubs, update direct deposit banking information, view current benefit elections, view/change your W-4 tax withholding form, print your yearly W-2, among other things.*)
Scroll down to the bottom of the summary page and locate the Certification Statement. Select “Edit” to enter your required initials as acknowledgement of your review and then select “Next”.

Certification Statement

As per The Texas A&M System Regulation and Tarleton State University and duties upon assignment. Please review the details within your assigned accuracy of your position description, please discuss with your supervisor.

Initials

Your initials must be included to complete this process

In the upper right of your screen locate the orange “Take Action On Position Request” drop down menu select “Position Description Certified” to complete the process.

This action will prompt a “Submit” button and option to add comments—you do not need to add comments.
You will get a green bar indicating successful completion of your effort if done correctly, and current status will be noted as “Position Description Certified.” You will get a red bar if you did not include your required initials, and will have to resubmit after including your initials.

Employee Review / Certify Action: Clerk I (Main)
Current Status: Position Description Certified

- **Position Type:** Main
- **Department:** Compensation and Recruitment
- **Created by:** Wendy Haynes
- **Owner:** Employee Services