




## Creating a Requisition for a Pooled Position

What you need to do	What you will see																																				
<p><b>STEP 1:</b> <u>All new requisitions must be created using an approved job description.</u></p> <p>From the Hiring Manager Dashboard, go to the <b>Job description</b> tile.</p> <p>Click <b>Manage job descriptions</b>. This will open your Job Description library.</p>	<p><b>My Dashboard</b></p> <p>Welcome Britney, this is your Dashboard where you will see all your tasks organized in various stages.</p> <div><div><p><b>Job description</b></p><p>My position description - Under review</p><p>Manage job descriptions...</p></div><div><p><b>New job</b></p><p>18 Jobs open</p><p>1423 Team jobs open</p><p>New job</p></div><div><p><b>Approvals</b></p><p>13 Jobs awaiting your approval</p><p>18 Approved</p></div></div>																																				
<p><b>STEP 1.2: Locate Template Job Description</b></p> <p>Click <b>Clear</b> to remove any prior search criteria.</p> <p>Refer to the <a href="#">Pooled Positions Crosswalk with PD Numbers</a> and note the <i>4-digit PD</i> number for the type of position you wish to hire.</p> <p>Enter the 4-digit number into the <i>PD No.</i> field and click <b>Search</b>.</p>	<div><div><div>Employee No. <input type="text"/></div><div>Supervisor Name <input type="text"/></div><div><div>Clear</div><div>Search</div></div><div><div>View</div><div>Create requisition from a job description</div><div>Archive</div></div></div><div><p><b>Job description</b></p><div><div><div>PD No. 7825</div><div>Working Title <input type="text"/></div><div>Supervisor Name <input type="text"/></div><div>Area All</div></div></div></div><table><tr><th>E-Class</th><th>PD No.</th><th>E-Class</th><th>PD No.</th></tr><tr><td>31 - Part Time Instructor</td><td>7827</td><td>87 - RA</td><td>7763</td></tr><tr><td>35 - Adjunct/PT Visiting Prof/PT Lect.</td><td>7761</td><td>87 - TA</td><td>9719</td></tr><tr><td>39 - Comm. Teachers</td><td>7128</td><td>88 - DRF</td><td>7764</td></tr><tr><td>81 - Fee Based Instr.</td><td>7780</td><td>89 - AF</td><td>7765</td></tr><tr><td>45 - PT Prof. Student</td><td>9720</td><td>90 - FWS</td><td>9460</td></tr><tr><td>48 - Temp. Professional</td><td>7828</td><td>93 - Int. Student</td><td>9714</td></tr><tr><td>48 - OTP</td><td>9746</td><td>91 - Int. Employee</td><td>7727</td></tr><tr><td>84 - Course Assistant</td><td>7825</td><td></td><td></td></tr></table></div>	E-Class	PD No.	E-Class	PD No.	31 - Part Time Instructor	7827	87 - RA	7763	35 - Adjunct/PT Visiting Prof/PT Lect.	7761	87 - TA	9719	39 - Comm. Teachers	7128	88 - DRF	7764	81 - Fee Based Instr.	7780	89 - AF	7765	45 - PT Prof. Student	9720	90 - FWS	9460	48 - Temp. Professional	7828	93 - Int. Student	9714	48 - OTP	9746	91 - Int. Employee	7727	84 - Course Assistant	7825		
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## STEP 1.2: Continued

Click **Create requisition from a job description** to proceed to the requisition form.

Employee No. Supervisor Name

Clear Search

View | **Create requisition from a job description** | Archive

## STEP 2:

Required fields are indicated by an **asterisk\***. Many auto-populate based on corresponding JD fields.

In the **Initial Term Appointment End Date** field:

- Temporarily-funded positions must have an end date within the current fiscal year. *This includes all positions on non-operating budgets.*
- Permanently-funded positions without end dates should have Aug 31, 2049. Otherwise, enter the end date.

In addition, complete the non-mandatory fields as specified by the employee group in which you are hiring.

*For example, when hiring a part time instructional staff member, complete the six “For PT Instructional Staff Positions Only” fields, as pictured to the right:*

Working Title\*

This title will be displayed on the TC Web Directory.

Full or Part Time: Part-Time

Employee Classification: 84: Course Assistants

Position Type\*: Student (Non-Work Study)

Employee Classification Sub Group: No Employee Classification Sub Group selected.

You must select a subgroup if Employee Class is "Instructional Staff".

Initial Term Appointment End Date\*: For positions without end dates, please select 31 Aug 2049.

