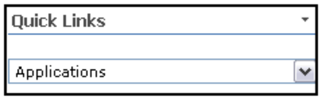
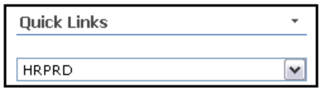
Detailed Job Aid: Create a Requisition for a Replacement Position in PeopleSoft

1. Sign in to the PeopleSoft application with the User ID and Password you have been furnished.

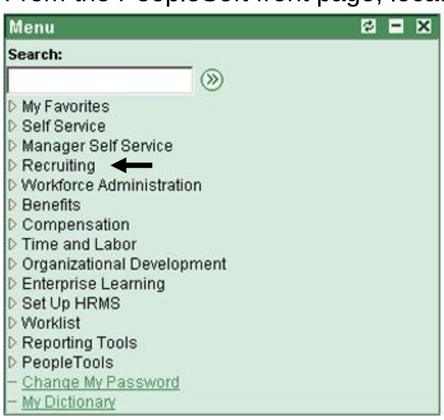


2. Under **Quick Links**, click **Applications** in the drop down menu.

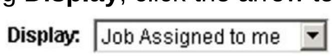


3. Access the PeopleSoft application.

4. From the PeopleSoft front page, locate and click the **Recruiting** link on the left side menu.



5. Click **My Job Openings** on the resulting screen. 

6. Next to the heading **Display**, click the arrow to open the drop down menu and select **Job Assigned to me**. 

Result: the complete list of job openings is reduced to only the jobs assigned to you.

7. Click **Create New Job Opening** at the upper right of the screen.

See the screen capture below for the resulting screen:

Note: the **Job Code** is listed as Default. Compensation will create and assign the job code.

In Steps 8–14, complete the following fields in the **Requisition Details** section:

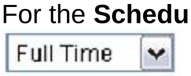
8. For the **Job Type** field**,** select **Intern, Regular, or Temporary** from the menu. 

Note: The system will update the **Status Code** automatically as the requisition flows through the approval process.

9. For the **Department** field**,** click the magnifying glass icon  to see a list of departments. Select the correct department from the menu.

10. For the **Business Segment** field**,** click the magnifying glass icon to see the list of business segments. Select the correct business segment form the menu.

11. For the **Schedule** field**,** select **Full Time, Part Time,** or **Per Diem** from the drop down menu.



12. For the **Position Type** field**,** select 

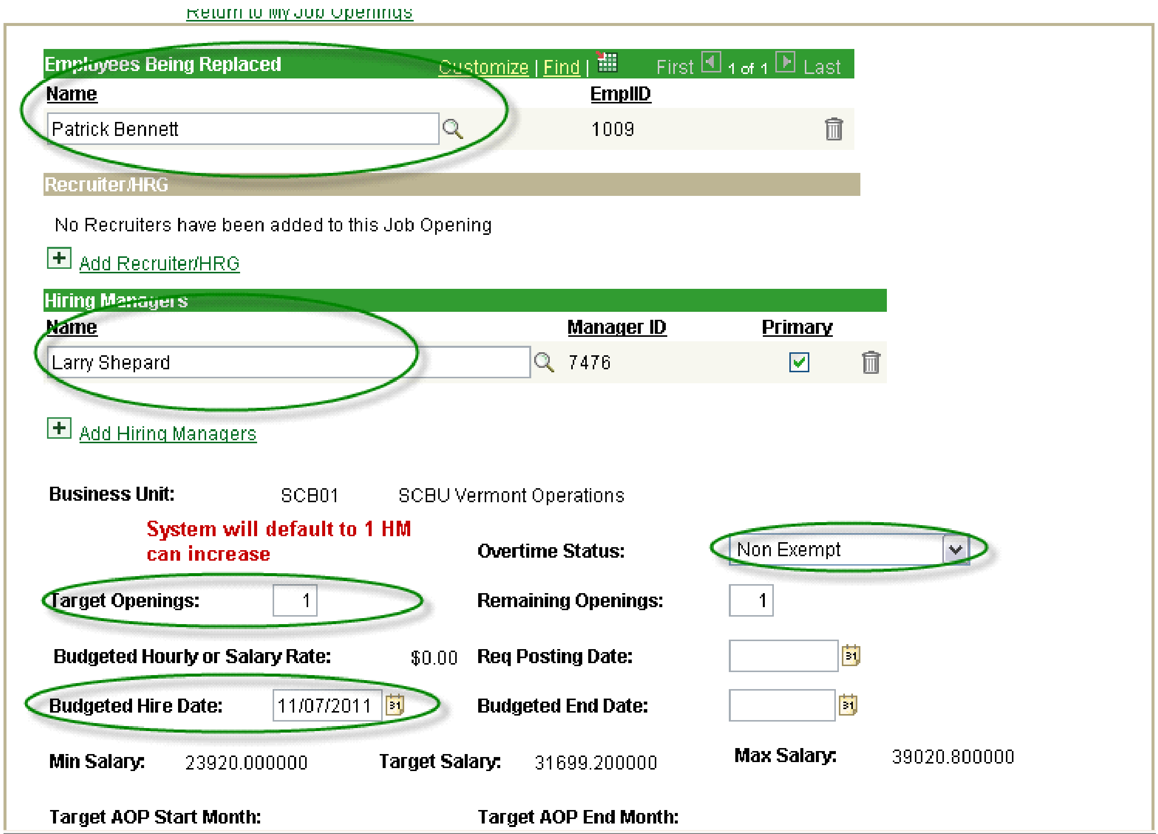
from the drop down menu.

