Create A Requisition For A Position

- From your **Dashboard**, click **Create a Requisition** under Quick Actions.

- **College/Division/Department** * - make selection that applies by clicking the magnifying glass. You may search by each column displayed as shown below, if needed. **IMPORTANT***Please select from the DEPARTMENT NAME column – the entry with numbers in parenthesis (XXXX) at the end (see example below).**

College/Division Name	College/Division Code	Department Name	Department Code
Controller	Search	Accounting	Search
Controller	D2100	Accounting Office (2101)	2101

- **Employee Class * -** make selection that applies to the associated position by clicking the magnifying glass. You may search by each column, if needed.
- **Working Title** - enter the Position Title.
- **Desired Start Date and Hiring Manager** *
- **Job Type and List Type**– select from the choices available in the drop-down boxes.
- **Number of Vacancies**
- **Date of Request** *
- **Account Number * from which the employee will be paid -** FUND – ORG – ACCOUNT - PROGRAM
- **FSLA Category (overtime eligibility)** *
- **Proposed Salary/Range** *
- **Number of Hours Worked per Pay Period** * - select 75, 80, 58 or less, or student.
- **Contract Type and Tenure** - select for applicable positions.
- **Position Control Number** * - (contact HR if you are uncertain of what number to use) and enter the Incumbent's Name and Termination Date. If the position is a NEW position, enter "NEW" and do not complete fields for Incumbent's Name and Termination Date.
- **Will this position need to be advertised?** * - select yes or no.
- **Date to Begin Advertising**
- **Position Location** *
- **Account Number for Paid Advertisements** – provide if necessary.
- **Advertising Locations** – select or list requested locations for advertising of position.
- ***SKIP*** *the Position Details Section at the bottom of the form.*
- Click the **Green Save & Continue to Next Step** button at the top of the page.

- The Approval Workflow step is assigned by HR to the area for which the position is being requested.
- Click the **Green Save & Continue to Next Step** button at the top of the page.

- **Add attachments:** drag, drop or add supported files listed below in this section.
  - **Job Description and Job Posting** *
  - **If Faculty - add Department Faculty Load Analysis Form** *

- Click the **Green Save & Submit** at the top of the page to complete the creation of the requisition. The requisition will be forwarded to the assigned Approval Workflow. Once approved/unapproved, you will receive an email from info@neoed.com.

Any fields marked with a * are required to be completed.