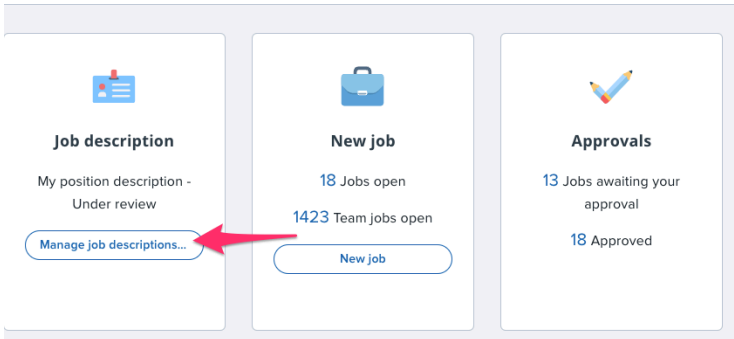
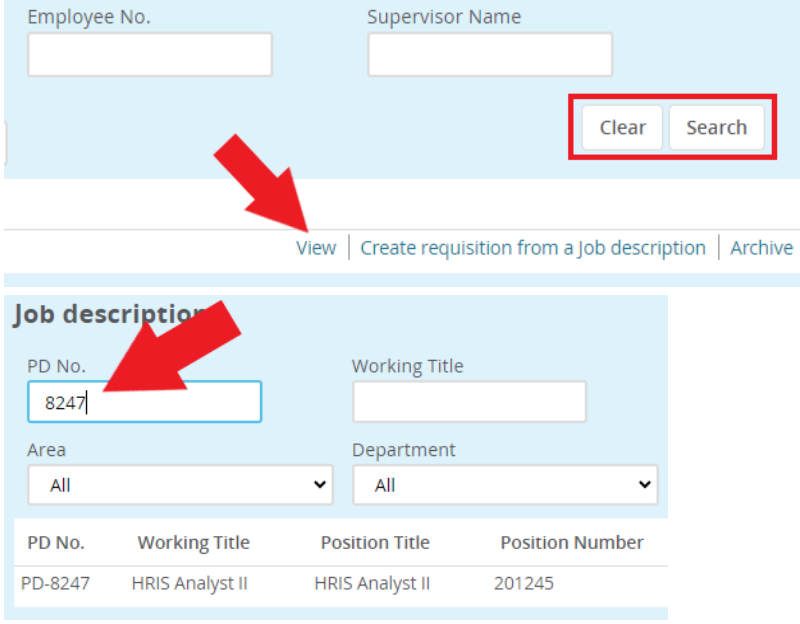

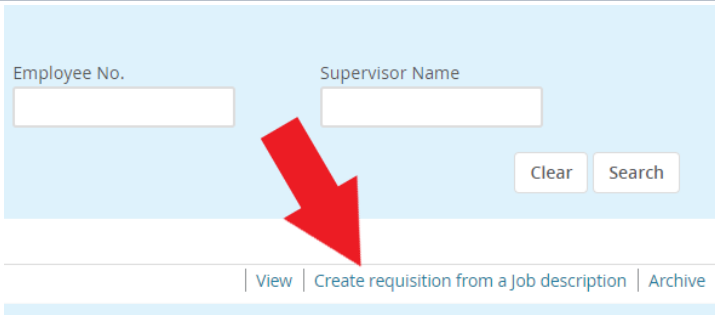


Creating a Requisition for a Non-Pooled Positions

What you need to do	What you will see								
<p>STEP 1: Locate Approved Job Description <u>All new requisitions must be created using an approved job description.</u></p> <p>From the Hiring Manager Dashboard, go to the Job description tile.</p> <p>Click Manage job descriptions. This will open your Job Description library.</p>	<p>My Dashboard Welcome Britney, this is your Dashboard where you will see all your tasks organized in various stages.</p> 								
<p>STEP 1.1: Locate Approved Job Description Click Clear to remove any prior search criteria.</p> <p>Enter search criteria into one of the fields; the most efficient search is to use the 4-digit PD number. Click Search, then View to review the job description.</p> <p><i>Tip:</i> Avoid using multiple search criteria at the same time.</p> <p>If you are unable to find the JD you are looking for, contact your HR Representative.</p>	 <p>Employee No. <input type="text"/> Supervisor Name <input type="text"/></p> <p><input type="button" value="Clear"/> <input type="button" value="Search"/></p> <p>View Create requisition from a Job description Archive</p> <p>Job description</p> <p>PD No. <input type="text" value="8247"/> Working Title <input type="text"/></p> <p>Area <input type="text" value="All"/> Department <input type="text" value="All"/></p> <table border="1"> <thead> <tr> <th>PD No.</th> <th>Working Title</th> <th>Position Title</th> <th>Position Number</th> </tr> </thead> <tbody> <tr> <td>PD-8247</td> <td>HRIS Analyst II</td> <td>HRIS Analyst II</td> <td>201245</td> </tr> </tbody> </table>	PD No.	Working Title	Position Title	Position Number	PD-8247	HRIS Analyst II	HRIS Analyst II	201245
PD No.	Working Title	Position Title	Position Number						
PD-8247	HRIS Analyst II	HRIS Analyst II	201245						
<p>STEP 2: Review Approved Job Description Review the contents of the JD. If updates are deemed necessary, fill out the HR Job Description Addition / Change Request Form. Your HR Representative will review the request and complete the necessary changes.</p> <p>Proceed to Step 3 if no JD changes are needed or after JD approval.</p>	 <p>Human Resources</p> <ul style="list-style-type: none"> HR Website HR Support TC Benefits HR Forms <p>HR Job Description Addition / Change Request Form</p>								

