

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 **R**ecruiter 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.



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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

<u>Continue</u>. All positions must comply with FTE allocations. The automated routing system is based on the current routing process.

Colorado Springs	
Favorites Main Men	u > CSSD11 > Self Service > Personnel Requisition
Personnel Requisi	tion # NEW New Hire (New Position) Replacement Hire (Existing Position) Internal Change (Internal Transfer) Reorganization Conversion (Re-allocate Available FTE)
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Types of Personnel Requisitions:

<u>New Hire (New Position)</u>: 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.

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- 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.



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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.

<u>Replacement Hire (Existing Position)</u>: 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.

- a. *Empl ID* Replaced has a search tool. Once the \bigcirc icon is clicked the employee can be search for by Employee ID or Last Name. Once the employee is selected the next step will populate the job information.
- b. *Position #* is linked to the position data such as FTE and Hours Per Day. Click on the context 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.
- *c*. The Duration, Funding Source and Required Start date will need to be populated.

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

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This is a completed requisition for a Replacement Hire.

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<u>Modify Position (Change FTE, Hours, Etc.)</u>: 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.

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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.

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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.

*Funding Source	
General	
Special Education	
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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.

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

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