Creating 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.

Tip: To complete the job card/requisition process, you need ALL of the following information:

- Position number
- Budgeted salary
- FTE percentage
- Index/account

Select the search button next to the position filed, type the kind of hire you’re making (Adjunct, CSM Volunteer, Post Doc, Research, etc) in the title field, and select search. From the list of titles, press the select button next to the desired option.

Important note for adjunct hires:

AJSN00 = non-science Adjuncts
AJSC00 = science adjuncts

You will need a different requisition for each category you're hiring for (volunteer, adjunct, etc).
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.

**Title:**

Position E-class, working title and position/classification title will auto populate. **If the job is non-remunerated, you must select “CSM Volunteer”.** You may change the working title to the appropriate Faculty Handbook title.
Headcount:

The first position will auto populate. 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.

ONLY do the fields that have and asterisk (*) – complete the following fields

- Select the reason for hiring
- Recruitment process: direct appointment paid or unpaid
- Work type
- VP Area
- College/org level
- Department
- Expected Salary
- Adjunct Teaching Assignment of Research Duties
Accounts and Percent Distribution:

Insert the index number in front of the account number in the index field. Skip all other fields unless using multiple index and accounts.

Users and Approvals:

- Skip Budget approver field
- Fill in the Department Head/Supervisor/Contact field
- Approval process – select a “Contractor” option
  - NOTE: For the initial entries, please select the “Contractor – Initial Entries” option to shorten the approval process. Please only use this for existing requisitions being transferred to the Contractor module.

IMPORTANT: 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.
How to Find the Job Card

Go back to your home dashboard. On the “New Job” tile, select the jobs open link to see and select the job card you would like to view.

Attach Documents to the Job Card

There is an optional feature that allows you to add documents and notes to the job card. One example would be the email authorizing the hire.

Open the job card, select the documents tab, and select document from a file type to upload the document.