Creating a Requisition for Administrative or Benefited Staff Hire

This guide will cover:
- Creating a requisition for benefitted staff and administrative hires.

Prior to beginning this process, the position must be set up correctly, including any modifications, within HCM. The Position Initiation and Modification form can be found on the HR Class Compensation website.

Prior to completing a new hire, the HRMS Funding form must also be completed so that the hire can be promptly and accurately entered into HCM. This form is found on the Payroll website. If candidate selected is a new hire (and thus does not have a person number), indicate “new” in the person number field on the funding form.

If a department is refilling a position and needs to change the job title & grade of the position while the previous employee in the position is still on terminal leave, a terminal leave position number must be requested. This can be done using the Position Initiation and Modification Form found on the HR Classification and Compensation website.

Step One

Navigate to the Recruiting section of WyoCloud from WyoWeb.
- Upon signing in, the homepage will display. Click on the Navigator button (three horizontal lines) in the upper left-hand corner.
- Select Taleo Recruiting under the My Team header within the Navigator.
Navigate to the **Recruiting** section.

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**Step Two**
Set up the requisition.

**Note:** Flash must be enabled within your web browser. For assistance on enabling Flash, see this [guide](#).

- Select the **Create Requisition** button.
- In the *Create a Requisition* window, select the **Benefited Staff & Admin** bubble.
- Click **Next**.

- In the *Create a Requisition* window, click on the **selector icons** to search for and select a template based on the job that will be posted and the associated department.
  - You may also type directly into each field and the system will locate available options similar to what is typed.

- In the *Requisition Template Selector* window, search for the job in the search for the name of the job in the **Requisition Title** field.

  **If you need assistance in determining the appropriate job, contact Human Resources at 307-766-2377.**

- Once the correct job is found on the left, click **Select**.
- Repeat this step to select a **Department**. Click **Next**.
- In the next window, the **Organization** and **Primary Location** will be auto populated based upon the department selected. If incorrect (i.e.: if the job will be located away from the department’s primary location), this information can be updated by using the selector icon.
- The **Job Field** will be populated by beginning to type the job type and selecting the appropriate option when displayed: **Administrative & Executive OR Staff**.
- Click **Create**.

**Step Three**
Fill out all requisition fields that are required to post.
- In the **New Requisition** window, fill out all required fields.
  - Required fields can be viewed by using the **Diagnostic Tool** on the right side of the page. Click on the **wrench icon** to open the Diagnostic Tool.
Once the Diagnostic Tool is open, the fields that are required under Save, Request Approval, and Post are visible on the right-hand side of the page.

To display an asterisk next to the fields that are required to save, request approval, or post, select the desired option on the Show fields required to: drop down.

To close the Diagnostic Tool, click on the two right-facing arrows.
In the **Identification** area of **Requisition Structure**, complete the following:

- The **Requisition Title** field pre-populates to the job name and should not be changed. However, a dash can be added for additional clarification (i.e. Assistant Coach – Women’s Swimming).
- In the **Justification** drop down, choose the option that best describes why this job is being posted. Provide a brief explanation for justification in the text box below.
- **Location Room Number** and **Campus Phone Number** should be completed to aide in completing the hire when a candidate is selected. If this information is unknown, department main office information can be used and updated later.
- **The Structure** area prepopulates based upon information previously entered. However, it can be updated using the **Edit** button, if needed.

<table>
<thead>
<tr>
<th>Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: to edit the Organization, Location, or Job Field: click the Edit button in this block.</td>
</tr>
</tbody>
</table>

![Edit button](image)

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: University of Wyoming</td>
</tr>
<tr>
<td>Division: Administration Division</td>
</tr>
<tr>
<td>Subdivision: AVP of Fiscal Administration Subdivision</td>
</tr>
<tr>
<td>Unit: Payroll Unit</td>
</tr>
<tr>
<td>Department Roll-Up: Payroll Department</td>
</tr>
<tr>
<td>Department: Payroll</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: United States</td>
</tr>
<tr>
<td>State/Province: Wyoming</td>
</tr>
<tr>
<td>City: Laramie</td>
</tr>
<tr>
<td>Work Location: Wyoming Hall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPTCOD.000008269382 - Payroll</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition Template</th>
</tr>
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<tbody>
<tr>
<td>3602 - Accountant</td>
</tr>
</tbody>
</table>
In the Owners area, the note underneath the section header is a guide for who should be populated for the Recruiter, Hiring Manager, Recruiter Assistant, and Hiring Manager Assistant fields.

