

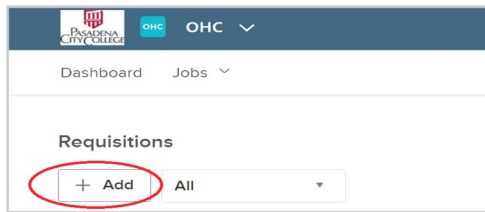


Situation: You are assigned by your office to create a job requisition for a position that your office is hiring.

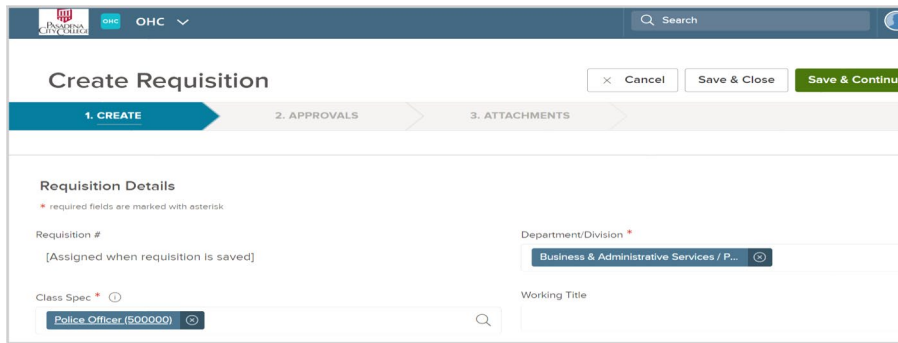
User Roles: Originator, HR Liaison

1. Login
 - Go to URL: <https://pasadena.edu/faculty-and-staff/index.php>
 - Click NeoEd Workforce Management Platform
 - Use your PCC login credentials to log in
2. Create a new requisition
 - On the Jobs menu, click “Requisitions”, then “[+] Add” button.

Note: If you don’t see the Add button, contact HR to grant you the role.



3. Fill the Requisition information
 - The new Requisition form opens.



- Complete the form using the guide below:

Field	What to Enter
Requisition #	Automatically assigned after saved.
*Department/Division	Type a few words to search, or click on the magnifier to display all departments/divisions.
*Class Spec (aka Job Class)	Search and select the appropriate Class Spec. If you don’t find the Class Spec you need, contact HR. Note: For Professional Expert, Student Worker, etc (Hourly), search for “Professional Expert” and “Student Worker”
Working Title	Enter the working title for this job. This can be the same name as the class title.
Desired Start Date	Enter the desired start date of the hired candidate.
*Hiring Manager	Enter the name of the hiring manager. Enter your name if you’re the hiring manager.
*Job Type	Select the appropriate Job Type.

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HR-INST30 How to Create a New Requisition in NeoEd**

List Type	
Number of Vacancies	Enter the number of vacancies.
*Percentage Assignment	Select the appropriate percentage assignment.
*Select Employee Category	Select the appropriate employee category.
Previous Incumbent Name	If this request is to replace a position that has been vacated, enter the name of the previous incumbent.
*Assignment Type	Select the appropriate assignment type.
Salary Range (new position)	Enter the salary range.
*Assignment Months	Select the appropriate assignment months
*Budgeted Org.(s)	Select the budgeted organization(s) that fund this position. Multiple selection is allowed.
*Work location Name	Select the actual location where the employee will work.
Work Schedule	If this is a Classified or Hourly position, select the appropriate work schedule.
Other Work Schedule	If you select "Other" from Work Schedule, enter the appropriate work schedule here.
Banner Labor Dist. Assignment String	Enter the Banner Labor Dist. Assignment String (Fund-Organization-Account-Program - 22 digits required). Include percentage from each labor distribution. Example: 100000 - 330000 - 213000 - 6770: 50% 235000 - 330100 - 213000 - 6950: 50% Contact Fiscal Services if you're not sure what budget string to use.
Grant Funded Position	Select the appropriate option.
Additional Advertising Options	Tick the appropriate check boxes.
Other Advertising Options	If you tick "Other" from the Additional Advertising Options radio buttons, enter the other advertising service name here.
Hourly Position Types	If this is an Hourly Position, select the appropriate hourly position type.
Hourly Positions Only - Requested Start Date	Start date for Hourly Positions.
Hourly Positions Only - Requested End Date	End date for Hourly Positions.
Hourly Positions Only – Full Name	If available, enter the Full Name of the person you wish to hire for Hourly Positions
Hourly Position Pay Rates	If this is an Hourly Position, enter the appropriate pay rates here.
Hourly Position Duties	If this is an Hourly Position, describe the duties this person will perform here.
Expertise	If this is a Professional Expert position, enter the "expertise", license or certificate to support the qualification for this position.
New Position	If this is a new position, select Yes, otherwise click No.
Add Position Detail	Note: Do not use. If you accidentally open it, click the red Delete button to remove the section before saving.
Comment	For grant funded position, enter the Grant End Date. Enter any additional information about the job you deem necessary in this field.
Attachment	For hourly positions only. <ul style="list-style-type: none"> • Attach the duty description (for public posting) as an attachment here if you don't already know the applicant. • If your office already identifies the applicants, or this is a re-hire, don't attach the duty descriptions. Don't forget to enter the name of the person in the Comment box.

