

PageUp Job Aid

Requisitions – Staff and Non-Tenure Faculty

Creating a Requisition to Recruit for a Position or to Request a Search Waiver

From the Bubble Menu or the **Dropdown Menu**, chose **Manage position descriptions and create a new requisition**.

The screenshot shows the PageUp dashboard for a user named Amherst. On the left, there are five colored buttons: 'POSITION DESCRIPTION' (pink), 'NEW REQUISITION' (red), 'ADVERTISEMENTS' (yellow), 'SEARCH COMMITTEE REVIEW' (green), and 'OFFERS' (purple). The 'POSITION DESCRIPTION' button is circled in red, and a red arrow points from it to the sidebar menu. The sidebar menu on the right includes 'Update profile', 'Home', 'My position description - Under review', 'Manage position descriptions and create a new requisition' (highlighted with a pink square), 'New Requisition', 'Jobs open', 'Advertisements', 'Search committee review', 'Offers', 'Jobs', 'Manage jobs', 'Manage forms', and 'Manage position descriptions and create a new requisition'.

You will be directed to a page to search for the **Position Description**. Enter a Position Number, Position Title, or Employee Name (if replacing) and select **Search**.

The screenshot shows the 'New Position Description' search form. The form has several input fields: 'PD No.', 'Position Title' (circled in red), 'Reason for waiver', 'Position Number' (circled in red), 'Role Number', 'Employee Name' (circled in red), 'Employee No.', 'Supervisor Name', 'Work type' (dropdown menu), 'Area' (dropdown menu), 'Department' (dropdown menu), 'Sub department' (dropdown menu), 'Approval status' (dropdown menu), and 'Status' (dropdown menu). There are 'Clear' and 'Search' buttons at the bottom right, with 'Search' circled in red. Below the form is a table with columns: 'PD No.', 'Position Title', 'Reason for waiver', 'Position Number', 'Role Number', 'Employee Name', 'Supervisor Name', 'Date modified', and 'Approval status'. The table contains one row of data: 'PD-45', 'Career Specialist brockton career works', '00027949', '7 Jun 2017', 'Approved', and 'Edit | View | Recruit for position | Archive'.

If your search does not reveal the Position Description that you are looking to recruit for, please create a new Position Description by following the steps in the Position Description job aid.

Once you find the position you are recruiting for, select **Recruit for position**.

PD No.	Posting Title	Position Number	Job Code	Current Employee Name	Supervisor Name	Date modified	Approval status		
PD-64	Human Resources & Payroll Representative	00014845			Timothy Cendrowski	10 Jul 2017	Approved	Edit View Recruit for position Archive	
PD-77	Carol's Cook	00014253		Jeannine Labossiere	Timothy Woods	04 Aug 2017	Approved	Edit View Recruit for position Archive	
PD-78	Recruitment Specialist	00027797		Marcy Desmarais	Carmen Jimenez	08 Sep 2017	Pending approval	Edit View Recruit for position Archive	

The system will direct you to the **Requisition Information** page in the system. A large portion of the details populated in the **Position Description** will transfer to the **Requisition** and some will be “read only”. All items on the **Requisition** should be completed that are not populated from the **Position Description**. If a field does not pertain to your department such as Current Incumbent in cases of a new position, please leave the field blank.

Should you need to make a change to a Read Only item, you will need to edit the already approved **Position Description** and wait for it to be approved again.

The **Position Type** you select is dependent upon whether or not there is an incumbent in the position you are hiring for. If there is no current or former incumbent and the position is a new Headcount for your department, you should select **New**. If there is not a new Headcount for your department you should select **Replacement**.

Completing the Requisition

Continue to complete the fields on the **Requisition** that apply. **All Fields with an *** must be completed in order to move forward. In the **Position Details** section, you will identify **Recruitment Process**. A drop down list will provide the choices available. Select **Amherst**.

