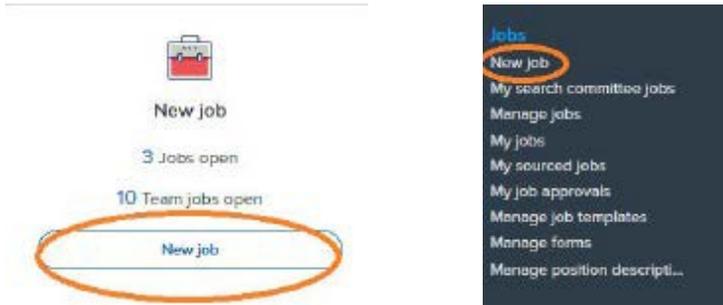


# Creating a Contractor Job Requisition (Job Card)

Navigate to **New Job** on your dashboard, from the **dashboard** menu, or from the left side navigation bar AKA: the main menu button.



You will be directed to the opening page to create a new job for recruitment.

Tip: To complete the job card/requisition process, you need **ALL** of the following information:

- Position number
- Budgeted salary
- FTE percentage
- Index/account

Select the search button next to the position filed, type the kind of hire you're making (Adjunct, CSM Volunteer, Post Doc, Research, etc) in the title field, and select search. From the list of titles, press the select button next to the desired option.

Title:	Number:
<input type="text" value="adjunct"/>	<input type="text"/>
Title	Position no
Adjunct Athletic Instructor	AJ8000
Adjunct Athletics Coach	AJ9000
Adjunct Faculty	AJNS00
Adjunct Faculty	AJSC00
Adjuncts Athletics-Club Sports	AJ9500

Important note for adjunct hires:

AJSN00 = non-science Adjuncts  
AJSC00 = science adjuncts

You will need a different requisition for each category you're hiring for (volunteer, adjunct, etc).

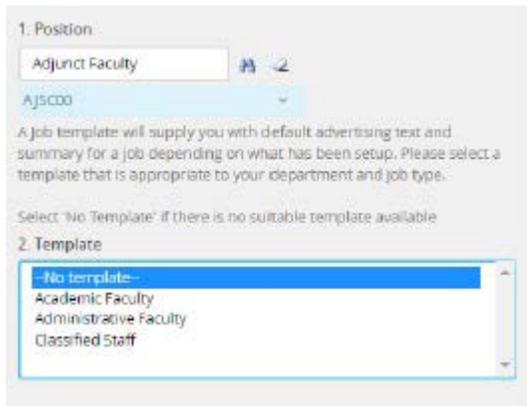
Next, for "Job Type", select "Contractor"



2. Job type

Contractor

After you have selected the position and job type, select **no template** and then **next**. This will allow some fields to auto populate.



1. Position

Adjunct Faculty

AJ5COO

A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available

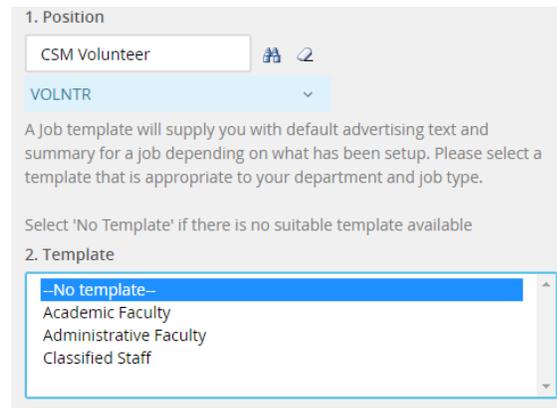
2. Template

--No template--

Academic Faculty

Administrative Faculty

Classified Staff



1. Position

CSM Volunteer

VOLNTR

A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available

2. Template

--No template--

Academic Faculty

Administrative Faculty

Classified Staff

**Title:**

Position E-class, working title and position/classification title will auto populate. **If the job is non-remunerated, you must select "CSM Volunteer"**. You may change the working title to the appropriate Faculty Handbook title.

**CONTRACTOR JOB REQUISITION (JOB CARD)**

**TITLE - CLASS - POSITION & JOB NUMBERS**

Position E-class: NR: No Remuneration

Number: NR: No Remuneration

Working Title:\* CSM Volunteer

Position/Classification Title: CSM Volunteer - VOLNTR

Requisition Number:

Leave blank to automatically create a reference No.

