



Colorado Springs School District 11

Online Personnel Requisition Training

Originator's Version

KILLINGSWORTH, DION GLEN
7/14/2020

Originator of Online Personnel Requisition

Overview:

The online requisition process is managed through PeopleSoft Self Service; it will allow all parties involved to have the capability to create and review the status of a requisition as well as decreasing the time it takes to have positions posted.

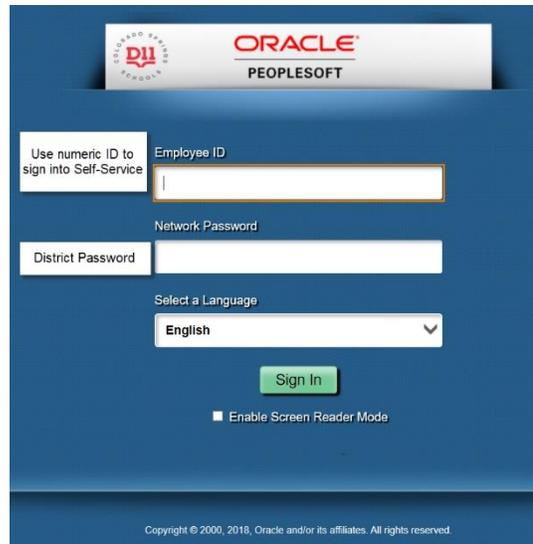
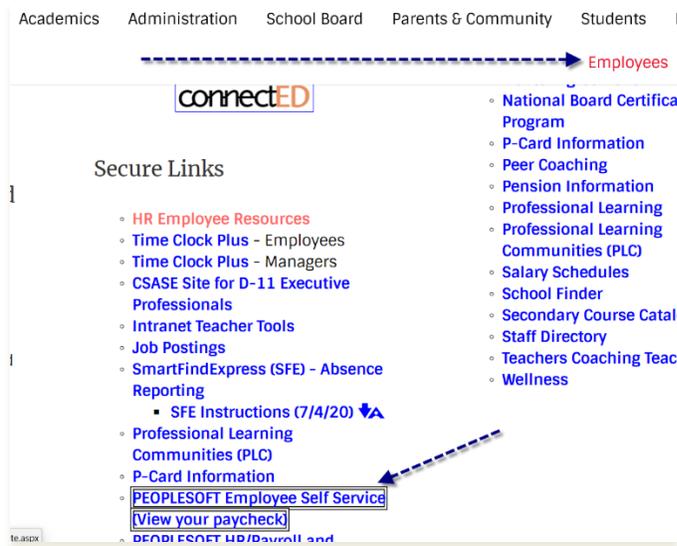
There are three main categories within this process:

- 1) The **Originator** is the hiring manager who creates the requisition. This process is designated based on a supervisor position and cannot be performed by non-supervisors. Only Exec/Pro status staff members can create requisitions.
- 2) The **Approvers** are the supervisors of the given fund or department which have the authority to approve the requisition. These approvers are designated by human resources.
- 3) The **Recruiter** is responsible for posting the position(s).

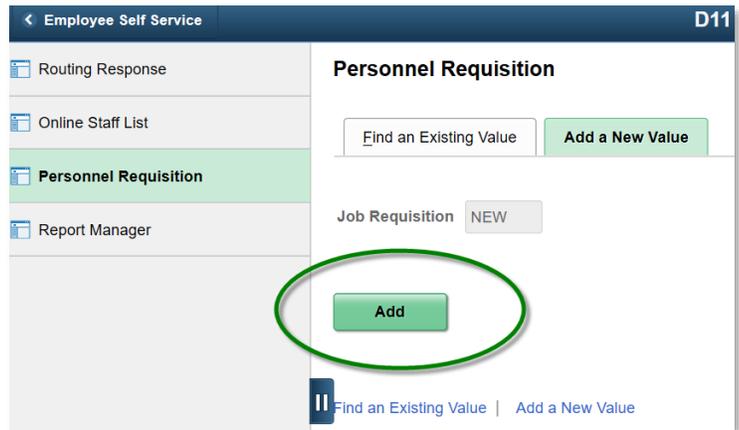
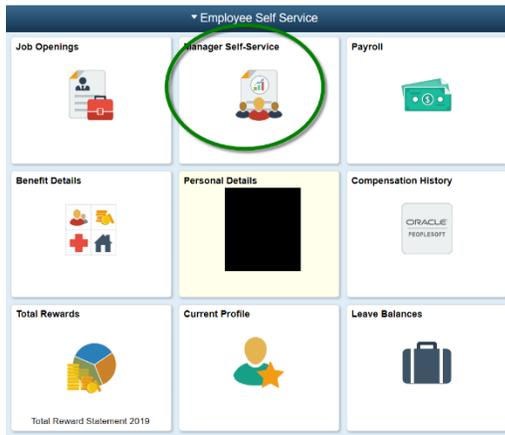
The system has incorporated several automations to make the process fast and efficient. The hiring manager will begin the process by creating a position requisition. This process is managed in PeopleSoft Self Service.