## Employee Group Specific Fields Example:

**FOR PT INSTRUCTIONAL STAFF POSITIONS ONLY**

Appointment Type: Select

Rank (if adjunct only): Select

Salary: Select

Courses taught by Adjunct/Part-Time Instructor:

Any appointment that is outside the standard college pay should be directed to:

Is this a co-taught course?: ☐ Yes ☐ No



### STEP 3: Salary



The Pay Scale will be automatically filled in based on the template job description you selected in step 1.



The Requested Salary field should state:

1. The *anticipated* individual appointment amount
2. Total *anticipated* amount across all headcount of this requisition

For example, if you intend to fill three headcount on this requisition, you should write “\$2000/3 appointments; \$6000 total”

Alternatively, if you are hiring a single position, write the total appointment amount for a single headcount, something like: “\$2000/1 appointment”

SALARY	
Pay Scale:*	<div>Part Time Employees  </div> <div>Pay Scale No. PN - TEMP Minimum \$ 15.00 Maximum \$ 76,846.00</div>
Requested Salary:*	<div>\$2000/3 appointments; \$6000 total</div>

SALARY	
Pay Scale:*	<div>Part Time Employees  </div> <div>Pay Scale No. PN - TEMP Minimum \$ 15.00 Maximum \$ 76,846.00</div>
Requested Salary:*	<div>\$2000/1 appointment</div>

### STEP 4: Funding Information

Update Index 1 from its default 000000 to the index of your funding source.

Fill in the Index, Account, and Percentage of Salary fields for any additional sources of funding.

If funding will be from more than four indices, you must create a note on the requisition and type out the full funding breakdown, including the Index, Account, and Percentage of salary for each funding source.

FUNDING INFORMATION	
Does this position have more than 4 indices?:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Index 1:*	<div>000000</div>
Account 1:*	<div>6462</div>
Percentage of Salary 1:*	<div>100</div> %
Index 2:	<div></div>
Account 2:	<div></div>
Percentage of Salary 2:	<div></div> %

Position info

Notes

Posting

Documents

Reports (legacy)

Reports

Add:

Select

Select

Note



Hold day



### STEP 5: Headcount Management section

The first headcount automatically populates in this section. In the **Type** column, select **New** or **Replacement** based on the nature of the requisition.

Positions:\*

Position no:*	Type:*	Applicant	Application status	
1 Research/Teaching Assis 	Select 	-	-	Cancel

Position no: R00000

Area:

Grade: Part Time Employees

Department:

Employee Name: Abhishek Shah

Budget Org. No:

Budget Org. Description:

Supervisor: Elizabeth Farley



### STEP 5b: Additional Headcount

If you intend to hire more than one person on this requisition, in the *New* or *Replacement* box type in the number of additional headcount required and click “Add more.”

In each new row, copy the position number from the top row and paste it into the new box. Click the magnifying glass and the system will fill in the position details.

Note: If the blue box says “No position selected” you still need to click the magnifying glass. Proceeding as-is will result in an error.

Positions:\*

Position no:*	Type:*	Applicant	Application status	
1 Research/Teaching Assis 	Select 	-	-	Cancel

Position no: R00000

Area:

Grade: Part Time Employees

Department:

Employee Name: Abhishek Shah


Budget Org. No:

Budget Org. Description:

Supervisor: Elizabeth Farley

New:  Replacement:

New:  Replacement:

Research Assistant 

Position no: R00000

Area:

Grade: Part Time Employees


Department:

Employee Name:

Budget Org. No:

Budget Org. Description:

Supervisor: Elizabeth Farley

R00000 

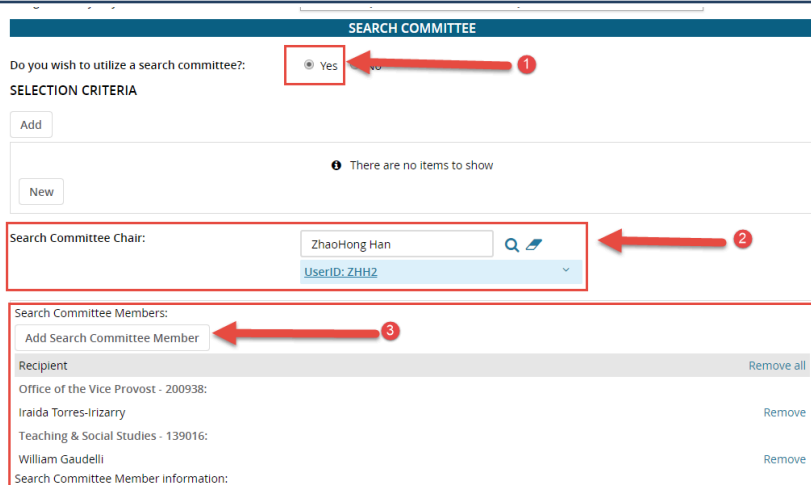
No position selected.

