UNIVERSITY OF CENTRAL MISSOURI
HUMAN RESOURCES

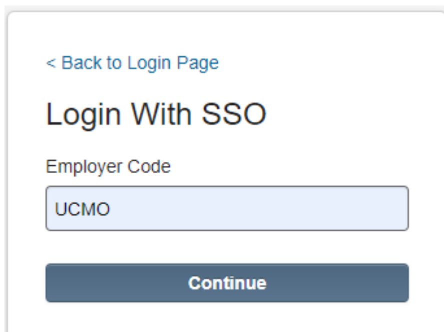
How to Create a Job Requisition in NEOED

Step 1: Creating the Requisition

Your office has assigned you the task of creating a job requisition for a position that your department is hiring. This action replaces the *Staff Vacancy Form*.

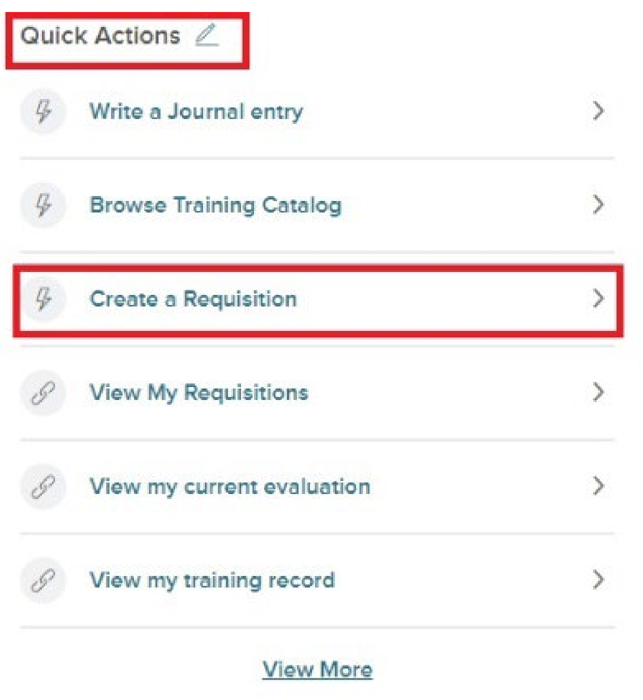
User Roles: Originator, HR Liaison

1. Login to NEOED
   - Go to URL: https://login.neoed.com/authentication/saml/login/ucmo and use your Single Sign On login credentials to log in. If prompted, UCMO is the employer code.

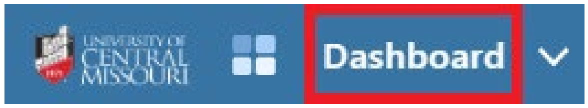


2. Upon logging in, the unified Dashboard opens.
3. To create or edit a requisition, go to section Quick Actions on the right-side toolbar.
4. In the Quick Actions toolbar, select “Create a Requisition”.

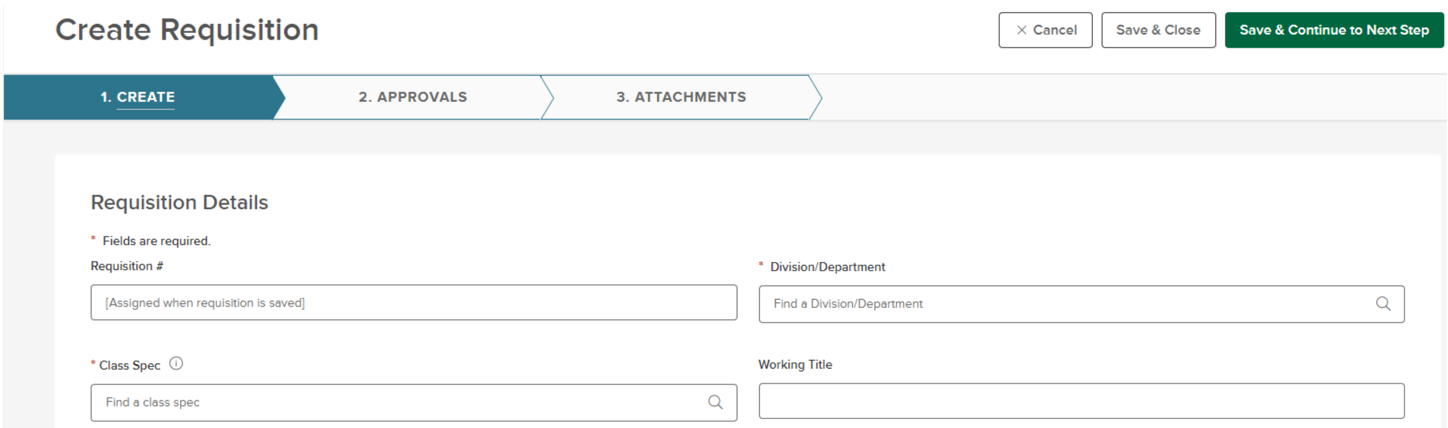
<u>*Hint*</u>: If this is your first time accessing the Requisition area, you’ll see a re-directing message. Click “Don’t show this message again” and proceed.



