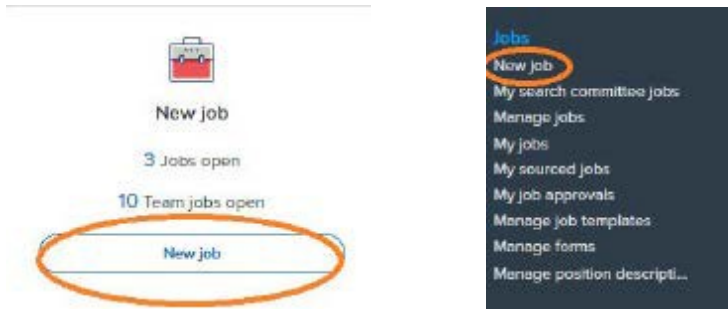


Visiting Scholar PageUp Procedures: Requisition

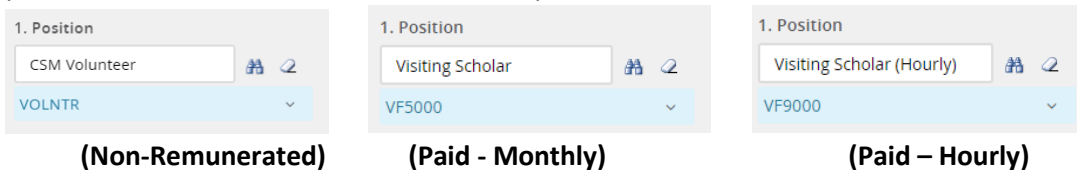
Step 1: Create a Contractor Job Requisition (Job Card)

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

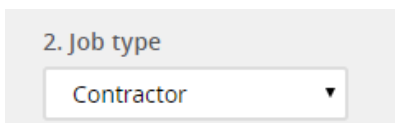


You will be directed to the opening page to create a new job for recruitment.

Select the search button next to the position field, type the kind of hire you're making (non-remunerated Visiting Scholars fall under **"CSM VOLUNTEER"** and remunerated are either **"VF5000" (monthly pay)** or **"VF9000" (hourly pay)**) in the title field, and select search. From the list of titles, press the select button next to the desired option.



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









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



Visiting Scholar PageUp Procedures: Requisition

Title:

Position E-class, working title and position/classification title will auto populate depending on the position number selected. For “CSM Volunteer”, you may change the working title to the appropriate Faculty Handbook title - “**Visiting Scholar**”.

TITLE - CLASS - POSITION & JOB NUMBERS	
Position E-class:	<input type="text" value="NR: No Remuneration"/>   Number: NR: No Remuneration 
Working Title:*	<input type="text" value="CSM Volunteer"/>
Position/Classification Title:	<input type="text" value="CSM Volunteer - VOLNTR"/>
Requisition Number:	<input type="text"/> <small>Leave blank to automatically create a reference No.</small>
Date created:	<input type="text" value="Nov 4, 2019"/> 
Date filled:	<input type="text"/> 
Date approved:	<input type="text"/> 

Headcount:

Under “Type”, select “**new**”. 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). I then click Add.

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

Fill in all fields that have an asterisk (*) – **complete the following fields**

- Select the reason for hiring – **Volunteer or Contractor (paid)**
- Recruitment process: **direct appointment paid or unpaid**
- Work type – **Visiting Scholar Full or Part Time**
- VP Area
- College/org level
- Department

Visiting Scholar PageUp Procedures: Requisition

POSITION DETAILS

Reason for hiring:*	<input type="text" value="Volunteer"/>
Recruitment process:*	<input type="text" value="Direct Appointment - UNPAID (Research-No Remuneration)"/>
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="Visiting Scholar Full Time"/>
VP Area:*	<input type="text" value="Academic Affairs"/>
College/Org level:*	<input type="text" value="Graduate & Research Initiatives & Material and Energy Programs (EM)"/>
Department:	<input type="text" value="Chemical and Biological Engineering"/>
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
- Your name should populate as the Hiring Manager
- Approval process – select the “AA Contractor – All Visiting Scholars” option
 - You will need to enter the PI and your Department Head
- The “Human Resources” box should ALWAYS be “HR Approver”

The screenshot shows a web form for setting up an approval process. At the top, there is a dropdown menu labeled "Approval process:*" with the selected option "AA - Contractor - All Visiting Scholars". Below this is a scrollable list of three approval steps:

- 1. Human Resources:** A text box contains "HR Approver" with search and edit icons. Below it, a dropdown menu shows "recruitment@mines.edu".
- 2. PI:** A text box is empty with search and edit icons. Below it, a dropdown menu shows "No user selected."
- 3. Department Head:** A text box is empty with search and edit icons. Below it, a dropdown menu shows "No user selected."

At the bottom of the form, there is a separate section labeled "Human Resources:*" with a text box containing "HR Approver" and a dropdown menu showing "Email address: recruitment@mines.edu".

NOTE: 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 an email notification.