



# STAFF POSITION REQUISITION GUIDE

UW PEOPLESOFT TRAINING SCRIPT

**Description:** This script will walk you through the process of requesting to fill a Classified Staff vacancy.

*Note: Make sure that your browser is set to allow pop-ups when using HRMS.*

## 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 Staff Position Requisition page.
2. Begin a new requisition by clicking the “Add a New Value” tab, indicating the position number to proceed

### **PART TWO: Entering Position Requisition Info.....pg.3**

3. Start by entering the position number – if a position number is needed, contact your Appointing Authority or Business Manager. If this is a new position, contact Budget.
4. Review the PDQ when prompted. If changes need to be made, contact HR Classification/Compensation. Complete the online position requisition when the PDQ has been updated.
5. Complete all necessary fields, add comments and submit for approval. You must know the Current Annual Budgeted Salary and the Annual Hiring Salary, along with funding information to proceed.

### **PART THREE: After Submitting for Approvals.....pg.7**

6. Once submitted, the Requestor may go back in and search for the form, to see where approvals are at in-progress.
7. Main Menu>Recruiting>Staff Position Req. Under the “Find an Existing Value” tab, search by position number, department, thread status or position request ID to locate form.
8. Open form, and scroll to the bottom to view approval chain.

**Questions can be directed to HR at 307-766-2377**



Favorites | Main Menu > Recruiting > Staff Position Req

New Window Help

**UW Position Request**

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

[Basic Search](#) [Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

Step	Notes	
1	Begin by navigating to the Staff Position Requisition page. From the main menu, select <b>Recruiting&gt;Staff Position Req</b>	
2	The system automatically navigates to the search screen. Click the <b>"Add a New Value"</b> tab to initiate a Position Requisition (see circle).	

Step		Notes
3	Enter the <b>Position Number</b> of the position that is being filled.	
4	After you have entered your number, click the <b>Tab</b> key on your keyboard.	

HRDEV HRMS

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Staff Position Req

Related Content | New Window | Help | Personalize Page

Position Info | Essential Duties | KSA Info | Work Conditions | Approval

Position 4223 Office Associate User Guide

Find | View All | First 1 of 1 Last

Eff Date 03/03/2011 PDQ Action Update PDQ View/Print PDQ

FTE 1.000000

Full/Part Full-Time FLSA Status Nonexempt Schedule STD 100%

Job Title Office Associate

Empl ID [REDACTED]

Dept ID 10104 Athl/Football Grant Funded (50% or more):

Division/College Intercollegiate Athletics Empl Class Staff

Building Fieldhouse North Addition

County Albany Clone PDQ

Supervisor

Position	Description	Empl ID	Name
4503	Athletics Exec Business Mgr.	[REDACTED]	[REDACTED]

OK Cancel Apply

Position Info | Essential Duties | KSA Info | Work Conditions | Approval

Step	Notes
5	The <b>PDQ Review</b> page should now be displayed.
6a	Review the PDQ by checking and verifying the information contained in each of the tabs. If it is correct, click on the <b>OK</b> button (see arrow).
6b	If this is a <b>Grant Funded</b> Position, double check that the " <b>Grant Funded</b> " box is checked (see arrow), otherwise exit the form and you will need to contact a Class/Comp Specialist to make changes to the PDQ.
6c	If the PDQ needs to be amended before the posting of the position, click on the <b>Cancel</b> button and contact a Class/Comp Specialist to correct the PDQ.
6d	If you have any questions regarding the PDQ, please contact Classification/Compensation within Human Resources.

Favorites Main Menu > Recruiting > Staff Position Req

**UW Position Request**

Position 4223 Office Associate Position Request ID 999999999  
 Department 10104 Athl/Football Status Initial  
 Division/College 10100 Intercollegiate Athletics  
 Pay Grade 17  
 Originator [Deborah Marutzky](#)

**PDQ Summary**  
 With limited supervision, provides administrative support and guidance to the Head Football Coach, Director of Football Operations, Recruiting Coordinator, 9-Assistant Football Coaches, GA's and student workers.

Current Annual Budgeted Salary  
 Annual Hiring Salary  
 \$0.00 Excess Budget

Central Salary Management Comments

\*Funding Manager

\*This Position is Vacated since [redacted] by [redacted]

New  Replacement for a vacated position  Reconfigured from a vacated position

\*Funding Source:

Entity	Budget ID
<input type="text"/>	<input type="text"/>

Dean's or Director's Ranking

Tier 1: Essential to core mission, must fill.  
 Tier 2: Important functions, would prefer to fill but not as critical as tier 1.  
 Tier 3: Could operate without or would prefer to replace with higher priority position through CSM.

Comments

Step	Notes
7	The <b>UW Position Requisition</b> page should now be displayed (after clicking <b>OK</b> , verifying the PDQ is accurate). You can see that the <b>PDQ Summary</b> is pulled over from the PDQ.
8	Enter the <b>Current Annual Budgeted Salary</b> and the <b>Annual Hiring Salary</b> . The <b>Excess Budget</b> will be calculated automatically. Ensure the <b>Annual Hiring Salary</b> is not greater than the <b>Current Annual Budgeted Salary</b> .
9	Select the appropriate <b>Funding Manager</b> by clicking on the <b>Magnifying Glass</b> (see arrow).
10	Select whether the position is a <b>new</b> position, a <b>replacement</b> for, or <b>reconfigured</b> from, a vacated position.

\*Funding Manager

New  Replacement for a vacated position  Reconfigured from a vacated position

\*Funding Source:

Funding Sources	
Entity	Budget ID
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Search"/>
<input type="button" value="+"/>	<input type="button" value="-"/>



Dean's or Director's Ranking

Tier 1: Essential to core mission, must fill.  
 Tier 2: Important functions, would prefer to fill but not as critical as tier 1.  
 Tier 3: Could operate without or would prefer to replace with higher priority position through CSM.

Step	Notes
11	Select the <b>Funding Source</b> and input appropriate <b>Funding Sources</b> . To add more than one funding source, click on the "+" sign (see arrow).
12	Select <b>Dean's or Director's Ranking</b> (Tier 1, Tier 2, Tier 3). This is required for all positions. Definitions for each tier is located in the red circled area.
13	Depending on the Funding Source and Tier that is chosen, different boxes will appear that require information. Please fill in the boxes with the appropriate details
14	When you are done, click on the <b>Submit</b> button. Verify the approval chain that appears, and contact Human Resources if you have any questions.

Position Request Chain

← **Status: Pending** + Start New Path

Position Request Chain

Approved

[Deborah Maria Rulf](#)  
 Originator  
 05/26/16 - 4:01 PM

→

Skipped

No approvers found  
 Position Reports\_to

→

Pending

[Multiple Approvers](#)  
 Appointing Authority

→

Not Routed

[Thomas K. Burman](#)  
 Vice President

→

Not Routed

[Janet S. Lowe](#)  
 VP of Administration

Action Go

Comments

Notify

Step	Notes	Notes
15	After submitting, the <b>Position Requisition Chain</b> will be displayed at the bottom of the <b>Staff Position Requisition</b> page. To search active Position Requisitions, you can navigate to the main page: <b>Main Menu&gt;Recruiting&gt;Staff Position Req.</b> On the <b>“Find an Existing Value”</b> tab, you can search by different criteria to view the requisitions and their approval chains by clicking into a specific requisition.	
16	Once the Staff Position Requisition is approved, you will be notified via an auto-generated email. Expect your Staffing/Employment Partner to reach out with additional instructions.	
17	Next step is to <b>Create Job Opening.</b>	

END OF PROCEDURE