## STEP 6: Search Committee Section (optional).

If applicable, set up a Search Committee.

1. Check 'Yes' in **Do you wish to utilize a search committee?**
2. Input the user name of the **Search Committee Chair**
3. Click **Add Search Committee Member** and select all applicable users.

**\*\*If you want to make updates to the search committee after the requisition has been approved, please email [HRISTeam@tc.edu](mailto:HRISTeam@tc.edu).\*\***



**SEARCH COMMITTEE**

Do you wish to utilize a search committee?: ☒ Yes 1

**SELECTION CRITERIA**

Add

There are no items to show

New

Search Committee Chair: ZhaoHong Han 2  
 UserID: ZHH2

Search Committee Members:

Add Search Committee Member 3

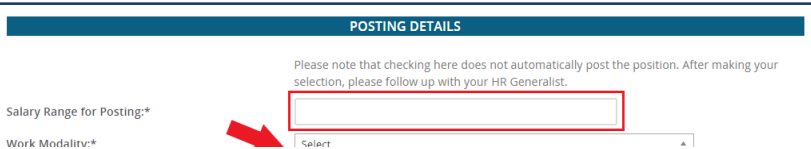
Recipient	Remove all
Office of the Vice Provost - 200938: Iraida Torres-Irizarry	Remove
Teaching & Social Studies - 139016: William Gaudelli	Remove

Search Committee Member information:

## STEP 7: Posting Details Section

In the Posting Details section, the first required field is the **Salary Range for Posting**.

Enter the minimum and maximum amounts of the salary range you are willing and able to pay for this position.



**POSTING DETAILS**

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:\*

Work Modality:\*

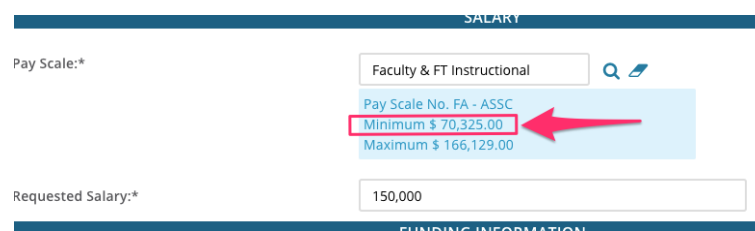
### STEP 7.1: Determine the minimum for the salary range for posting.

Go to the **Salary** section of the requisition.

Using the minimum amount on the pay scale as a guide, determine the appropriate amount that is not below the minimum pay scale nor below the minimum wage.

**\*\*Please reach out to your HR Rep for any further guidance.**

Minimum Amount:



**SALARY**

Pay Scale:\*

Faculty & FT Instructional

Pay Scale No. FA - ASSC  
 Minimum \$ 70,325.00 1  
 Maximum \$ 166,129.00

Requested Salary:\*

150,000

**FUNDING INFORMATION**



**STEP 7.2: Determine the maximum for the salary range for posting.**

Using the maximum amount on the pay scale as a guide, determine the appropriate amount that is not above the maximum pay scale nor above the maximum budgeted amount you are willing to pay for the position.

You can work with your budget administrator to determine this number.

\*If the maximum budget amount available is lower than the minimum of the payscale, please consult with your HR Generalist.

**STEP 7.3a: Return to the “Salary Range for Posting” field.**

Manually enter the minimum and maximum amounts determined in the previous steps

**NOTE:** If there is a large discrepancy between the maximum budgeted amount and the listed pay scale, please consult with your HR Generalist. This could mean that your budget is not competitive enough to attract candidates with the current market rate.

**STEP 7.3d: Process for Hourly, non union positions**

For hourly positions that are non - union, enter the maximum hourly rate, and a minimum hourly rate that is not below the minimum wage of \$15 per hour.