STEP 3: Create Requisition from Approved Job Description

Click **Create requisition from a job description** to be taken to the requisition form.



STEP 4: Complete Job Details on Requisition

Required fields are marked with an **asterisk***. Many auto-populate based on corresponding JD fields.

In the **Initial Term Appointment End Date** field:


- Temporarily-funded positions must have an end date within the current fiscal year. *This includes all positions on non-operating budgets.*
- Permanently-funded positions without end dates should have Aug 31, 2049. Otherwise, enter the end date.


Also complete any non-mandatory fields as specified by the employee group in which you are hiring.

For example, for a Full Time Instructional staff member, complete the three "For FT Instructional Staff Positions Only" fields, as pictured to the right:


Reason for Requisition **">***

Name of Incumbent Being Replaced:


Date Requisition opened: 

Date filled: 

Working Title *****

Full or Part Time: 


Employee Classification:

Position Type ***** 

This title will be displayed on the TC

Employee Group Specific Fields Example:

FOR FT INSTRUCTIONAL STAFF POSITIONS ONLY

Appointment Type: 

Salary Range (New):

Salary Range:

STEP 5: Headcount Management section

This section will automatically populate with one row for a single position. Only requisitions for pooled positions should have more than one row for headcount.

In the **Type** section, please select **New** or **Replacement** depending on the nature of the requisition.

STEP 6: Search Committee Section (optional).

If applicable, set up a Search Committee.

1. Check 'Yes' in **Do you wish to utilize a search committee?**
2. Input the user name of the **Search Committee Chair**
3. Click **Add Search Committee Member** and select all applicable users.

****If you want to make updates to the search committee after the requisition has been approved, please email HRISTeam@tc.edu.****

STEP 7: Posting Details Section

In the Posting Details section, the first required field is the **Salary Range for Posting**.

Enter the minimum and maximum amounts of the salary range you are willing and able to pay for this position.

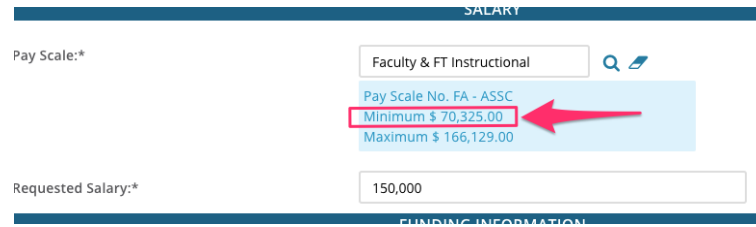
STEP 7.1: Determine the minimum for the salary range for posting.

Go to the **Salary** section of the requisition.

Using the minimum amount on the pay scale as a guide, determine the appropriate amount that is not below the minimum pay scale nor below the minimum wage.

**Please reach out to your HR Rep for any further guidance.

Minimum Amount:



STEP 7.2: Determine the maximum for the salary range for posting.

Using the maximum amount on the pay scale as a guide, determine the appropriate amount that is not above the maximum pay scale nor above the maximum budgeted amount you are willing to pay for the position.

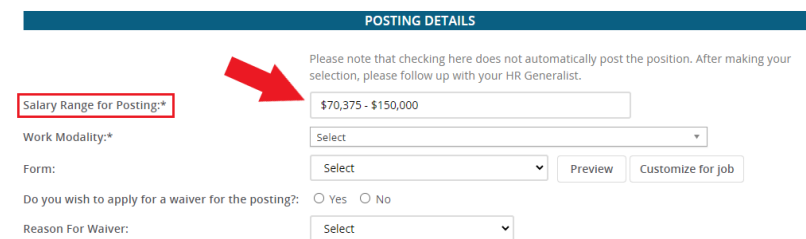
You can work with your budget administrator to determine this number.




*If the maximum budget amount available is lower than the minimum of the payscale, please consult with your HR Generalist.

