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-Glace*

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

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. Compete 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.

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

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

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

Step		Notes
5	The **PDQ Review** 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 **OK** button (see arrow).	
6b	If this is a **Grant Funded** Position, double check that the "**Grant Funded**" 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 **Cancel** 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.	

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

Step		Notes
11	Select the **Funding Source** and input appropriate **Funding Sources**. To add more than one funding source, click on the "**+**" sign (see arrow).	
12	Select **Dean's or Director's Ranking** (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 **Submit** button. Verify the approval chain that appears, and contact Human Resources if you have any questions.	

Position Request Chain

Step		Notes
15	After submitting, the **Position Requisition Chain** will be displayed at the bottom of the **Staff Position Requisition** page. To search active Position Requisitions, you can navigate to the main page: **Main Menu>Recruiting>Staff Position Req**. On the "**Find an Existing Value**" 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 **Create Job Opening**.	

END OF PROCEDURE