13. For the **Justification** field**,** select 

from the drop down menu.

14. Click **Save as Draft** to save your changes.

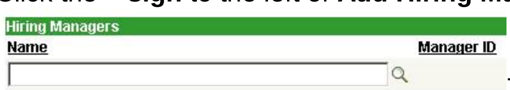
In the next section, you will enter details such as the name of the employee who is being replaced, name of the hiring manager, and budgeted hire date.



In Steps 15–20, complete the following fields:

15. Enter the name of the employee who is being replaced. The EmpID will autopopulate.

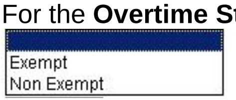
16. Click the **+ sign** to the left of **Add Hiring Managers** to type in your name.



The **Manager ID** will populate automatically.

To complete the **Business Unit** field, click on the magnifying glass icon  to see the list of business units.

17. For the **Overtime Status** field**,** select **Exempt** or **Non Exempt** from the drop down menu.



18. Enter the number of positions in the field **Target Openings.**

19. Enter the **Budgeted Hire Date**.

20. Only one Hiring Manager is required but you may specifiy additional names. Click the **+ sign** to the left of **Add Hiring Managers** 

to add names. You may also enter additional information in the other fields in this section.

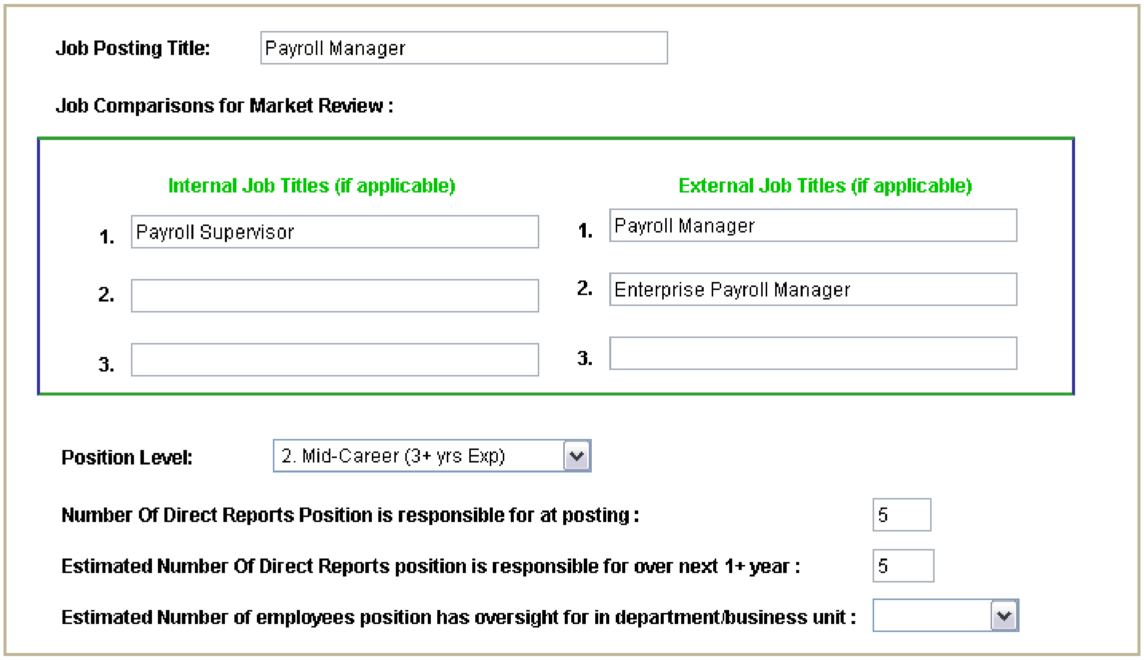
21. Important! Click the **Save** button to submit the newest information.

In steps 22-23, additional details, you will enter external and internal job titles.

22. To access the fields below, click the link to **My Job Openings** in the left side menu to refresh the system information.

23. Locate the replacement position you created and click the link to the requisition in the **Job Opening** column.

Scroll down and capture the following additional information:



In steps 24–28, complete the job title fields and other details related to the position as in the screen capture example above.

24. Enter the **Job Posting Title.**

25. Enter an **Internal Job Title** and **External Job Titles**. Compensation uses internal and external job titles to grade the job in the market place.