Signing into PeopleSoft Self Service

Access the D11 homepage on the internet. Click on **EMPLOYEES** and then select **Employee PeopleSoft Self Service**. Sign into PeopleSoft Self Service.

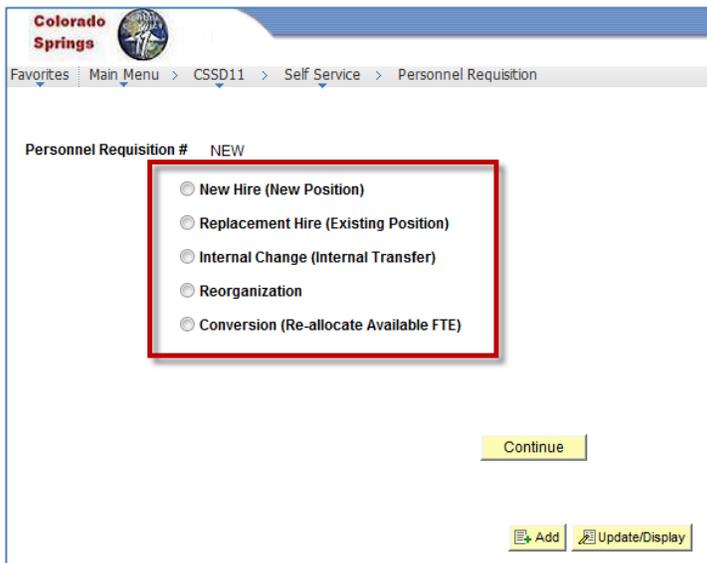


Follow the navigation to the Personnel Requisition portal. This screen is located under the following navigation in PeopleSoft Self Service: CSSD11>Self Service> Personal Requisition. The [Add a New Value](#) tab allows you to create a new personnel requisition. The [Find an Existing Value](#) tab allows you to search for prior and current requisitions.



Creating a New Requisition:

To start the process of creating a new requisition select the type of requisition needing to be created and click [Continue](#). All positions must comply with FTE allocations. The automated routing system is based on the current routing process.



Types of Personnel Requisitions:

New Hire (New Position): this is the creation of a new position. This requisition is not used to modify a position or replace a vacant position. It is important to have the correct funding stream prior to starting the process of creating a new position. If the funding stream is not correct there will be a delay in the approval. New position requisitions require the following information:

Note ***All cells having an asterisk are required.***

1. Select **Employee Class/Duration** of position.
2. Select **Funding Source**: Additional training regarding Title/Grant funding is on page 6.
3. **Assignment**:
 - a. *Position title* is required, but new position titles cannot be assigned by originators. The HR Dept. will review the position title to ensure it matches what is currently in the system.
 - b. *Reports To* is defaulted to the person completing the requisition and can be modified.
 - c. *Department* also defaults and can be changed.
 - d. *Location* also defaults and can be changed.
 - e. *Hours Per Day*, *FTE* and *Work Days Per Year* must be completed by the originator.
 - f. *Requested Start Date* would be a reasonable time to process the posting and hiring or the beginning of next school year.
 - g. *Post vs. Recommendation for Replacement* before the comment box is a selection that you must choose. Post will provide the default posting on approval unless there are special instructions in the comment box. Recommending a current employee can only be selected if the requisition complies with the requirements of fair and competitive hiring practices.
 - h. *Comment Box*- comments are required to show HR the eligibility to fill and/or post the position. i.e. resignation, vacancy, new FTE approval. Without this information the requisition will not be approved.
4. Once all cells are complete select the **Submit** button, since this requisition is new it will be routed to the fund supervisor and the Position Control Coordinator for additional approval.