- **Recruiter:** Depends on type of job (see note on requisition).
- **Hiring Manager:** Supervisor of the position.
- **Recruiter Assistant:** Should be left blank.
- **Hiring Manager Assistant:** Individual designated by hiring manager to assist with the in system administrative tasks associated with the search process.

Members of a Search Committee can be added collaborators.

- Click **Modify**. Then in the pop-up window, use the **search** on the left and click **Select** on the right side to add the appropriate collaborators. When all are added, click **Done** in the pop-up window.
The Candidate Selection Workflow will display as either Administrative & Executive or Benefited Staff based upon the job. Contact the assigned Employment Partner if the process workflow does not appear accordingly.

2. Process

<table>
<thead>
<tr>
<th>Candidate Selection Workflow</th>
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</thead>
<tbody>
<tr>
<td>* Candidate Selection Workflow</td>
</tr>
<tr>
<td>Benefited Staff</td>
</tr>
</tbody>
</table>

In the Job Information area, there is an option to request an exception to the posting requirement. If no exception is requested, select None from the drop down.

- If an exception is requested, provide detailed explanation as well as name of individual you’d like to direct hire. The request will be reviewed by Human Resources and the Office of Diversity, Equity, and Inclusion.

3. Job Information

Request Exception to the Search Process

The University of Wyoming recognizes that there are generally three valid situations that occasionally develop that may preclude standard search process: Target of Opportunity, Business Necessity, and Spousal or Domestic Partner Consideration. Candidate opportunities that result from such situations must meet the required minimum qualifications.

For Benefited hires, please add the resume of the candidate to the Requisition in the Attachments section to be reviewed by Human Resources and the Office of Diversity, Equity, and Inclusion.

A complete Explanation for Exception to Posting that includes justification is required if there is an Exception to Posting.
In the *Profile* area, fill out all job-specific information.

<table>
<thead>
<tr>
<th>Job Profile Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential or On Call, Calendar</td>
<td>Complete if position fulfills the criteria to be considered either essential or on call.</td>
</tr>
<tr>
<td>Position Number</td>
<td><strong>Required.</strong> This is the official number assigned to this job opening. It can be completed by typing the position number into the field or using the selector icon and searching in the pop up window.</td>
</tr>
<tr>
<td>Education Level, Travel, Job Level, Shift, Schedule, Target Start Date</td>
<td>Complete based upon the specifications of the specific position. These will be included with the position posting.</td>
</tr>
<tr>
<td>Job Category, Worker Category</td>
<td>This is pre-populated and should not be changed.</td>
</tr>
<tr>
<td>FTE</td>
<td><strong>Required.</strong> Full time equivalency (FTE) is the percentage towards full time, 40 hours per week.</td>
</tr>
</tbody>
</table>

If this position is listed as Essential - it will contain the following text in the posting: "This position has been deemed essential as addressed in the University of Wyoming’s Employee Handbook. Employees in essential positions may be required to work during emergency closures and winter closure based on the nature of their job duties and the reasons for the closure."

- **Position Number**: Please contact your Dean’s Office or the Budget Office if you’re unsure of what position number to use. If this is a new or modified position, please follow the paper process to obtain a position number prior to submitting the requisition for approvals.
- **FTE %**: 100
In the *Compensation* area, the following fields are included:

<table>
<thead>
<tr>
<th>Job Profile Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WyoCloud Grades, Min/Max Salary, Overtime Status and Pay Basis</strong></td>
<td>Are pre-populated and should not be changed.</td>
</tr>
<tr>
<td><strong>Grant Funded</strong></td>
<td>Required. Select if the position is grant funded from the drop down.</td>
</tr>
<tr>
<td><strong>Posted Salary Range From/To</strong></td>
<td>Complete this if you’d like a salary range displayed on the job posting. This should be reflective of the available budget you have for the position.</td>
</tr>
<tr>
<td><strong>Funding Information</strong></td>
<td>Information entered here is for approval reference only. Official costing is done in HCM.</td>
</tr>
<tr>
<td><strong>Overtime status</strong></td>
<td>Pre-populated and should not be changed.</td>
</tr>
</tbody>
</table>

If you feel any of the pre-populated fields are incorrect or are not populated, contact an Employment Partner in Human Resources.

![Compensation form screenshot](image)
- **Posting Option:** Select the desired posting time frame from the drop down menu. If an exception to standard posting length is desired, indicate rationale in the **Posting Note** field.

