BENEFITED FACULTY AND ACADEMIC PROFESSIONAL POSITION REQUEST
UW PEOPLESOFT TRAINING SCRIPT

This script will walk you through the process of creating a position request for a benefited faculty or academic professional position. All internal, departmental procedures should be followed (if applicable) before submitting this request.

Note: Make sure that you allow pop-ups for this site.

The Process At-A-Glance

**PART ONE: Logging In and Navigating to the Position Request**

1. Log into PeopleSoft HRMS and navigate to the Academic Position Request page.
2. Search for an existing request or begin a new one. If you do not have a position number, you may indicate that and the budget office will provide one.

**PART TWO: Entering Position Request Info including the Job Ad and Job Description**

3. Complete all open fields on the position request including departmental information, funding information, FTE and Academic Year/12-month indicators.
4. Enter Job Advertisement: Use clear, concise language, bullet points where possible and double check for grammatical and spelling errors! This is what potential applicants will see!
5. Enter Job Description: Indicate time and percentages for job duties.

**PART THREE: Submitting your Request and the Electronic Approval Chain**

6. Once all information has been provided, submit your request for electronic approval.
7. Once approvals are received, Human Resources will create a Job Opening
8. See the Job Opening User Guide to manage applicants, select candidates for interview and make job offers.

**DID YOU KNOW?**

It is **required** for Search Committees to schedule a phone or in-person consultation on fair and equitable searches with an emphasis on diversity recruitment with The Employment Practices Office (EPO).

Please call 766-3459 OR email diversity-epo@uwyo.edu to schedule an EPO consultation meeting! We offer great ideas on diversifying applicant pools and help you conduct a fair and equitable search.
PART ONE: Logging in and navigating to the position request.

<table>
<thead>
<tr>
<th>Step</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Log in to PeopleSoft HRMS and begin by navigating to the Academic Position Req page. From the main menu, select Recruiting.</td>
</tr>
<tr>
<td>2</td>
<td>Then click on Academic Position Req.</td>
</tr>
<tr>
<td>3</td>
<td>The Academic Position Req page should now display.</td>
</tr>
</tbody>
</table>
### Academic Posn Req

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**
---|---

#### Search Criteria

- **Position Request ID:** =
- **Job Opening ID:** =
- **Thread Status:** =
- **Position Number:** begins with
- **Department:** begins with

**Search** | **Clear** | **Basic Search** | **Save Search Criteria**
---|---|---|---

**Find an Existing Value** | **Add a New Value**

---

**Step** | **Notes**
---|---
4 | **To view an existing job request, enter the position number, or simply click the “Search” button. To begin a new request, click on Add a New Value.**
Benefited Faculty and Academic Professional Position Request

This form authorizes the recruitment of benefitted faculty and academic professionals on regular University lines which require either presidential or Trustee approval for appointment. (See parts I, V, and VI of the Trustee Regulations.) No recruitment activities can begin prior to the approval of this form.

Position Number: [ ] Continue [ ] I need a new position #

Return to Search

Look Up Position Number

Position Number: begins with

Description: begins with

Department ID: begins with

Department: begins with

Full/Part Time: =

Classified/Unclassified: = Faculty

Look Up [ ] Clear [ ] Cancel [ ] Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100

Position Number: 0101
Description: Asst Professor
Department: Zoology & Physiology
Full/Part Time: Full-Time
Classified/Unclassified: Faculty

Position Number: 0104
Description: Professor
Department: Political Science
Full/Part Time: Full-Time
Classified/Unclassified: Faculty

Questions? Call Employment Practices at 766-3459
Updated 10-21-16
**Please Note:** If you need a new position number, there will be additional fields to fill out (including a funding source) and this request will be sent to the budget office to create a new position. If you simply do not know which position number to enter, check with your Appointing Authority or Dean’s Office **before** filling out this form.

**PART TWO:** Entering Position Request Information including the Job Ad

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<td>5a</td>
<td>If you already have a number for the position, enter it here and click <strong>Continue</strong>. You can use the magnifying glass to search for faculty or other academic positions. (Second screen shot above) Use the Classified/Unclassified dropdown menu to find Faculty or Academic positions.</td>
</tr>
<tr>
<td>5b</td>
<td>If you do NOT have a position number, click <strong>I need a new position #.</strong></td>
</tr>
</tbody>
</table>

**Benefited Faculty and Academic Professional Position Request**

This form authorizes the recruitment of benefitted faculty and academic professionals on regular University lines which require either presidential or Trustee approval for appointment. (See parts I, V, and VI of the Trustee Regulations.) No recruitment activities can begin prior to the approval of this form.