Special Note: When a secondary approver is required an additional box will appear titled Requisition Approval Workflow. This occurs when the funding stream involves other departments such as Special Education or Grants or on a new position.

Replacement Hire (Existing Position): This requisition is used when the position is being replaced. This requisition is not used to modify an existing position. There are two additional cells added to this requisition when compared to the New Position requisition.

- Empl ID Replaced* has a search tool. Once the icon is clicked the employee can be searched for by Employee ID or Last Name. Once the employee is selected the next step will populate the job information.
- Position #* is linked to the position data such as FTE and Hours Per Day. Click on the icon. All the positions that employee has worked in D11 will appear. Be sure to select the correct position by reviewing the department and location.
- The Duration, Funding Source and Required Start date will need to be populated.

*Note: Keep in mind the **Reports To** section will be populated with the person generating the requisition. The appropriate supervisor must be listed.*

Replacement Hire
Personnel Requisition # NEW

Empl ID Replaced Position #

***Employee Class**
 ESP
 Teacher
 Executive/Professional
 Custodian
 *Duration

***Funding Source**
 General
 Special Education
 Title/Grant

Assignment
 *Position Title *Reports To 30520 Dion Glen Killingsworth
 Subject Grade
 *Department 001 Human Resources *Location 0001 Information Technology
 Hours Per Day 0.00 *FTE 0.000000 *Work Days Per Year 0
 *Requested Start Date End Date (if applicable)

***Funding** 1-1 of 1

*Fund Code	*Department	Class Field	*Program Code	*Account	*Project/Grant	Percent of Distribution	
1		00				0.000	<input type="button" value="+"/> <input type="button" value="-"/>

Post Request Recommendation for Replacement

Include the reason for the vacancy and special instructions

Created User ID: 30520 07/22/20 9:31:31AM

This is a completed requisition for a Replacement Hire.

Modify Position (Change FTE, Hours, Etc.): This requisition is used when making a change to a position. All modify requisition must be within the allocated FTE and not exceed 1.0 FTE.

Scenario #1:

The supervisor has a fulltime Kindergarten Aide position that is vacant and wants to split it into two (2) positions, that are four (4) hours per day to service the morning classes. The original position will be submitted as a MODIFIED requisition, showing a reduction in FTE. The new four (4) hour position will need to have a NEW POSITION requisition created.

Scenario #2:

If a school or department has an additional two hours of vacant FTE and the supervisor has a staff member that can work the two extra daily hours (without being put into overtime) . The supervisor will complete a MODIFY requisition that adds the two hours and increases the staff members FTE.

This requisition is just like a Replacement Requisition, but several cells can be modified and will be routed through the appropriate supervisors to prompt that change.

Modify Position
Personnel Requisition # **NEW**

Empl ID
Position #

***Employee Class**

ESP

Teacher

Executive/Professional

Custodian

*Duration

***Funding Source**

General

Special Education

Title/Grant

Assignment

*Position Title

*Department Human Resources

Hours Per Day *FTE

*Effective Date

*Reports To Dion Glen Killingsworth

*Location Information Technology

*Work Days Per Year

End Date (if applicable)

***Funding**

	*Fund Code	*Department	Class Field	*Program Code	*Account	*Project/Grant	Percent of Distribution		
1	<input type="text"/>	<input type="text"/>	00	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	+	-

Total Percent 0.00

Post Request Recommendation for Replacement

Include the reason for the vacancy and special instructions

Submit
Cancel

Created User ID 30520
07/22/20 9:36:36AM

Internal Change (Internal Transfer): This requisition is used when an employee is moving into a position within the department/location and there is no change in pay scale. Typically this is reserved for teacher moves within a school. For example: when a teacher switches grade levels.

1. Enter the employee that is taking over the position into the Empl ID. In section and the employee that is moving out of the position into the Empl ID Out.
2. Fill in all remaining cells that did not self-populate.
3. Submit request.