__Tip:__ If you get lost when navigating around, click the Dashboard icon on the top left corner. This is the starting point where you can access all features and areas reserved for you.



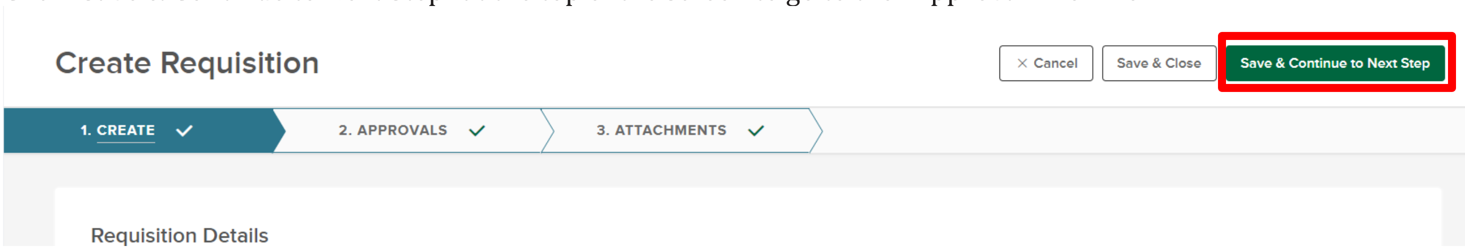
5. The Create Requisition screen opens.