Ex., \$22.50 - \$30.00 / hr

**POSTING DETAILS**

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:\*

Work Modality:\*

Form:

Do you wish to apply for a waiver for the posting?: ☐ Yes ☐ No

Reason For Waiver:

**POSTING DETAILS**

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:\*

Work Modality:\*

Form:

Do you wish to apply for a waiver for the posting?: ☐ Yes ☐ No

Reason For Waiver:

## STEP 7.4: Complete the rest of the fields.

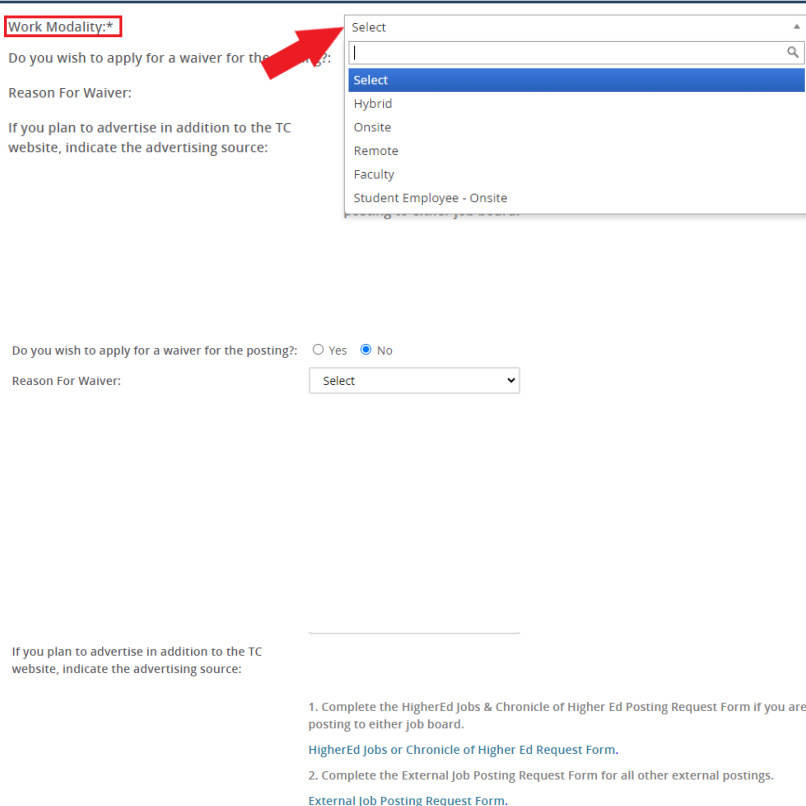
In the Work Modality field, select the appropriate option.

- For **Students**: Select Student Employee - Onsite.
- For **all other groups**: Select between Hybrid, Onsite OR Remote

### Optional:

If you wish to apply for a waiver and bypass the required 5-day public posting required, click the radio button for **Yes** when asked if you wish to apply for a **Waiver**. Then, select a reason from the **Reason for Waiver** dropdown.

Next, if you wish for your requisition to be posted to an external site, click on the hyperlink to the appropriate form and request the external posting be created by the HR team.



Work Modality:\*

Do you wish to apply for a waiver for the posting?: ☐ Yes ☒ No

Reason For Waiver:

If you plan to advertise in addition to the TC website, indicate the advertising source:

1. Complete the HigherEd Jobs & Chronicle of Higher Ed Posting Request Form if you are posting to either job board.  
HigherEd Jobs or Chronicle of Higher Ed Request Form.

2. Complete the External Job Posting Request Form for all other external postings.  
External Job Posting Request Form.

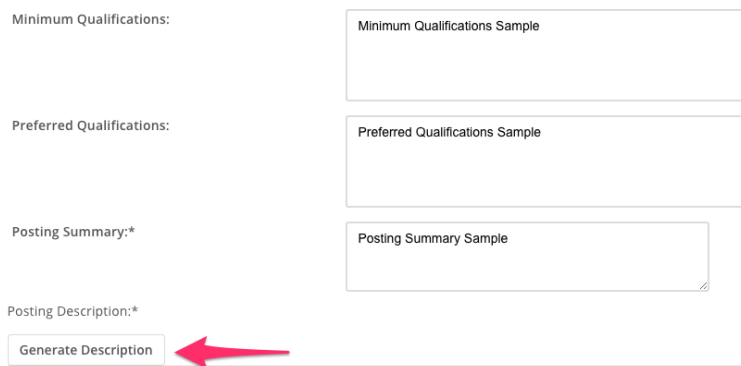
## STEP 7.5: Generate the job posting information.

Review the information in the **Job Summary** through **Posting Summary** fields. **Template JDs have blanks intended for you to update before proceeding.**

If the contents of the above fields are correct, click the **Generate Description** button.

Clicking this button is required to proceed. It compiles and formats these fields to create a uniform layout across the college.