Internal Change
Personnel Requisition # NEW

Empl ID Replaced

Position #

***Employee Class**

ESP
 Teacher
 Executive/Professional
 Custodian

*Duration

***Funding Source**

General
 Special Education
 Title/Grant

Assignment

*Position Title

Subject

*Department Human Resources

Hours Per Day *FTE

*Requested Start Date

*Reports To Dion Glen Killingsworth

Grade

*Location Information Technology

*Work Days Per Year

End Date (if applicable)

***Funding**

	*Fund Code	*Department	Class Field	*Program Code	*Account	*Project/Grant	Percent of Distribution		
1	<input type="text"/>	<input type="text"/>	00	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	+	-
							Total Percent	0.00	

Recommendation for Replacement

Include the reason for the vacancy and special instructions.

Created User ID 30520 07/22/20 9:44:54AM

Title/Grant Funding Source:

There are three main funding categories to choose from; General, Special Education and Title/Grant funding. When Title/Grant is selected the appropriate grant needs to be selected. The selection determines where the requisition will be routed. If the incorrect selection is made the requisition will have to be resubmitted.

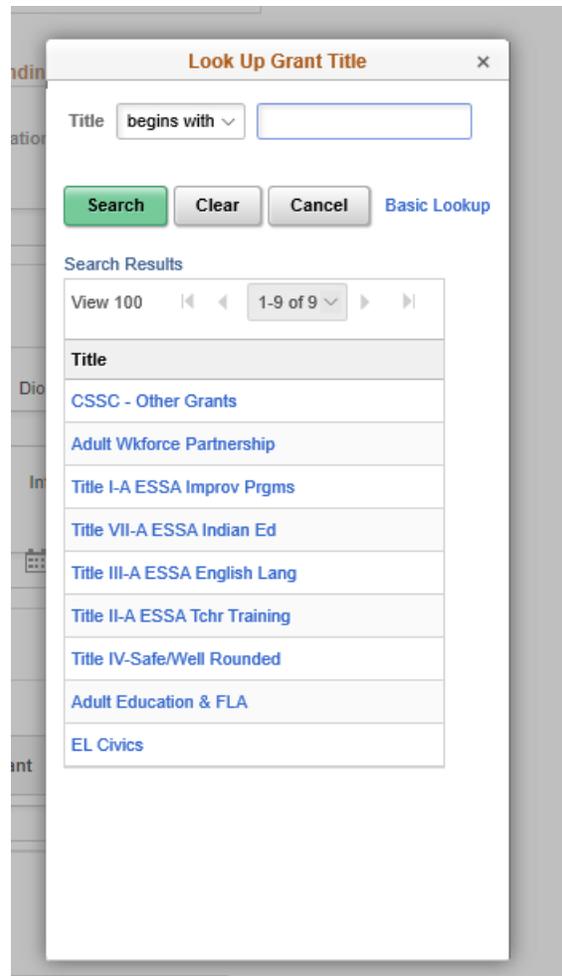


A screenshot of a form titled "*Funding Source". It contains three radio button options: "General", "Special Education", and "Title/Grant".

For Title and Grant funded positions the box in from of Title/Grant needs to have a check. Once you click the box several choices come up. Select the correct Project/Grant before submitting the requisition.



A screenshot of the "*Funding Source" form. The "Title/Grant" radio button is checked. Below the radio buttons is a text input field labeled "Grant Title" with a search icon.



A screenshot of a search window titled "Look Up Grant Title". It features a search criteria dropdown set to "begins with" and an empty input field. Below are "Search", "Clear", and "Cancel" buttons, along with a "Basic Lookup" link. The "Search Results" section shows a list of 9 grants, with the first one selected:

Title
CSSC - Other Grants
Adult Wkforce Partnership
Title I-A ESSA Improv Prgms
Title VII-A ESSA Indian Ed
Title III-A ESSA English Lang
Title II-A ESSA Tchr Training
Title IV-Safe/Well Rounded
Adult Education & FLA
EL Civics

FINAL NOTICE: Once the Personnel Requisition has been approved and is ready for posting the originator will receive an email notification.