6. Complete the form using the table on the next page, page 3.

Field	What to Enter
Requisition #	You do not need to enter anything here. The system will automatically assign this number after saved.
*Department/Division	The Division Name and Code will appear. This is the department and Org. Number from Banner that you have access to complete requisitions.
*Class Spec	Search and select the appropriate Class Spec (Job Title and Position Number). This field is the position description that you are wanting to post, so ensure you are selecting the correct position number. **If you don't find the Class Spec you need, contact your Strategic HR Partner.**
Working Title	Enter the working title for this job. This can be the same name as the Class Spec.
Desired Start Date	Enter the desired start or appointment date of the hired candidate.
*Hiring Manager	Enter the name of the hiring manager **AND** the search committee chair in this field. Enter your name if you're the hiring manager in addition to the search committee chairs name. If you are both, only enter your name. Faculty: This is the Department Chair.
*Job Type	Select the appropriate Job Type.
List Type	Select the appropriate List Type. This will almost always be "Regular".
*Position	Select the appropriate Position from the available options. This should match the Class Spec. You can search by title or position number. **If you don't find the position you need, contact your Strategic HR Partner.**
Number of Vacancies	Enter the number of vacancies. This will almost always be "1".
EEO/Census Data Template	**LEAVE BLANK**
*Position Description Review	If have reviewed the position for accuracy before posting, select Yes; otherwise, click No.
*New Position	If this is a new position, select Yes; otherwise, click No.
Replacement	If this request is to fill a vacated position, enter the name of the previous employee.
Name and 700# for Temporary	If hiring a Temporary Employee, input this information. Otherwise, leave it blank.
*Request Hourly or Monthly Salary	Enter the rate of pay for which you were approved. Enter an annual salary for faculty positions. Note that Faculty Salaries will be approved in accordance with the University Compensation policy and procedures (e.g., Faculty Salary Model). The rate of pay on the posting will read "Depends on Qualifications" as that is the only option the system will allow without posting the salary. If you are submitting the position for a Graduate Assistant, please list the stipend associated with the GA as well as the GA FTE. For example: Spring or Fall GA: $5,000 – 1.0; $3,375 – 0.75; $2,250 – 0.50; $1,125 – 0.25 Summer GA: $750 or $1,500
*What hourly/salary amount would you like the job posted at?	The difference between this field and the last is this field gives the option to post the position at a lower rate than you were approved for, which allows you to negotiate the salary or save room in your budget. For example, in the last field if you submitted your position to be approved at $20.00 an hour, but want it posted at $18.50 an hour, that allows you to negotiate up to $20.00 without receiving additional budget approval. If you don't want the room to negotiate, you can post it at the approved amount requested in the last field.
*Position Funding (FOAPAL)	Enter the Banner Labor Dist. Assignment String (Fund-Organization-Account-Program - 22 digits required). Include a percentage from each labor distribution. Example: 100010 - 230040 - 610100 - 1100: 50% 100010 - 700105 - 610100 - 6300: 50% Contact UCM Budget (budget@ucmo.edu) if you're unsure what budget string to use.
Anticipated Review Date	Staff: Applications are reviewed and released by noon on Tuesdays and Thursdays. If you are completing this form for a staff position, leave the field blank. Faculty: You will enter the Anticipated Review Date. This information will be added to the job posting.
* Work Schedule	Enter the working hours and days for the position. Faculty: Enter "Professional Faculty hours".
* Search committee members	List the search committee members, including the name of the committee chair and any student or non-voting members. If none, enter N/A.
*Application Materials	Select the appropriate required application material(s) you wish for the applicants to upload to their application. If you don't want any others added, ensure you select "none" from the dropdown box.
Application Questions	Provide any job-related questions you would like to ask each applicant. Note that these will be reviewed and approved by human resources before posting. Examples of questions: Describe your experience with ____. Do you have an ___ license or certification to support the qualifications for this position?
* Grant-Funded Position	If this is a grant-funded position, select Yes; otherwise, click No. Selecting "yes" requires approval from the Sponsored Program Director.
Position Details	Note (Important) Do not use. If you accidentally open it, click the red Delete button to remove the section before saving.
Comment	Use this section to indicate any comments you would like those in the approval process to be made aware of, such as FOPAL changes. For a grant-funded position, enter the Grant End Date.

Click “Save & Continue to Next Step” at the top of the screen to go to the “Approval” workflow.



Important: Always use the green navigation buttons (Next, Save & Close, Save & Continue, etc.) to navigate to the next tab when editing.

Step 2: Adding the Approval Workflow

Add the Approvers to the pre-built Finance and Administration requisition workflow.

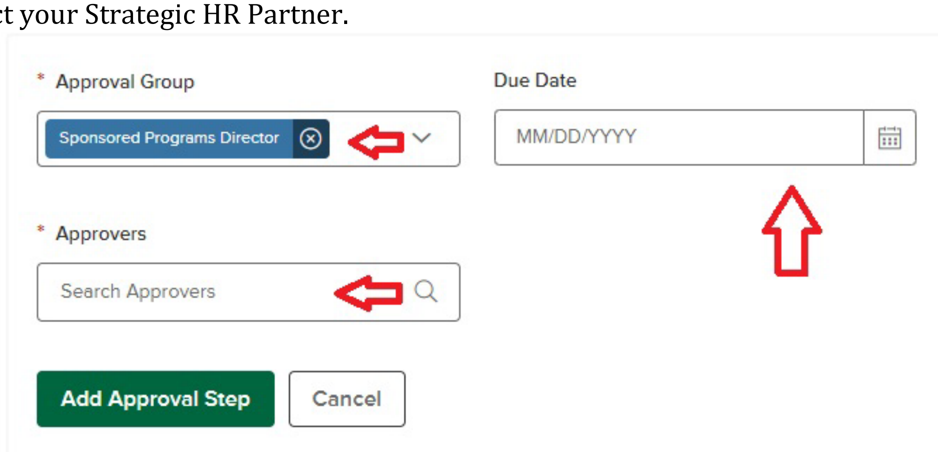
7. The Requisition Approvals screen opens with the pre-built Approval Workflow. Update the pre-built workflow with your appropriate approval chain, found in the appendix (page 7) of this document.