STEP 7.3a: Input the "Salary Range for Posting" field.

Manually enter the minimum and maximum amounts determined in the previous steps

NOTE: If there is a large discrepancy between the maximum budgeted amount and the listed pay scale, please consult with your HR Generalist. This could mean that your budget is not competitive enough to attract candidates with the current market rate.



<p>STEP 7.3b: Process for Union Positions</p> <p>For union positions in 2110, 707, or 32BJ, enter the minimum starting hourly rate as per the contract. Your HR Generalist will confirm the rate before the position is posted.</p> <p>Ex., \$25.00 - \$25.00 / hr</p>	<p style="text-align: center;">POSTING DETAILS</p> <p>Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.</p> <p>Salary Range for Posting:* <input type="text" value="\$25.00 - \$25.00 / hr"/> </p> <p>Work Modality:* <input type="text" value="Select"/></p> <p>Form: <input type="text" value="Select"/> <input type="button" value="Preview"/> <input type="button" value="Customize for job"/></p> <p>Do you wish to apply for a waiver for the posting?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Reason For Waiver: <input type="text" value="Select"/></p>
<p>STEP 7.3c: Process for Faculty Positions</p> <p>For Faculty positions, enter the salary range based on the rank. If a position is posted with more than one rank, list all applicable salary ranges. "Compensation commensurate with experience" should be entered after the salary range. The Provost Office will confirm the rate(s) before the position is posted:</p> <p>Ex. For Assistant/Associate Professor, enter: "Assistant Level: \$103,500 - \$139,725, Associate Level: \$119,025 - \$155,543, Compensation commensurate with experience"</p>	<p style="text-align: center;">POSTING DETAILS</p> <p>Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.</p> <p>Salary Range for Posting:* <input type="text" value="Assistant Level: \$103,500 - \$139,725, Associate Level: \$119,025 - \$155,543, Compensation commensurate with experience"/> </p> <p>Work Modality:* <input type="text" value="Select"/></p> <p>Form: <input type="text" value="Select"/> <input type="button" value="Preview"/> <input type="button" value="Customize for job"/></p> <p>Do you wish to apply for a waiver for the posting?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Reason For Waiver: <input type="text" value="Select"/></p>
<p>STEP 7.3d: Process for Hourly, non union positions</p> <p>For hourly positions that are non - union, enter the maximum hourly rate, and a minimum hourly rate that is not below the minimum wage of \$15 per hour.</p> <p>Ex., \$22.50 - \$30.00 / hr</p>	<p style="text-align: center;">POSTING DETAILS</p> <p>Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.</p> <p>Salary Range for Posting:* <input type="text" value="\$22.50 - \$30.00 / hr"/> </p> <p>Work Modality:* <input type="text" value="Select"/></p> <p>Form: <input type="text" value="Select"/> <input type="button" value="Preview"/> <input type="button" value="Customize for job"/></p> <p>Do you wish to apply for a waiver for the posting?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Reason For Waiver: <input type="text" value="Select"/></p>

STEP 7.4: Complete the rest of the fields.

In the Work Modality field, select the appropriate option.

- For **Faculty**: Select Faculty
- For **Students**: Select Student Employee - Onsite.
- For **all other groups**: Select between Hybrid, Onsite OR Remote

Optional:

If you wish to apply for a waiver and bypass the required 5-day public posting required, click the radio button for **Yes** when asked if you wish to apply for a **Waiver**. Then, select a reason from the **Reason for Waiver** dropdown.

Next, if you wish for your requisition to be posted to an external site, click on the hyperlink to the appropriate form and request the external posting be created by the HR team.

Work Modality:*

Do you wish to apply for a waiver for the posting?:

Reason For Waiver:

If you plan to advertise in addition to the TC website, indicate the advertising source:

Do you wish to apply for a waiver for the posting?: Yes No

Reason For Waiver:

If you plan to advertise in addition to the TC website, indicate the advertising source:

1. Complete the HigherEd Jobs & Chronicle of Higher Ed Posting Request Form if you are posting to either job board.
HigherEd Jobs or Chronicle of Higher Ed Request Form.

2. Complete the External Job Posting Request Form for all other external postings.
External Job Posting Request Form.

STEP 7.5: Generate the job posting information.

Review the information in the **Job Summary** through **Posting Summary** fields.

If the contents of the above fields are correct, click the **Generate Description** button.

Clicking this button is required to proceed. It compiles and formats these fields to create a uniform layout across the college.

Note: You will set up the job posting AFTER the requisition has been approved.