**Note:** You will set up the job posting AFTER the requisition has been approved.



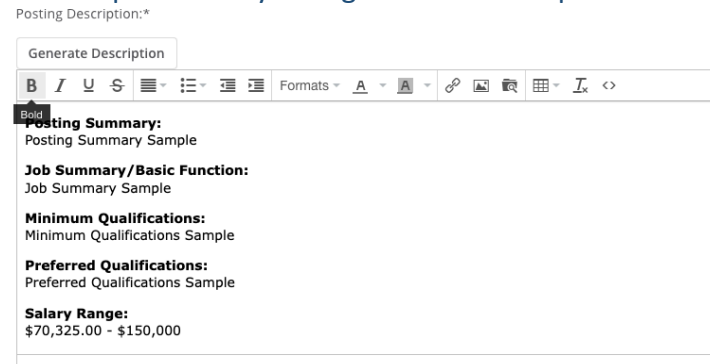
Minimum Qualifications:

Preferred Qualifications:

Posting Summary:\*

Posting Description:\*

### An example of the system generated description:



Posting Description:\*

**Posting Summary:**  
Posting Summary Sample

**Job Summary/Basic Function:**  
Job Summary Sample

**Minimum Qualifications:**  
Minimum Qualifications Sample

**Preferred Qualifications:**  
Preferred Qualifications Sample

**Salary Range:**  
\$70,325.00 - \$150,000



## STEP 8: Approvals Section

- A. **Supervisor** - Will default to your name. You may update it if you are not the supervisor of this requisition.
- B. **Approval process** - For details, see step 6.1 below
- C. **HR Representative** - Update to the individual name of your HR rep
- D. **Status** - Update to Pending Approval

**APPROVALS**

Please select the appropriate Approval Process based on the type of position and the amount of department approvals needed.

Supervisor:\* A. Britney Spears   
UserID: JQM2105

Approval process:\* B. None

HR Representative:\* C. HR Team   
UserID:

Status:\* D. Select   
Close job

Next page >

Please fill in all mandatory fields marked with an asterisk (\*).

## STEP 8.1 : Approval Workflow

Use the [Selecting the Right Approval Workflow](#) guide to choose the correct option from the dropdown..

Mandatory approval levels will appear. Click the magnifying glass to select the appropriate approver.

If Budget/Grants is included, select either **Budget Team** or **Grants Team** based on your funding source.

**Note:** At the HR level, update to your **HR rep**. For student jobs, update the HR level to **Student Employment Team**. Leave all other defaulted team names as-is.

Approval process:\* All Other Employees - Operating Funded

1. Department Head: Britney Spears   
AG4096@tc.columbia.edu

2. HR: HR Team **Update to individual approver**   
hrservices@tc.edu

3. Budget: Budget Team **Leave as team approver**   
budget@tc.edu

**Budget/Grants:**

Budget/Grants: Budget Team   
budget@tc.edu

**OR:**

Budget/Grants: Grants Team   
grantsoffice@tc.columbia.edu





### STEP 9: Save for approval.

Now you can save the requisition and send it for approval.

- **Save a draft** - Will knock out the approval workflow, save the remainder of the information, but allow for edits.
- **Save** - Will save the req, send it to the first approver and keep you on the requisition for viewing.
- **Save & exit** - Will save the req, send it to the first approver and close out the page.

Status:\*

Pending approval ▼

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*).

Save a draft

Save

Save & exit

Cancel

### STEP 9.1: Check on approvers

You can check where your requisition sits in the approval workflow by returning to the approval section.

Clicking the “Resend email to approver” button will trigger the sending of a reminder email to the approver.

If you receive notice that your requisition has been declined, proceed to **Step 8**.

If approved, refer to the [Posting a Job](#) user guide for next steps.

Supervisor:\*

Britney Spears

Approval process:\*

All Other Employees - Operating Funded

1. Department Head:

Britney Spears ✓ Approved Oct 6, 2022

2. HR:

HR Team ⓘ You are here

[Resend email to approver](#)

3. Budget:

Budget Team



## STEP 10: Review reason requisition was declined.

If you received notice that your requisition was declined, return to the requisition's approval process section.

Click the **restart** button. This will allow you to edit the requisition based on the approver's feedback.

**Note:** If the issue includes anything contained in the posting description, be sure to click the *Generate Description* button again to recreate the job ad.

After all necessary changes have been made, return to step 6 above to submit for approval once more.

Approval process:\*

Test Approval

1. SuperUser:

Budget Team ✖ Declined Mar 11, 2024

Reason for declining the job: Other

Additional comments: Upon decline, the reviewer will leave a comment here as to the reason why.

restart