Important: The Sponsored Program Director must appear in the Approval Workflow for **grant-funded** positions.

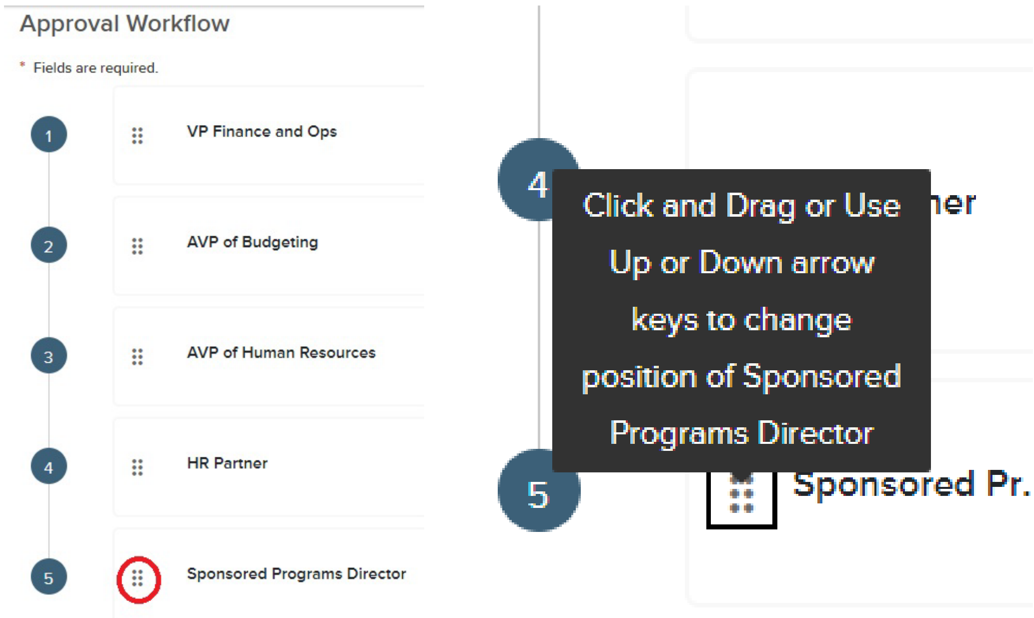
Check the Appendix Section (page 7) for the workflow specific to your requisition.

8. “Add Approval Group” at the bottom of the screen

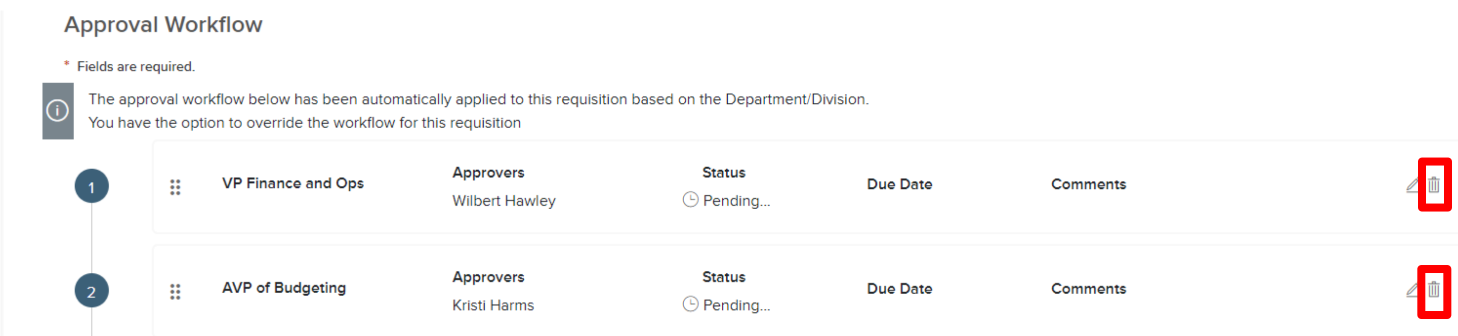
9. Search and select the Approval Group, Approvers, and add Due Date (optional) If you can’t find an appropriate approver, contact your Strategic HR Partner.