Job Summary/Basic Function:

Minimum Qualifications:

Preferred Qualifications:

Posting Summary:

Posting Description:

STEP 7.5 (continued):

An example of the system generated description is to the right:

Posting Description:*

Generate Description

Posting Summary:
Posting Summary Sample

Job Summary/Basic Function:
Job Summary Sample

Minimum Qualifications:
Minimum Qualifications Sample

Preferred Qualifications:
Preferred Qualifications Sample

Salary Range:
\$70,325.00 - \$150,000

STEP 8: Approvals Section

- A. Supervisor** - Will default to your name. You may update it if you are not the supervisor of this requisition.
- B. Approval process** - For details, see step 8.1 below
- C. HR Representative** - Update to the individual name of your HR rep
- D. Status** - Update to Pending Approval

APPROVALS

Please select the appropriate Approval Process based on the type of position and the amount of department approvals needed.

Supervisor:* **A.** Britney Spears
UserID: JOM2105

Approval process:* **B.** None

HR Representative:* **C.** HR Team
UserID:

Status:* **D.** Select

Please fill in all mandatory fields marked with an asterisk (*).

STEP 8.1 : Approval Workflow


Using the [Selecting the Right Approval Workflow](#) guide, select the correct option from the drop down menu.


The mandatory levels will appear. Use the magnifying glass to select the applicable approver.


If the approval process includes the Budget/Grants group, please include the team who oversees your funding source: either "Budget Team" or "Grants Team"

Note: If "HR Team" defaulted in the HR level, please update the approver to your HR rep. For all other team approvers, please leave the team name defaulted.

Approval process:* All Other Employees - Operating Funded

1. Department Head:  Britney Spears
AG4096@tc.columbia.edu

2. HR:  HR Team **Update to individual approver**
hrservices@tc.edu

3. Budget:  Budget Team **Leave as team approver**
budget@tc.edu

Budget/Grants:

Budget/Grants: Budget Team
budget@tc.edu

OR:

Budget/Grants: Grants Team
grantsoffice@tc.columbia.edu

STEP 9: Save for approval.

Now you can save the requisition and send it for approval.

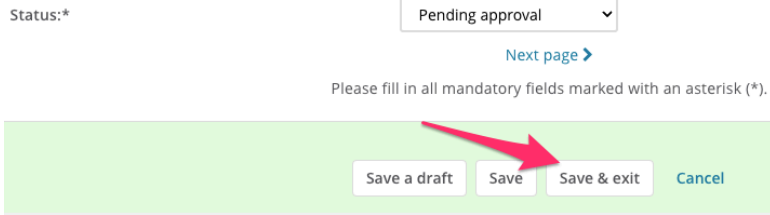
- **Save a draft** - Will knock out the approval workflow, save the remainder of the information, but allow for edits.
- **Save** - Will save the req, send it to the first approver and keep you on the requisition for viewing.
- **Save & exit** - Will save the req, send it to the first approver and close out the page.

Status:* Pending approval ▾

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft Save Save & exit Cancel



STEP 10.1: Check on approvers

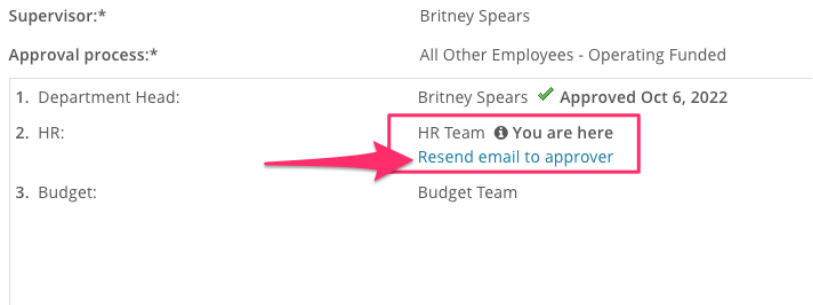
You are also able to check on who your requisition is sitting with for approval.

Hitting the “Resend email to approver” button will trigger an additional email to be sent to the approver.

If you receive notice that your requisition has been declined, proceed to Step 11.

If approved, refer to the [Posting a Job](#) user guide for next steps.

Supervisor:*	Britney Spears
Approval process:*	All Other Employees - Operating Funded
1. Department Head:	Britney Spears ✔ Approved Oct 6, 2022
2. HR:	HR Team 🔔 You are here Resend email to approver
3. Budget:	Budget Team



Step. 11: Review reason requisition was declined (if applicable)

If you received notice that your requisition was declined, return to the requisition's approval process section and review the notes.

Click the **restart** button. This will allow you to edit the requisition based on the approver's feedback.

Note: If the changes involve updates to the posting description, be sure to click the *Generate Description* button again to recreate the job ad.

After all necessary changes have been made, return to step 8 above to resubmit for approval.

Approval process:* Test Approval

1. SuperUser: Budget Team ✖ Declined Mar 11, 2024

Reason for declining the job: Other
Additional comments: Upon decline, the reviewer will leave a comment here as to the reason why.