**Present/Previous Position Status**

- **Position:** OBE
- **Department:** 22120
- **Division/College:** 22000
- **Supervisor:** [Name]
- **Originator:** [Name]
- **Employment Status:** Replace vacated position
- **Currently held by:** [Name]

**Division/College Information**

- **Division/College:** College of Ag & Nat Resources
- **Department:** Animal Science
- **Title:** Assoc Professor
- **FTE:** 1.000000

**Appointment Information**

- **Minimum 30 day posting**
- **Open until filled**
- **Exception to posting**

**Job Posting Information**

- **Enter Job Posting**
- **Enter Job Description**

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<td>6</td>
<td>The Benefited Faculty and Academic Professional Position Request page should now be displayed.</td>
</tr>
<tr>
<td>7</td>
<td>You will need to <strong>complete all fields</strong> indicated above. Don’t forget to indicate if the job will be posted for 30 days, open until filled, or is an exception to posting. (For exceptions, please contact EPO at 766-3459 as we may need additional information.) Remember, the magnifying glass icons can help you! <strong>Pro Tip!</strong> Throughout the process, click “Save Changes” as many times as needed. This will save your work until you are ready to submit.</td>
</tr>
<tr>
<td>8</td>
<td>Click on <strong>Enter Job Posting</strong></td>
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| 9    | Here, you will enter all information about the job advertisement. Some of the fields will default with recommended language, such as the “Please Note”, “Required Materials”, the “Hiring Statement” (required) and the “Welcome to Laramie” sections.  
TIPS: The Please Note section can be used to highlight features of your department or college as well as a summary of the position. Bullet points are highly recommended for the Minimum and Desired qualifications to make the job ad accessible and readable. For assistance in writing the job ad, please don’t hesitate to call 766-3459.  
Scroll through and enter in all language for the ad.  
NOTE: Do not use the Description ID dropdown. This should be left blank. Also, do NOT delete auto-filled language. You can ADD language to fields that come with auto-filled text but please do not delete anything. |
| 10   | When you have entered all language for the job advertisement, scroll down to the very bottom and click OK. |
| 11   | You will now be returned to the main Position Req page. Next, click on Enter Job Description |
### Step | Notes
--- | ---
9 | Here, you will enter all information about the job duties. Please be sure to complete all applicable fields.
10 | When you have entered all language for the job description, scroll down to the very bottom and click **OK**.
11 | You will now be returned to the main **Position Req page**. Continue to provide funding information for the position as well as your plan for diversity recruitment.
Questions? Call Employment Practices at 766-3459
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<td>12</td>
<td>Continue entering position information including funding information. Use the magnifying glass icons for assistance. If you do not know the funding manager or the funding source for the position, consult dean’s office or departmental business manager. Indicate OSU or other salary information. (For assistance on this piece, contact Academic Affairs, 6-4286)</td>
</tr>
<tr>
<td>13</td>
<td>Indicate your plan for robust diversity recruitment. For ideas and resources on this, please contact EPO at 766-3459. <strong>IMPORTANT:</strong> The search chair and/or the search committee MUST also schedule a consultation meeting with Employment Practices. Call 766-3459 or email <a href="mailto:diversity-epo@uwyo.edu">diversity-epo@uwyo.edu</a> to schedule as soon as possible to avoid delays in approvals.</td>
</tr>
<tr>
<td>14</td>
<td><strong>Pro Tip! Save Changes</strong> at any time to save your work. You may also use the Comments section to add any additional notes that need to accompany the request. However, PLEASE NOTE: Comments will only be saved when the SUBMIT button is clicked. If you enter comments and click SAVE CHANGES, the comments will NOT be saved.</td>
</tr>
</tbody>
</table>
### PART THREE: SUBMITTING YOUR REQUEST AND THE ELECTRONIC APPROVAL CHAIN

#### Step 15
Click **Submit** when you are ready to submit the request for approval. After submitting, scroll to the bottom of the page.

#### Step 16
The **Position Request Chain** will now be displayed at the bottom on the page.

#### Step 17
- **The position request may take some time depending on the time it takes for the approvals. You may exit out of the system at this time. You will be notified when the request has been approved.**
- **The request will NOT be approved by Employment Practices until a consultation meeting has been scheduled. Call 766-3459 or email diversity-epo@uwyo.edu to schedule as soon as possible to avoid delays!**

After the approval chain has been completed, you will receive an email and will be able to view the job opening. There is a user guide for the Job Opening available on the EPO website at [www.uwyo.edu/diversity](http://www.uwyo.edu/diversity)

### NOTES: