NON-BENEFITED POSITION REQUISITION GUIDE

Description:
This script will walk you through the process of requesting a non-benefited job to be created.

The Process *At-A-Glance*

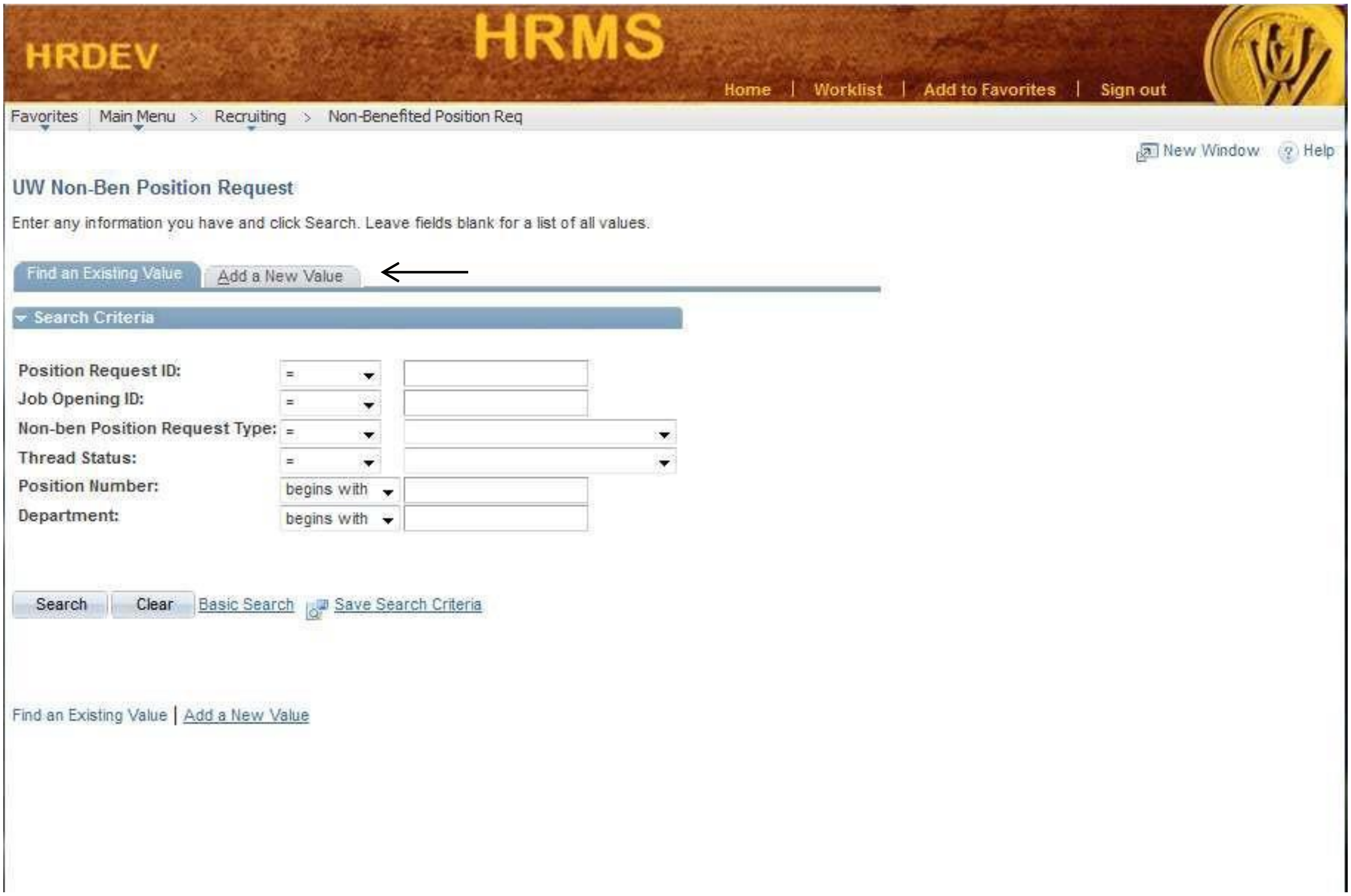
PART ONE: Logging In and Navigating to the Position Requisition…………………………………………..………….pg.2

1. Log into PeopleSoft HRMS and navigate to the Non-Benefited Position Requisition page.

2. To begin a new requisition click the "Add a New Value" tab.

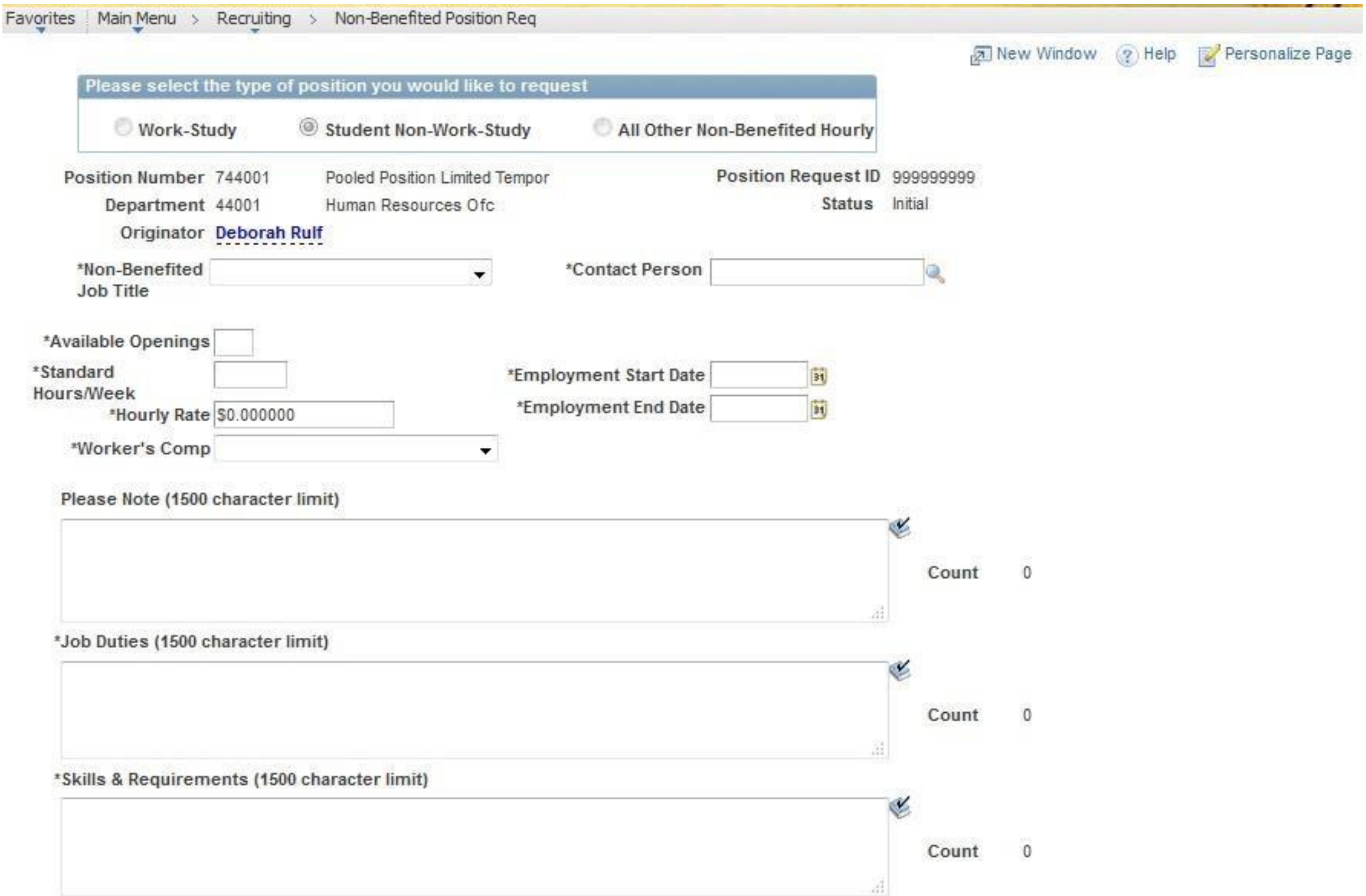
PART TWO: Searching a Complete Position Requisition……………………………………………………………….pg.7

PART THREE: Additional Information…………………..……………………………………………………………….pg.8

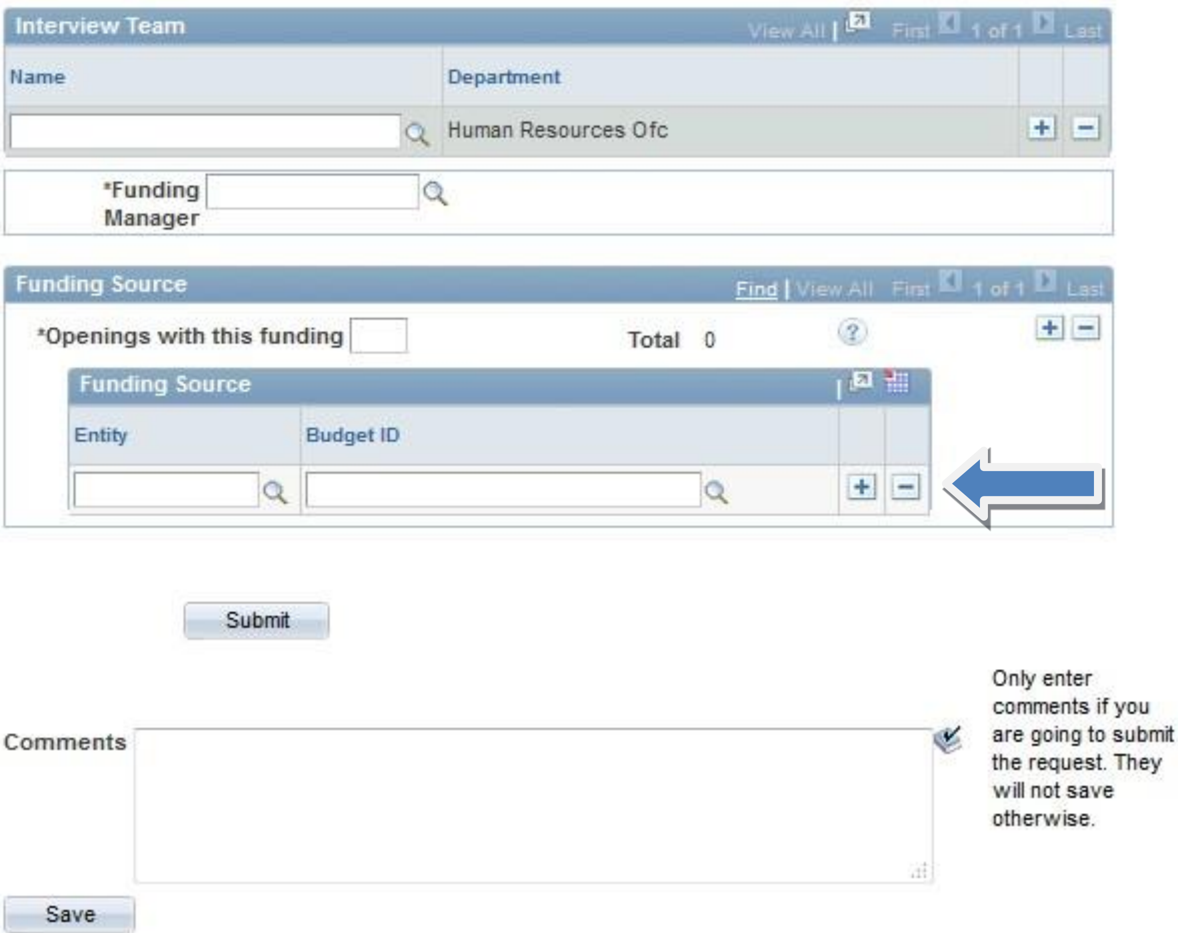


Step		Notes
1	To begin, navigate to **Main Menu > Recruiting > Non-Benefited Position Req**.	
2	Click on the **Add a New Value** tab (see arrow).	

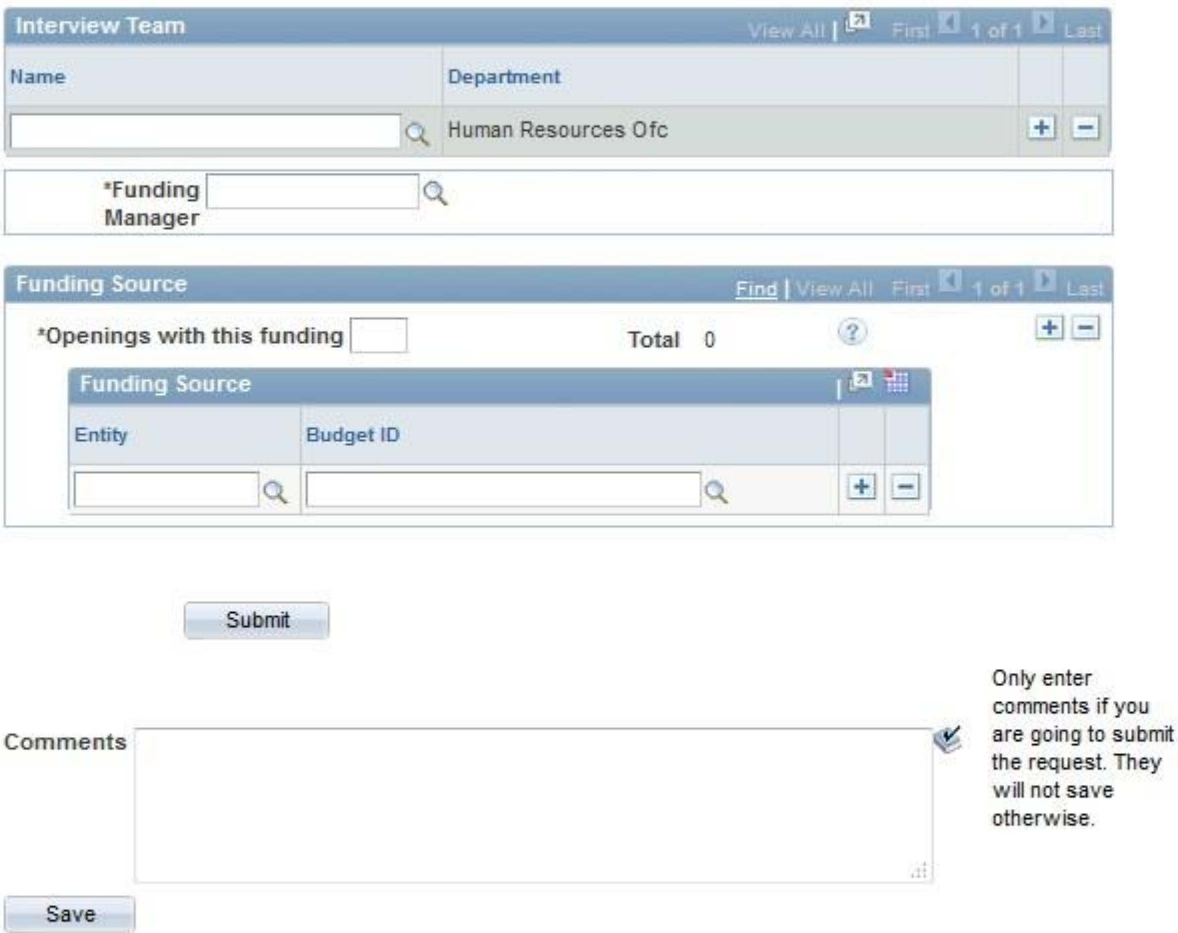
Step		Notes
3	Select the type of position you would like to requisition by clicking on the appropriate option button.	
4	A **Position Number** box should now be displayed.	
5	Enter the **Position Number** for the non-benefited position you wish to create. Position Numbers consist of either “77” (Work Study) or “7” (Non-Work Study) plus the 5-digit department number.	
6	Click on the **Display Form** button.	



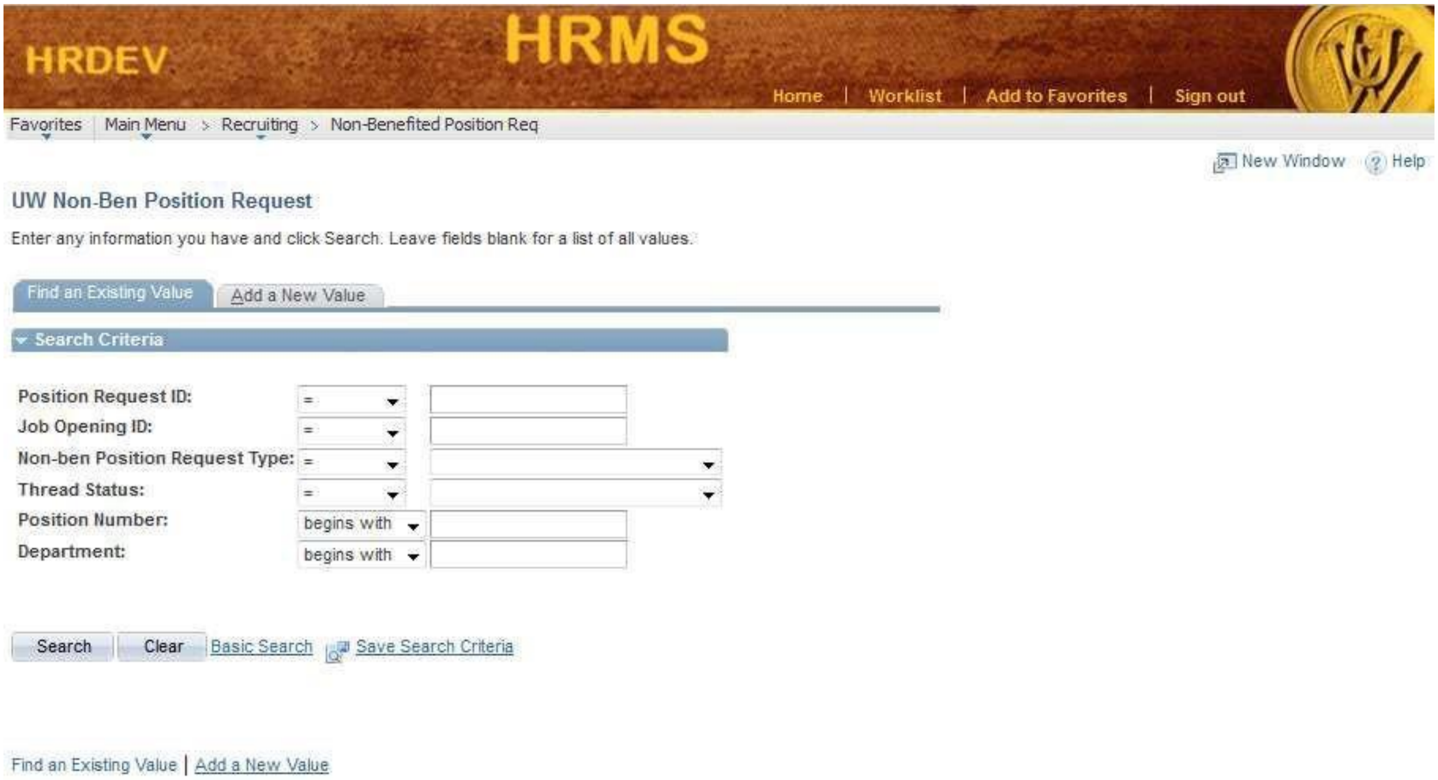
Step		Notes
7	Select the appropriate title from the **Job Title** drop down menu. Select the **Contact Person** for this job. This may be yourself (if you are benefited staff member) or another benefited employee within your department.	
8	Enter the number of **Available Openings**, the **Standard Hours/Week**, and the **Hourly Rate**.	
9	Enter the **Employment Start Date**. When you have entered the start date, the **Employment End Date** will automatically populate to coincide with the appropriate fiscal year. You can change the **End Date** to suit your needs.	
10	Select the proper **Worker's Compensation** code.	
11	Enter the necessary **Job Duties** and **Skills & Requirements**. Also enter any additional information about the position in the **Please Note**. The Job Ad is comprised of these three sections.	