- Click "Next" to go to the "Approvals" workflow.

4. Review the pre-built requisition workflow

- The Requisition Approvals screen opens, with the pre-built Approval Workflow.
- Review the workflow and the approvers. Click "Next" if everything is correct.

5. Update the pre-built workflow

Important: There are exceptions to standard workflows.
Check the Appendix Section for the workflow specific to your requisition to modify the workflow appropriately.

- Change the order of an approval group
 - Grab the 6 vertical dots, and move it to the desired place

- Add a new approval group
 - Click "Add Approval Group" at the bottom of the screen

- Search and select the Approval Group, Approvers, and add Due Date (optional)
If you can't find an appropriate approver, contact HR.

The screenshot shows a form with two main sections: 'Approval Group *' and 'Approvers *'. The 'Approval Group *' section has a dropdown menu currently showing 'ACDA - Academic Affairs' and a search icon. The 'Due Date' field is empty and has a calendar icon. The 'Approvers *' section has a search field with the placeholder text 'Find an approver' and a search icon. At the bottom of the form are 'Save' and 'Cancel' buttons. Red arrows point to the dropdown arrow, the search icon in the 'Approvers' field, and the calendar icon in the 'Due Date' field.

- Click “Next” to go to the Attachment step

6. Attachment (for Hourly Position only)

- If the hiring office already identifies the applicant, or this is a re-hire, do not add an attachment.
- Otherwise, add the Duty Description as an attachment here.
- Click “Submit”. The Requisition is now entering the approval workflow.

APPENDIX

1. **Standard Workflow:**

1. Cost Center Manager (Hiring Office)
2. Fiscal Services (Budget)
3. Functional Area Vice President (Hiring Department)
4. Business & Administrative Services VP
5. Superintendent
6. Human Resources

2. **New position to the district.** Modify the workflow as follows:

1. Cost Center Manager (Hiring Office)
2. **Superintendent**
3. Fiscal Services (Budget)
4. Functional Area Vice President (Hiring Department)
5. Business & Administrative Services VP
6. Human Resources

3. **Grant funded position.** Modify the workflow as follows:

1. Cost Center Manager (Hiring Office)
2. Add **Fiscal Group – Grant Funded** as follows:
 - a. Click “Add Approval Group”
 - b. Select “**FSGR – Fiscal Services – Grant Related**”
 - c. Add Brigitte Norsworthy and Chedva Weingart as approvers
 - d. **Save.** Drag this group to the second position (after #a on this list). See instructions on reordering approval group in the Notes section.
3. Fiscal Services (Budget)
4. Functional Area Vice President (Hiring Department)
5. Business & Administrative Services VP
6. Superintendent
7. Human Resources

4. **New grant funded position to the district.** Modify the workflow as follows:

1. Cost Center Manager (Hiring Office)
 2. Superintendent
 3. Fiscal Group – Grant Funded (“**FSGR – Fiscal Services – Grant Related**”)
 4. Fiscal Services (Budget)
 5. Functional Area Vice President (Hiring Department)
 6. Business & Administrative Services VP
 7. Human Resources
5. **Positions funded by multiple cost centers.** Modify the workflow as follows:
1. **Cost Center Manager #1 (Hiring Office)**
 2. **Cost Center Manager #2 (Hiring Office)**
 3. **Cost Center Manager #3 (Hiring Office)**
 4. Superintendent
 5. Fiscal Services (Budget)
 6. Functional Area Vice President (Hiring Department)
 7. Business & Administrative Services VP
 8. Human Resources
6. **Positions funded by grant and cost center.** Modify the workflow as follows:
1. **Cost Center Manager (Hiring Office)**
 2. **FSGR – Fiscal Services – Grant Related** Superintendent
 3. Fiscal Services (Budget)
 4. Functional Area Vice President (Hiring Department)
 5. Business & Administrative Services VP
 6. Human Resources
7. **Position for hiring offices with flat hierarchy.**

Some hiring offices have a flatter approval hierarchy than others, where the Cost Center Manager is also the Functional Area Manager (Steps #1 and #3 in the Standard Workflow).

Example: Alex Boekelheide is the Cost Center Manager for Strategic Communication and Marketing, but is also the Hiring Manager for his department.

Modify the workflow as follows:

1. **Cost Center Manager (Hiring Office)**
 2. Fiscal Services (Budget)
 3. Business & Administrative Services VP
 4. Superintendent
 5. Human Resources
8. Example of a Standard Approval Workflow