Date created: 16 Jul 2019

Date filled:

Date approved:

## Headcount:

The first position will auto populate. Put at least 10 slots under the “Headcount Management” section. You may add additional slots by entering the number of positions in either the **new** or **replacement** fields, then select the add button. If you run out of slots, ask HR to add more.

an existing employee). Then click Add.

Positions:*				
Position no	Type:*	Applicant	Application status	
1	<input type="text" value="AJSC00"/>	<input type="text" value="Select"/>	-	-
				Cancel

**ONLY** do the fields that have an asterisk (\*) – **complete the following fields**

- Select the reason for hiring
- Recruitment process: direct appointment paid or unpaid
- Work type
- VP Area
- College/org level
- Department
- Expected Salary
- Adjunct Teaching Assignment of Research Duties

### POSITION DETAILS

Reason for hiring:*	<input type="text" value="Select"/>
Recruitment process:*	<input type="text" value="Select"/>
If temporary specify duration:	<input type="text"/>
If this is a part time position, how many hours per week:	<input type="text"/>
Work Type:*	<input type="text" value="Select"/>
VP Area:*	<input type="text" value="Select"/>
College/Org level:*	<input type="text" value="No College/Org level found"/>
Department:	<input type="text" value="No Department found"/>
Expected Salary:	<input type="text"/>
Adjunct Teaching Assignment or Research Duties:	<input type="text"/>

## Accounts and Percent Distribution:

Insert the index number in from of the account number in the index field. Skip all other fields unless using multiple index and accounts.

ACCOUNTS & PERCENT DISTRIBUTION	
	Percent distributions should add to 100% and include dates. Indicate if a new funding source is being used.
Index 1 / Account 1:	<input type="text" value="/5220"/>
Percent distribution (e.g. 40% Apr 1, 2016 to Sep 30, 2016):	<input type="text" value="100"/>
Index 2 / Account 2:	<input type="text"/>
Percent distribution:	<input type="text"/>
Index 3 / Account 3:	<input type="text"/>
Percent distribution:	<input type="text"/>
Index 4 / Account 4:	<input type="text"/>
Percent distribution:	<input type="text"/>

## Users and Approvals:

- Skip Budget approver field
- Fill in the Department Head/Supervisor/Contact field
- Approval process – select a “Contractor” option
  - NOTE: For the initial entries, please select the “Contractor – Initial Entries” option to shorten the approval process. Please only use this for existing requisitions being transferred to the Contractor module.

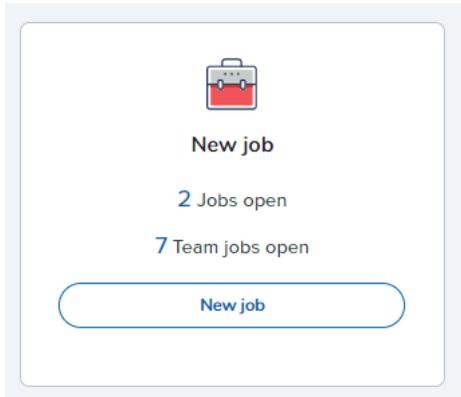
USERS & APPROVALS	
	BUDGET and ORA Approvers: Be sure to select an approver before approving this job requisition/card.
Budget Approver:	<input type="text" value="Select"/>
Dept head/ supervisor/ contact:*	<input type="text"/> No user selected.
	Do not change HR, Budget, ORA or AA Approver names and emails in the Approval Process box below.
Team:	<input type="text" value="A&amp;O - Human Resources"/>
Hiring Manager:*	<input type="text" value="Erika Schoonmaker"/> Email address: <a href="mailto:eschoonmaker@mines.edu">eschoonmaker@mines.edu</a>
Approval process:*	<input type="text" value="Contractor - Volunteer eg Research-No Remuneration"/>
1. Department Head:	<input type="text"/> No user selected
2. AA Administrator:	<input type="text" value="AA Approver"/> <a href="mailto:academic-affairs@mines.edu">academic-affairs@mines.edu</a>

**IMPORTANT: be sure to select “Pending Approval” under Status at the very bottom of the job card.**

Select **save**. PageUp will notify you if any fields are missing. Once completely filled out and saved, the approval process will begin. Once the job is approved, the hiring manager will receive and email notification.

## How to Find the Job Card

Go back to your home dashboard. On the “New Job” tile, select the jobs open link to see and select the job card you would like to view.



## Attach Documents to the Job Card

There is an optional feature that allows you to add documents and notes to the job card. One example would be the email authorizing the hire.

Open the job card, select the documents tab, and select document from a file type to upload the document.

