



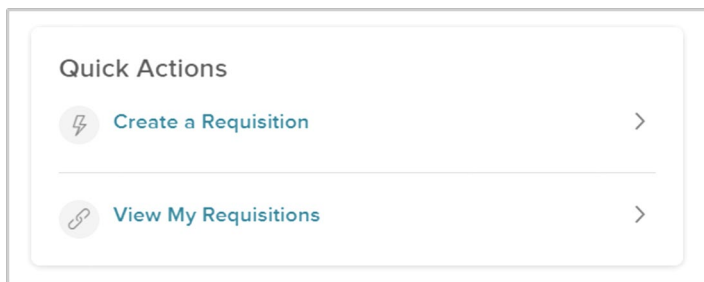
**Situation:** You are assigned by your office to create a job requisition for a position that your office is hiring.

**User Roles:** Originator, HR Liaison

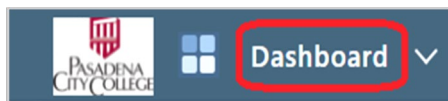
1. Login
  - Go to URL: <https://pasadena.edu/faculty-and-staff/index.php>
  - Click NeoEd Workforce Management Platform.
  - Use your PCC login credentials to log in.
  
2. Navigation
  - The new unified Dashboard opens.
  - To create or edit a requisition, go to section Quick Actions.

Hints:

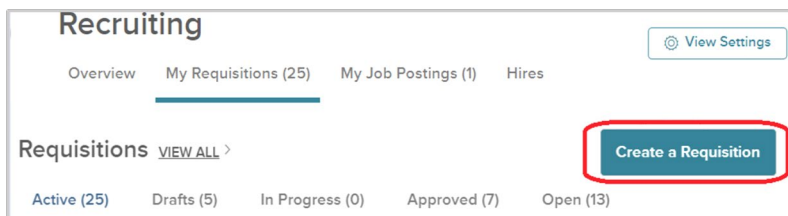
If this is your first time accessing the Requisition area, you'll see a re-directing message. Click "Don't show this message again" and proceed.



- If you get lost when navigating around, click the Dashboard icon on the top left corner. This is the starting point where you can access all features and areas reserved for you.



3. Create a Requisition
  - From the unified Dashboard, go to Quick Actions > Create a Requisition. The new Requisition form opens.
  - OR go to Quick Actions > Views My Requisitions > Create a Requisition.



- The Create Requisition screen 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.
List Type	
<b>Position</b>	<b>LEAVE blank.</b>
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.
*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.

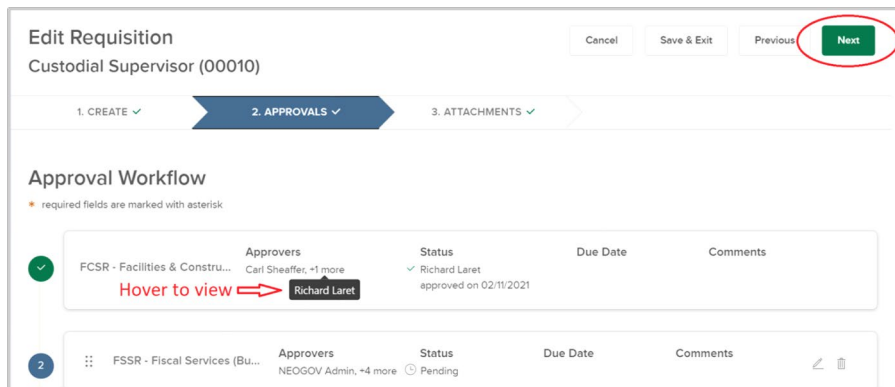
**Pasadena Area Community College District/ Office of Human Resources  
HR-INST30 How to Create a New Requisition in NeoEd**

Add Position Detail (Important)	Note (Important) 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	(Important) For hourly positions only. <ul style="list-style-type: none"> <li>Attach the duty description (for public posting) as an attachment here if you don't already know the applicant.</li> <li>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.</li> </ul>

- Click "Next" to go to the "Approvals" workflow.
- Important: Always** use the green navigation buttons (Next, Save and Continue, Save & Exit, Previous, etc.) to navigate to the next tab when **editing**.

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.

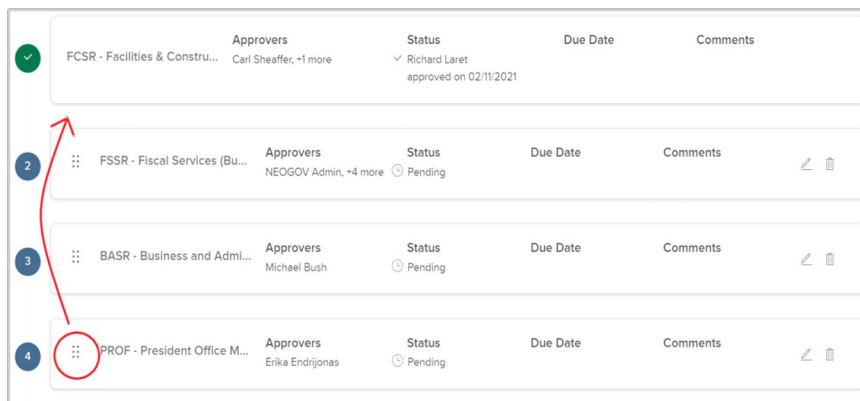


5. Update the pre-built workflow

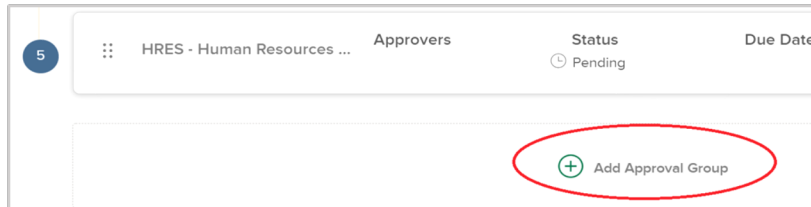
**Important:** There are exceptions to standard workflows.

