Requisition Approval Tracking Module

Requisition Workflow (e.g., Personal requisition, Recommendation to Hire)

- **HR User/ or any system users (manager or a reviewer) can create a requisition.**

- **HR User/ or any system users (manager or a reviewer) is provided with a drop down to choose the requisition form template.**

- **After the HR User/ or any system users (manager or a reviewer) fills in the required information in the template, the approvers are added to the requisition.**

- **After all approvers are added an email chain is started. The first email is sent to the approver on the list requesting him/her to approve the requisition.**

- **Once the approver approves the requisition (by submitting sent for approval) an email is sent to the second approver in the list requesting him/her to approve the requisition.**

- **This process is complete when the email is sent to the last person in the list requesting approval.**

- **If any of the approvers in the chain deny the requisition the approval is marked as denied and an email is sent to the owner of the requisition notifying him that the requisition has been denied.**

Requisition

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Northern Essex Community College

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Pamela M. Medina: Manage Jobs

- Manage Jobs
- Post New Job

- Requisitions

- Find Candidates
- QuickList

- Create Folders
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Add New Job   **Requisitions**   **All Users**   **Job Search**

| Open Jobs | Closed Jobs |

Manage Open Jobs

ID	Title	Posted	Ends	Applies	Hits	% Applies
		You do not have any Open Jobs				

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Manage Requisitions

Add New Requisition   Manage Jobs
Search Requisitions   Requisition Reports

| | | | | | **Pending Approval** | **Open Reqs** | **Closed Reqs** |

☐ Show My Requisitions Only

Manage Pending Requisitions

ID	Requisition Title	Requisition Template	Job Title	Approval Status	Modified

Sort By:
📄 Originator: First | Last
🔺 Current Approver: First | Last

* — Requisitions from other users for approval.
** — Requisitions from other users for review.

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Manage Requisitions

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Search Requisitions   Requisition Reports

Create New Requisition

Select Template: Select ▼

Select
Personnel Data Change Form
Personnel Requisition

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Create New 'Personnel Data Change Form'

Manage Requisitions

Notes

Fields marked with an asterisk * are required. While completing this form, please do not open other forms in different windows/tabs.

Title/Name: ⃝ [   ] *

Requisition Status:

Personnel Data Change Form

Originator	Pamela Medina
Employee Name	[ ]	HR/CMS ID & Record #	[ ]
Effective Date	[ ]
Change Reason	☐ Salary Adjustment ☐ Promotion ☐ Reclassification ☐ Transfer

Current Position Information		**New Position Information**	
Grade [ ] Step [ ]		Grade [ ] Step [ ]
Annual Salary [ ]		Annual Salary [ ]
Title [ ]		Title [ ]
Employee Group [▼]		Employee Group [▼]

○ Full-time Benefited ○ Part-time Benefited

Schedule: Hours worked/day ex: Mon 5 hours
Mon [   ] Tue [   ] Wed [   ] Thu [   ]
Fri [   ] Sat [   ] Sun [   ]

Org [   ]
Account [▼]
Program [▼]

○ Full-time Benefited ○ Part-time Benefited

Schedule: Hours worked/day ex: Mon 5 hours
Mon [   ] Tue [   ] Wed [   ] Thu [   ]
Fri [   ] Sat [   ] Sun [   ]

Org [   ]
Account [▼]
Program [▼]

Additional Information

○ Newly created position ○ Fill an existing vacancy   Is this a budgeted position? ○ Yes ○ No
Is this a replacement, If yes for whom?   If no, explain:
[   ]   [   ]

Source of funding example:budgeted person's name or new money
[   ]

Add a note / Ask questions:

Attach (Job Description) Choose File | No file chosen

To add additional documents and/or comments, please uncheck the checkbox 'Add Approvers' before clicking 'Save Changes'

☑ Add Approvers

→ **Save Changes**

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Requisition Approvers: Test

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Manage Requisitions   View Requisition   Printable Version

Approver   **Approval Status**

-- Select --

Budget Office

Human Resources

-- Select --

-- Select --

-- Select --

-- Select --

Save   Cancel

Send for Approval

Approval/Denial Process via email with links to access the system

- On clicking 'Send for Approval' an email chain starts with 1st approver requesting approval.

- There is a link provided on the email. Clicking on the link and logging in takes 2nd approver to the page.

- If 2nd approver chooses 'Approve' then an email is sent to the next person in the chain.

- If any of the users (2nd or 3rd approver choose 'Deny' then a requisition denial notice is sent to the originator of the requisition.

- If everyone approves the requisition then a final approval notice is sent to the originator of the requisition.

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Sign Out

Create New 'Personnel Requisition'

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Manage Requisitions

Notes

Fields marked with an asterisk * are required. While completing this form, please do not open other forms in different windows/tabs.

Title/Name: ⓘ Test   *

Requisition Status:

Request for Personnel			
1.Originator:	mm/dd/yyyy	Department:	
2.In-House Title:		State Title:	
3.Date of Vacancy:		Anticipated Start Date:	
4. Employee Type:			
☐ MCCC Prof.	☐ MCCC Faculty	☐ Adjunct Credit	☐ Non-Credit Instructor
☐ Hourly Non-Union	☐ Non Unit Professional	☐ AFSCME Unit I	☐ AFSCME Unit II
5. Position Information (check all that apply)			
☐ Benefited	☐ NonBenefited ☐ Full Time	☐ Part Time	☐ Temporary
6. Position Schedule:			
Hours Per Week:			
Hours Each Day: ex: 7 am - 3 pm	M ___ T ___	W ___ Th ___	F ___ Sa ___
7.Reason for Request:			
◯ New Position	◯ Replacement For:		
◯ Conversion/Explanation			
8.Budget Information:			
☐ Position Budgeted in Current Fiscal Year			
Funding Source:	Org:	Account:	Program:
9.Salary Information:			
◯ Hourly Rate $		◯ Weekly Rate $	
◯ Annual Fixed Salary $		Range $ ___ to ___	
10.☐ Post-In House	☐ Post on Internet Job Sites	☐ Request to post on Special Job Site	
11. Specific Duties - Please attach job posting and Core requirements questions			

Add a note / Ask questions:

Attach (Job Description) [Choose File] No file chosen

To add additional documents and/or comments, please uncheck the checkbox 'Add Approvers' before clicking 'Save Changes'

☑ Add Approvers

Save Changes

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Requisition Approvers: Test

Manage Requisitions   View Requisition   Printable Version

Approver   **Approver Title**   **Approval Status**

Human Resources   Human Resources

Budget Office   Budget Director

-- Select --   ▼   Area Vice-President

Human Resources   Human Resources

-- Select --   ▼

-- Select --   ▼

-- Select --   ▼

[Save] [Cancel]

[Send for Approval]

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