Step		Notes
12	The **Interview Team** will automatically be populated with the **Originator** and **Contact Person**. You are free to add or remove them as you see fit.	
13	Click on the + or – button to add/remove any UW employee to/from the **Interview Team**. **Only employees that have taken the required OFCCP Training will appear.	
14	Click on the search icon to select the appropriate funding manager for the position you are requesting. (The funding information will not show for work-study, FA will handle that.)	
15	Enter the number of openings to be used with your first funding source. You can assign openings to additional funding sources as needed until your **Total** matches your **Available Openings**.	
16	If you need to assign openings to additional funding sources, click on the + button in the upper right corner of the **Funding Source** box. (See arrow)	



Step		Notes
17	Please enter any comments in the **Comments** box for the approvers or the Staffing/Employment Partner and click on the **Submit** button.	
17a	If you would like to save the form to submit at a later time, you can do so, but any entered **Comments** will not save.	
17b	If you chose to Save the form and revisit it at a later time, you can reference the following page for returning.	



Step		Notes
18	To view your saved position requisitions, click on the **Search** button.	
19	All of your position requisitions should appear. Look in the **Thread Status** column to see any **Pending** positions.	
20	Click on any link in that row to open the saved position requisition.	

ADDITIONAL PROCEDURES TO COMPLETE THE HIRE

- When your requisition is approved you will receive an email notification and your Staffing/Employment Partner will be in touch with you to post the position within 48 hours.
- Staffing/Employment Partners will be divided as such:
  - For Work-study: Brenda Lundblad or Laurie Jaskolski in Financial Aid
  - For all other non-benefited hourly positions: Amanda Schneider will handle these within HR.
- ➢ After your position is posted you will need to access your applications through Self Service--→Recruiting Activities--→Interviewer Materials. You will not receive notifications when the applications are submitted so you will want to check as often as you see fit.
- ➢ You can interview and select a candidate at any time during this process. When you have selected a candidate(s), verify their felony status in their application. If the candidate marked “No” to both felony/sex-crime questions, contact your Staffing/Employment Partner with the following information and/or fill out the Non-Benefited Prepare for Hire provided to you by your Staffing/Employment Partner. If the candidate has marked “Yes” to any of the felony disclosure questions, contact HR at 307-766-5612:
  - ✓ Candidate’s name, social security number or employee ID, and date of birth
  - ✓ Start Date (for Work-Study an email will be sent to the student and the department with the official start date. Work-study students are not authorized to be paid with Work-Study funding until that email confirmation is received from Financial Aid)
  - ✓ Verify Budget information as identified in requisition or notify of changes (FA will enter for work-study)
  - ✓ Student or Non-Student status
- Veteran Preference information:
  - o As you should be aware, effective July 1st, 2017, the University has modified its interviewing practices to comply with Wyoming State Law, W.S. 19-14-102, as amended. Pursuant to the new law, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran’s death, who is receiving federal survivor benefits based on the veteran’s military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application the applicant must possess the business capacity, competency, education or other qualifications required for the position. Appropriate documentation of veteran status must be provided to HR at time of application as outlined in the application process. No preference will be given to a veteran currently employed by the University or state agency.
  - o To meet this mandate, the University will interview all candidates who meet the new guidelines and meet the minimum qualifications of the job. To help determine candidacy, screening questions have been incorporated into the application for review. Hiring Managers will be required to review the Application Questionnaire for all applicants to determine Veteran Preference status. Questions regarding this can be directed to HR at 307-766-2377.
- ➢ **Departments will be required to submit hiring paperwork to HR a minimum of 5 days in advance of employee’s start date.** This provides time for the hiring paperwork to move through the department(s) for necessary signatures and time for HR to process the paperwork once received. If you are hiring Work-study you will need to complete a Work-study authorization contract with the student and submit directly to Financial Aid.
  - o HR will complete the hire electronically and you and your funding manager will receive an email when the position

has been filled.

- If you have numerous openings identified, your listing will continue to be advertised until all positions are filled or until you notify your Staffing/Employment Partner to remove the posting.

- The employee must complete Section I of the Electronic Form I-9 on or before their start date. **Once Section I of the Electronic Form I-9 is completed, the employee has up to 3 business days from their date of hire to complete Section II of the Electronic Form I-9, which is completed by HR at our office – located in Wyoming Hall room 139.** Due to federal law, failure to complete the I-9 within the appropriate time frames as outlined above will result in the employee's automatic termination and that individual must cease work immediately. Departments may also be subject to fines, related to audits by the State or Federal Government, for any late hires.
- The department can complete the W4 and Direct Deposit with the employee and send the documents to HR or they can have the employee take care of those documents when they come to complete the I-9.