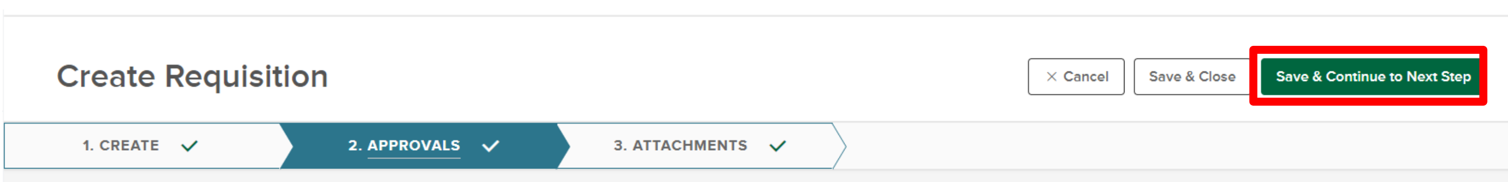
10. Once added, the addition will appear last, so you must change the order of the approval group by grabbing the 6 vertical dots and move them to the desired order. The order of your list should match the order found in the appendix (page78) of this document.



Important For Faculty: When submitting a requisition for faculty members, the VP Finance and Operations and AVP of budgeting are not apart of your approval workflow. You will need to delete both of these steps before submitting. To remove them, find their approval level in the defaulted workflow and select the trashcan at the far right. It will ask you to confirm the deletion. Select "Ok".



11. Click "Save & Continue to Next Step" at the top of the screen to go to the Attachment step.



Step 3: Adding Attachments

Use this section to upload any attachments to the job requisition, such as justification letters (previously Form A for faculty) or approvals from the Sponsored Programs Director.

> **Important**: Since the approval workflow is designed for senior leadership and Finance and Administration, this is where you will add any internal approvals to post the position.
>
> **Important For Faculty**: Justification Questions previously from Form A:
> *Describe the specific need for the position including the role and function.*
> *State how allocation/reallocation of this position is needed to achieve unit goals.*
> *Identify consequences if the position is not allocated, and the alternatives to meet unit goals.*
>
> **Important For Faculty**: HR will post to UCM's Career Page, HigherEdJobs, The Chronicle of Higher Education, and Indeed. Anything outside of those sources, the department will be responsible for posting, but your posting **must** direct interested applicants back to the UCM Career page: https://www.schooljobs.com/careers/ucmo.
>
> **Important When Posting Student Employee or Graduate Assistant Requisition:** Ensure that you are attaching the "Student & GA NEOED Information Sheet" that can be found on the UCM HR NEOED website. This will allow HR to post the requested position to the website, since student employees & GA's don't have position descriptions.

12. Click "Save & Submit" at the top of the screen. The Requisition is now entering the approval workflow.

APPENDIX

1. Academic Non-Grant-Funded Staff Position **(Standard Academic Staff Workflow)**:
    1. Deans and Vice Provost
    2. Provost
    3. VP Finance and Ops
    4. AVP of Budgeting
    5. AVP of Human Resources
    6. HR Partner

    Sample Scenario: Hiring an Office Professional in a College.

2. Academic Staff **Grant-Funded** Position:
    1. Deans and Vice Provost
    2. Sponsored Programs Director
    3. Provost
    4. VP Finance and Ops
    5. AVP of Budgeting
    6. AVP of Human Resources
    7. HR Partner

    Sample Scenario: Hiring an Onsite Worker for the Butterfly Grant

3. Staff Non-Grant **(Standard Staff Workflow)**:
    1. VPs and General Counsel
    2. VP Finance and Ops
    3. AVP of Budgeting
    4. AVP of Human Resources
    5. HR Partner

    Sample Scenario: Hiring an Integrated Marketing Specialist in the Integrated Marketing and Communications Office.

4. Staff **Grant-Funded** Position:
    1. VPs and General Counsel
    2. Sponsored Programs Director
    3. VP Finance and Ops
    4. AVP of Budgeting
    5. AVP of Human Resources
    6. HR Partner

    Sample Scenario: Hiring a Project Manager funded by a grant with a specific end date.

5. **Faculty Standard Workflow (Formally Under Forms A and B)**
    1. Dean
    2. Provost
    3. AVP of Human Resources
    4. HR Partner

    Sample Scenario: Chair initiates a search for a faculty member.

6. Graduate Assistant Position:
    1. Dean
    2. HR Partner

7. Student Position:
    1. HR Partner