4. Job Description

<table>
<thead>
<tr>
<th>External Description</th>
<th>Copy From</th>
</tr>
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</table>

Jobs must be posted for the minimum required days according to UW processes unless an exception is requested and approved by HR and/or the Office of Diversity, Equity & Inclusion as applicable. To request a shortened recruitment period, select the drop-down and indicate the justification for the posting time frame in the Posting Note section.

- Academic & Administrative positions are to be posted for a minimum of 30 days
- Staff positions are posted based on FLSA status: Exempt post for a minimum of 21 days and Non-Exempt post for a minimum of 10 days
- Internal promotional opportunities are only posted for 7 days, along with Athletics positions
- All positions can be recruited for on an “Open Until Filled” basis, but must meet the minimum day requirement prior to proceeding

- **Posting Note:**

  Must provide reason for exception to posting.

<table>
<thead>
<tr>
<th>Description - External</th>
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</table>

- **In the Job Description area, the External Description sub-section will have some information prepopulated from the job description. However, all information in the Description – External and Qualifications – External text boxes must be reviewed and edited when relevant.**

**JOB PURPOSE:**
Perform the duties of Accounting Associate Sr. and perform high level accounting duties for multiple accounts and/or grants for a large department and/or business operation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform high level accounting duties in a large department/division. Assist with the development, implementation, evaluation and revision of policies and procedures for designated area.
- Analyze financial information and provide results and recommendations.
- Serve as resource to University departments and outside agencies; determine project/program compliance and accounting of financial transactions; identify and resolve data input and reporting errors; provide information, interpretation and assistance to auditors and other outside.
To include the same information in both the External and Internal Job Posting Descriptions (recommended), click the Copy From button.

Click Done in the pop-up window to copy the text entered in the External Description fields.

**JOB PURPOSE:**
Perform the duties of Accounting Associate Sr. and perform high level accounting duties for multiple accounts and/or grants for a large department and/or business operation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform high level accounting duties in a large department/division. Assist with the development, implementation, evaluation and revision of policies and procedures for designated area.
- Analyze financial information and provide results and recommendations.
- Serve as resource to University departments and outside agencies; determine appropriate responses for accounting of financial.

In the Questions sub-section, click the **Apply Model** button to include the predefined pre-screening questions.

Additional requisition-specific questions can be added by clicking the **Add** button and selecting questions from the pre-approved library.

Questions can also be created by clicking the **paper icon** to the right of the Add button.

**Note:** Added questions are subject to approval by Employment Partner.
Additional information can be added about the requisition in the **Additional Information** section.

- *For example:* Include the Search Committee Chair name if it is different from the Hiring Manager. Notes for approvers and/or Employment Partner can also be included.

6. **Additional Information**

<table>
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- Once you feel you’ve fully completed the requisition, open the **Diagnostic Tool** to confirm all fields indicate ready.
- After the requisition is saved, a **unique requisition ID** is assigned. Notice after the requisition is saved, the Status on the left-hand side is still **Draft**.
Step Four

Save and request approval of the requisition.

- At any time, the requisition can be saved and completed at a later time. It is also required it be saved prior to requesting approval.
- Click **Save and Close** at the top of the screen.

- After saving, click on the **More Actions** drop down, then **Request Approval**.
In the Request Approval window, all approvers for the requisition are noted. The approval workflow depends on the job type:

- **Administrative & Executive:** Budget Office, Hiring Manager and up each step of the hierarchy to the Vice President level, Office of Diversity, Equity and Inclusion, and the appropriate Employment Partner in Human Resources.

- **Benefited Staff:** Budget Office, Hiring Manager and up each step of the hierarchy to the Vice President level, and the appropriate Employment Partner in Human Resources.

If additional approvers beyond the standard chain are desired, they can be added through using the **Add Approvers** button in the lower left corner. **Note:** Additions can only be done while the requisition is pending. Added approvers are automatically added at the end of the approval chain.

- Add a **Comment** to the approvers in the comment box (required).
- Click **Done**.
Once the approval request has been sent, notice the status has been updated to Pending.

### Step Five

Checking the approval status of a submitted requisition.

- From the Recruiting Center, click **Pending** from the Requisitions area.
- After a requisition is fully approved, it will appear under **Open**.
- This will bring you to a list of all requisitions you currently have open. Click the desired title to open the details of the requisition.

- Here, you can review all details of the requisition. To view the approval chain, select the Approvals tab.

- This will display the full list of approvers. In the Decision column, you can see if each individual has approved or if their approval is still pending.

Note: This is just a sample approval workflow. Each requisition type has a specific workflow based upon university regulation.

You have now completed the steps to Creating a Requisition for Administrative or Benefited Staff.