The screenshot shows a web form for requisition management. A dropdown menu is open, displaying a list of recruitment processes. The 'Amherst' option is highlighted in blue. The form includes several fields: 'Benefited Position:' with radio buttons for 'Yes' (selected) and 'No'; 'Recruitment process:*' with the dropdown menu; 'Do you wish to apply for a waiver for the posting?'; 'Reason for waiver:' with a text input field; 'Speed Type/HR Combo:' with a dropdown menu; 'SEARCH COMMITTEE' with a dropdown menu; 'Do you wish to utilize a search committee?:' with radio buttons for 'Yes' and 'No'; 'If no, please provide an explanation:' with a text input field; and 'Search committee chair:' with a text input field.

Waiver for posting

In the event that the hiring department is requesting a waiver of the posting process for a position, the department must indicate this on the Requisition by selecting Yes to the “**Do you wish to apply for a waiver for the posting**” drop down menu. The department must also provide a reason for the waiver in the field shown below. All waivers are subject to review and approval by the Office of Human Resources.

Recruitment process:

Do you wish to apply for a waiver for the posting?:

Reason for waiver:

Funding Source, Percentage and Speed Type

If applicable on your requisition you should indicate whether this position is funded via State Funds or Grants, the primary percentage of salary dedicated to the payroll and your department’s payroll Speed Type. You can utilize the Speed Type Lookup by clicking the link and searching for your speed type in the database shown below.

FUNDING INFORMATION

Speed Type/HR Combo: [Speed Type lookup](#)

UM_SPEED_CHART_LKUP - SpeedChart Lookup

Business Unit (Required)

SpeedType (%)

Fund (%)

Dept ID (%)

Project/Grant (%)

Program (%)

Class (%)

HR Account Code (%)

Hr Account Code Required Flag

Search Committee

All Exempt positions in PageUp should be utilizing the Search Committee function, unless a waiver has been issued. Select “Yes” that you would like to utilize a Search Committee. You should identify your [Search Committee Chair](#). Your **Search Committee Chair** will be the person in charge of the Search Committee, usually assigned by the Appointing Authority aka Hiring Manager. Next identify

your [Chair Communication](#) role. The Chair Communication aka Record Keeper is responsible for the administrative tasks for the Search Committee. If a name prepopulates into the Chair Communication role, please clear it out using the eraser. Using the magnifying glass will help you easily search for UMass Amherst employees. Please remember to disable your browser's pop-up blockers.

To add search committee members, select **Add Search Committee Member**. Find the Committee Member and select **Add**. Continue to add members until done. Click the Done button when finished to verify that all committee members have been added.

First name	Last name	Team	
Michael	Aaronson	D424000-HVAC	Add
Megan	Abajian	D272000-Dean Visual & Performing Arts	Add

Posting Details

In this section you should enter your Posting Details i.e. select where you will be advertising your job by clicking any of the applicable options. You may provide additional sources in the free text box **“Please list any other advertising sources”**. If applicable, you may enter your **Speed Type for Advertising**. Enter the **Campus Location** which is the physical building your position will report to, click the magnify glass icon to search for the building, once found click Okay. Lastly, always select Amherst for your **Posting Location**.

POSTING DETAILS

Speed Type for Advertising:

If you plan to advertise externally indicate the advertising sources:

Please list any other advertising sources:

Posting location:*
 Campus location: UMass Amherst

Posting summary:
 The position provides comprehensive management of data for the Massachusetts Small Business Development Center (SBDC) lead office and network c

Posting text:

This is required for all advertising requests except for Office of the Provost up to a specified amount. For FAC textbox.

HigherEd Jobs
 External careers site
 The Chronicle of Higher Education
 Diversity Publications/Websites (please specify)
 Other (please specify)

Link
 Intra
 Trad
 Low
 Sprin

Search - Google Chrome
 Secure | https://adminuat.dc4.pageuppeople.com/v5.3/provider/searchField/searchdialog...
 No Site names were found based on your criteria, please select a Site name below:

Site No.: Site name: Whitmore
 City/Town: Zip Code:

Search

Site No.	Site name	City/Town	Zip Code
UMAMHBLDG0118	Whitmore Admin Building	Amherst	01003
UMCENWHITMR LGL	Whitmore Legal	Amherst	01002
UMCENWHITMR UIS	Whitmore UIS	Amherst	01002

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Site name information:
 Number: UMAMHBLDG0118 Postcode: 01003 Suburb:

Okay Cancel

Posting summary is text that will appear on the University's Career Page, advertising the job. The text should be descriptive enough to make an applicant interested in the position. For Non-Exempt positions copy and paste the General Statement of Duties from the Form 30. For Exempt positions copy and paste the Job Summary from the Position Description or the Posting Text section.