Check the Appendix Section for the workflow specific to your requisition. If it falls under one of the exceptions, modify the workflow as indicated. Fiscal might send specific instructions for certain exceptions.

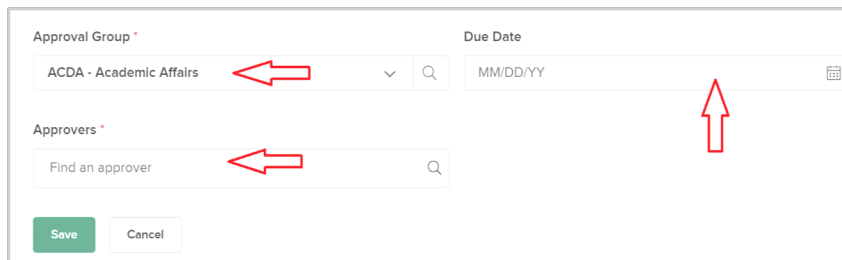
- Change the order of an approval group
  - Grab the 6 vertical dots, and move it to the desired place



- 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.

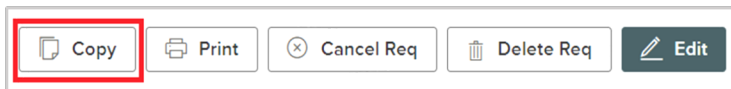


- Click “Next” to go to the Attachment step
- **Hints:** When in doubt, seek advices from the Cost Center Manager for whom you're initiating this requisition for.

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.

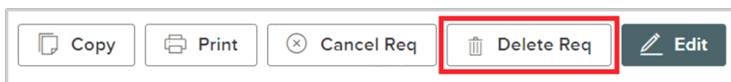
7. Copy a Requisition: Open requisition > Click Copy



Hints: Use the Copy feature to duplicate similar requisitions, or when you need to refresh the pre-built workflow. Always create a copy from the most recent requisition that has a “solid” (vetted by Fiscal) structure and information.

8. Delete a Requisition: Open requisition > Delete Req

Notes: You can only delete reqs that haven't entered the workflow, or that have been denied and returned to you.



9. Edit a Requisition: Open requisition > Edit

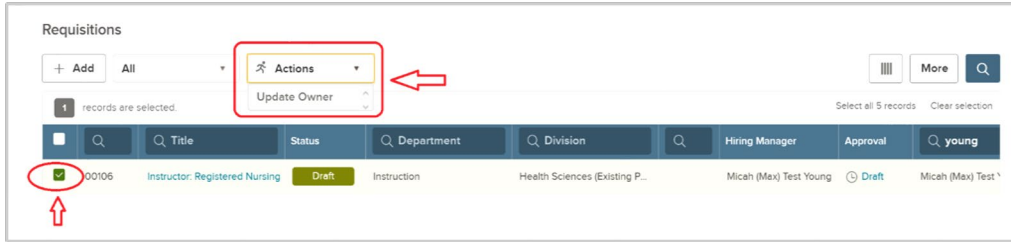
- You can update all details and approval workflow before the req is submitted to the workflow.
- After the req enters the workflow, you can update all detail information except Class Specs, and Department/Division. You may also update the workflow, except when the req is put ON HOLD.

**Hints:**

- To update Class Specs, Department / Division ask the next approver to deny and return the req to you.
- Ask the next approver to return an ON HOLD req to you as well if you need to modify the workflow.

10. Transfer ownership: Both the creator and the hiring manager of a requisition can transfer ownership of that requisition to another person in the office who has the same user privileges.

- Step 1: Dashboard > Quick Actions > View My Requisitions > Click on any req > Click top left Jobs dropdown menu > Requisitions
- Step 2: Click the Search magnifier > Select the req to update > Actions > Update Owner > search for a new owner.



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. **Vacant position with change in Job Classification and increase in Salary Grade OR Position not having funding for Fiscal Year.** Modify the workflow as follows:
  1. Cost Center Manager (Hiring Office)
  2. Functional Area Vice President (Hiring Department)
  3. Business & Administrative Services VP
  4. Superintendent
  5. Fiscal Services (Budget)
  6. Human Resources
  
4. **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 group member(s): Brigitte Norsworthy, Jessie Wang, Anthony Brown, Denise Vidrio, Rosette Jaltorossian as approvers.
      - i. **Note: Check with your Cost Center Manager OR FSGR for the specific member(s) of this group to be added as approver.**
    - d. **Save**, then 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
  
5. **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

6. **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

7. **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

8. **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

9. **The Funding office is different than the Hiring office.**

These are jobs that report to a particular office, but are funded by the cost center under a different office. If there were no previous agreements, contact HR to trigger a coordination between the Hiring Office, Funding Office, and Fiscal.