26. For the **Position Level** field, select one of the following five career levels from the drop down menu:

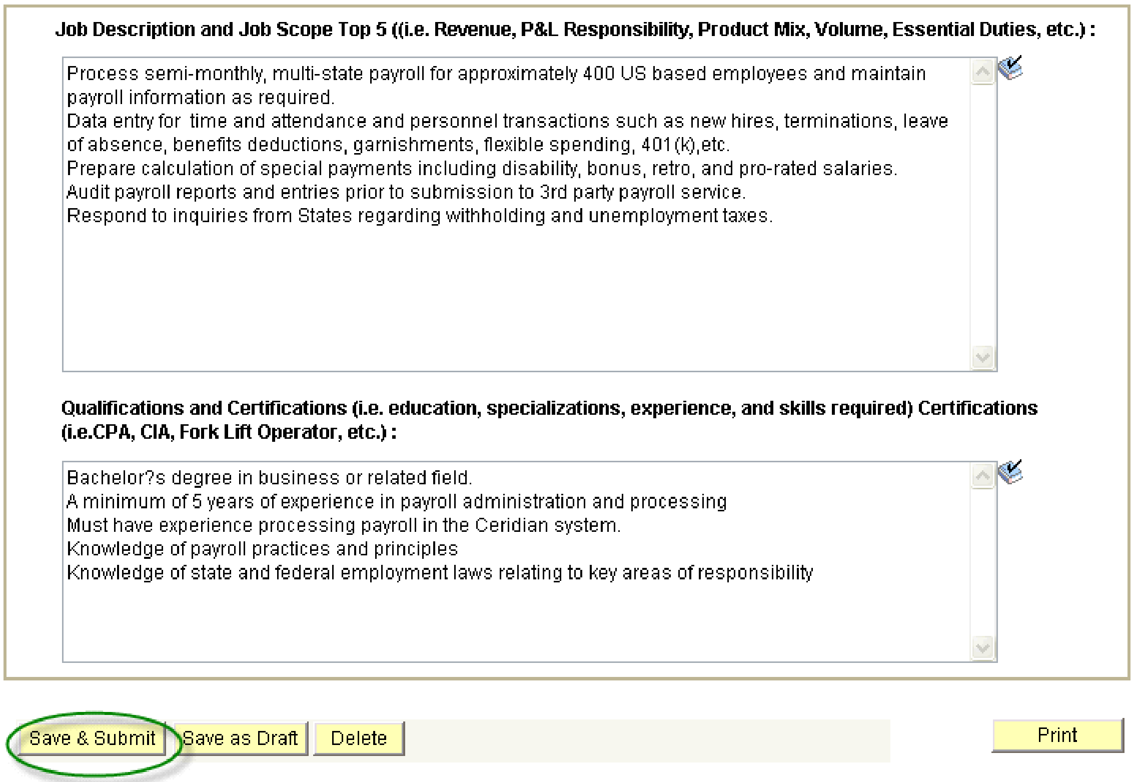
1.Entry (0-3 yrs. Experience)
2.Mid-Career (3+ yrs. Exp)
3.Manager
4.Asst Director and above
5.Executive (V.P. and above)

27. Enter the number of **Direct Reports** reporting to the new position.

28. Enter the number of **Direct Reports** the position will supervise over the next 1+ year.

Final section: **Job Description and Scope** and **Qualifications and Certifications.**

Note: the full job description need not be entered at this point, but the details you enter here will be exported to Taleo to create the Job Template.



Job Description and Job Scope Top 5 ((i.e. Revenue, P&L Responsibility, Product Mix, Volume, Essential Duties, etc.) :

Process semi-monthly, multi-state payroll for approximately 400 US based employees and maintain payroll information as required.
Data entry for time and attendance and personnel transactions such as new hires, terminations, leave of absence, benefits deductions, garnishments, flexible spending, 401(k),etc.
Prepare calculation of special payments including disability, bonus, retro, and pro-rated salaries.
Audit payroll reports and entries prior to submission to 3rd party payroll service.
Respond to inquiries from States regarding withholding and unemployment taxes.

Qualifications and Certifications (i.e. education, specializations, experience, and skills required) Certifications (i.e.CPA, CIA, Fork Lift Operator, etc.) :

Bachelor?s degree in business or related field.
A minimum of 5 years of experience in payroll administration and processing
Must have experience processing payroll in the Ceridian system.
Knowledge of payroll practices and principles
Knowledge of state and federal employment laws relating to key areas of responsibility

Save & Submit | Save as Draft | Delete | Print

In steps 29–31, complete the job description and qualifications fields related to the position as in the screen capture example above.

29. Enter a detailed **Job Description** and **Job Scope** in the box provided. Include details of Revenue and P&L Responsibility, Product Mix, Volume, and Essential Duties.

30. List **Qualifications and Certifications** required for the position, including education, specializations, experience, and required skills.

31. Important! Save and submit your changes. Click the **Save** button.

The system will update the approvals path and display the approval status.