Posting summary:

The University of Massachusetts is hiring for an accounts payable manger position

Current opportunities

Position	Location	Closes
Computer Cluster Administrator	UMass Amherst	30 Jun 2018

Member of Chem/BMB IT team. This individual needs to be both independent (with a strong ability to prioritize and make decisions) and a contributing member of the IT team. He/She will make (and support) policy decisions, and represent both departments in appropriate meetings/projects. As system administrator for computing facilities of two departments, this individual is responsible for support of research, teaching and administrative network-attached workstations, stand-alone computers, peripherals, hardware, software and all network connections. Includes network administration, programming servers, programming interactive software, and resolution of client issues for Windows, Macintosh and Linux systems.

The Posting text will carry over from the **Position Description**. If any changes need to be made, you will need to initiate the changes in the **Position Description** module and send it through the approval path before initiating the Requisition. In special circumstances, HR may be able to approve changes without starting over, and you may contact your Compensation Analyst for guidance.

Adding a note to a requisition

Once the Position Info is complete, but before the Requisition is sent for approvals, click the **Notes** tab, add any relevant notes, and then click on Submit at the bottom of the Notes dialog box. The note will be time and date stamped with your user name. The notes tab is a great way to record extra information about the Requisition. Note tabs are visible by all users in the system. Please use discretion! These notes will become part of the permanent hiring record.



Users and Approvals on a Requisition

Whoever initiated the recruitment process, their name will automatically populate into the **Hiring Manager** field. The Originator should put in the correct Hiring Manager's name in that field and add the Originator's Name into the **Administrative Support/Originator's** field. The Originator should then select the appropriate approval process for their department. The Default approval process will indicate "Amherst 2 Approvers" and users are required to enter an approval process. Select the appropriate amount of Approvers from the "Approval Process" drop down list to generate your approval process. The Originator will have the ability to change names within the approval process. Names within the section below will all receive emails at different stages of the process. The **Hiring Manager** and **Administrative Support/ Originator** will receive an email when the Requisition has been fully approved.

USERS AND APPROVALS

Administrative Support/Originator:

No user selected.

Hiring Manager:*

Email address: janedoe@umass.edu

Approval process:*

1. Approver 1:

janedoe@umass.edu

2. Approver 2:

janedoe@umass.edu

Saving and Submitting the Requisition

In order to submit your **Requisition** be sure to select "Pending approval" from the Status* drop down indicated below. Then follow the steps in the bullet points below.

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Approval process:*

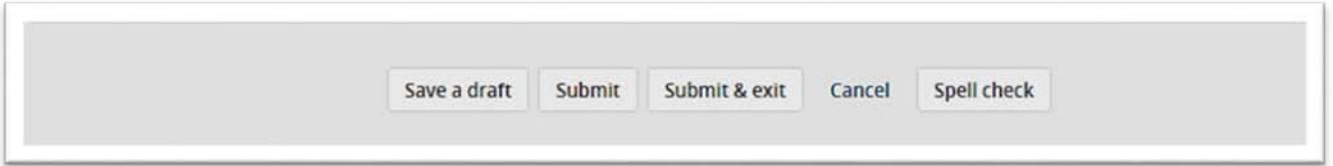
1. Approver 1:
rsaunderson@umass.edu

2. Approver 2:
janedoe@umass.edu

Status:*

- Selecting Save a Draft can be used when you need to save the **Requisition** you are working on without starting the approval process.
- Submit will save and begin the approval process on your **Requisition**.
- Submit and Exit will save and begin the approval process and exit your screen back to the home screen.
- Cancel will exit the **Requisition** without saving.

- The opportunity to run a Spell check is available and is recommended.



Hiring Managers and Administrative Support/Originators will receive an email when the requisition has been approved.