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December 2022

#### Heads up - 3 things to talk with your teams about!

- We're almost there - do you know [the Curtailment dates?](#)
- [Sign up for Paperless W-2](#) and make your tax-time easier
- Save The Date for your pro dev at [NOW Conf June 8, 2023](#)

#### JDX Job Builder

As of January 1, 2023, to post for recruitment, JDX is to be used for all new **and previously classified** staff (non-academic, non-student) positions **even if there have been no changes to the previously classified description**, and updates to previously classified staff positions (i.e. vacancies).



You can expect pushback from Comp and Recruitment if you submit a JD on an old word template or on the old Job Builder PDF template for classification or for recruitment.

If clients need to make an exact copy of a job description (that exists in Job Builder JDX and is in Classified status) for a different Position Number, contact the assigned Compensation Consultant to make a copy of the description. The 'making a copy' functionality is only available to the Compensation unit at this time. You can also email [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu) with the request to make a copy.