Welcome

To the On-line Job Description & Requisition (PeopleAdmin) System Training

employment.unl.edu/hr

To continue please click the “Next” button
Quick Access Menu

To view the entire training click the button below. To quickly access a specific section, click the “Go To” button next to the subject you wish to review.

- Go To Applicant History (Slide 75)
- Go To Applicant Status Information (Slides 62-65)
- Go To Approver Email Notification (Slide 5)
- Go To Checking the Status of the Job Description (Slides 35 & 36)
- Go To Data Transfer to SAP (Limited Depts.) (Slides 80 & 81)
- Go To Error Message (Slide 21)
- Go To Job Description/Creating (Staff Positions Only) (Slides 16-33)
- Go To Job Description KSA’s (Slides 29 & 30)
Quick Access Menu

- Filling Multiple Positions/Reqs From One Search (Slides 72 & 73)
- Finalizing a Search (Slide 78)
- Flow Chart (Signature Approval) Scenarios (Slides 9-11)
- Guest User Accounts (Slides 55 & 56)
- History of Requisition/Search (Slide 79)
- Multiple Dept. Funded Positions (Slides 19 & 50)
- Not Hired Email (Slide 71)
- Post Hire Details (Slide 77)
- Requisition/Creating Faculty (Slides 39 & 40, 41-57)
- Requisition/Creating From Position (Staff) (Slides 37 & 38 41-57)
Quick Access Menu

- Requisition Status Column/Explanation (Slide 57)
- Saving Your Work (Slide 20)
- Search Committee Information/Entering (Slides 52-54)
- Short List (Slides 66-68)
- User Accounts/Creating or Logging In (Slides 6 & 7)
- User Types/Changing (Slides 13-15)
- User Types/Differences in Access Level (Slide 8)
- Viewing Multiple Applicants/Documents (Slide 59)
- Welcome Screen in PeopleAdmin (Slide 12)
E-mail Notification

The e-mail notification(s) contains “clues” to help the user determine what action is needed and what to look for after “logging in”.

The subject line contains the type of document that is needing approval—Job Description or Requisition.

The salutation contains the user type (role) needed to approve the Job Description or Requisition (i.e. Hiring Manager, Dept. Head/Chair, Dean/Director, etc.)

“Approving” the Job Description or Requisition is accomplished by sending it on to the next appropriate approver level.
Creating User Account or Logging In

After the account has been approved, enter the system by logging in.

Type your User Name.

Type your password.

Click.

First time users need to create an account in the system by clicking this link.
Creating an Account—Completing the Form

Select only those departments with which you will be affiliated. Your User Type(s) will be determined by Human Resources based upon your responses to the questions in the account application.

Click “Submit” at the bottom of the page.

You will receive an e-mail when your account has been approved.
It is important to note that these User Types are not official University titles, but only a name for a level of approver access.

Dept. Staff: Enables user to create Job Descriptions & Requisitions and to view all Job Descriptions & Requisitions in their assigned department(s).

Hiring Manager: Enables user to create Job Description & Requisitions; can view only those to which their name has been “selected” in the Hiring Manager field.

Dept. Head/Chair: In between approver level. Not used by all depts., can be “skipped” over.

Dean/Director: Requisitions must pass through this approver level.

IANR Asst VC: Approver level used only by IANR depts.

Vice Chancellor: Approver level for depts. that require VC approval before submitting to HR.

SAP User: Used to activate data transfer from PeopleAdmin to SAP.

Each dept. has it’s own unique approval routing. Contact HR with any questions.
Examples of Faculty Approval Routing/Workflow/Signature Process

IANR Faculty/Academic/Administrative:

- Dept. Staff
- Hiring Mgr
- Dept. Head/Chair
- Dean/Director
- IANR Asst VC
- Vice Chancellor
- EAD
- Posted IANR

OR

- Hiring Mgr
- Dept. Head/Chair
- Dean/Director
- IANR Asst VC
- Vice Chancellor
- EAD
- Posted IANR

Academic Affairs Faculty/Academic/Administrative:

- Dept. Staff
- Hiring Mgr
- Dept. Head/Chair
- Dean/Director
- Vice Chancellor
- EAD
- Posted Faculty

OR

- Hiring Mgr
- Dept. Head/Chair
- Dean/Director
- Vice Chancellor
- EAD
- Posted Faculty

OR

- Dept. Staff
- Hiring Mgr
- Dean/Director
- Vice Chancellor
- EAD
- Posted Faculty

OR

- Hiring Mgr
- Dean/Director
- Vice Chancellor
- EAD
- Posted Faculty
IANR M/P or O/S Approval Routing/Workflow/Signature Process

IANR Managerial/Professional or Office/Service:

1. Dept. Staff
2. Hiring Mgr
3. Dept. Head/Chair
4. Dean/Director
5. IANR Asst VC
6. Vice Chancellor
7. Initial HR
8. Final HM
9. Submit To HR

OR

1. Hiring Mgr
2. Dept. Head/Chair
3. Dean/Director
4. IANR Asst VC
5. Vice Chancellor
6. Initial HR
7. Final HM
8. Submit To HR

Posted
Non IANR M/P or O/S Approval Routing/Workflow/Signature Process

Example One:

1. Dept. Staff
2. Hiring Mgr
3. Dept. Head/Chair
4. Dean/Director
5. Vice Chancellor
6. Initial HR
7. Final HM
8. Submit To HR
9. Posted

OR

Example Two:

1. Hiring Mgr
2. Dept. Head/Chair
3. Dean/Director
4. Vice Chancellor
5. Initial HR
6. Final HM
7. Submit To HR
8. Posted

OR

Example Three:

1. Hiring Mgr
2. Dean/Director
3. Vice Chancellor
4. Initial HR
5. Final HM
6. Submit To HR
7. Posted

If there are any questions regarding the workflow of any department, please call Human Resources at 472-3101 with any questions.
Upon logging in, the Welcome Screen appears. The information in the “Welcome” line should match the information in the e-mail notification.

Regardless of User Type, this will always say Hiring Manager Site.

The Welcome line also identifies the current user type (role).

If the current user type (role) does not match the salutation on the email notification, click “Change User Type.”

Welcome Screen

Welcome Hiring Manager Sample. You are logged in. Your Current Group: Hiring Managers.
Changing Your User Type (Role)

Based upon the e-mail salutation, choose the correct user type.

Click.
When to Change the Default View

Please check to see that indicates “Department” view (the exception would be for positions that have multiple dept. funding).

If it says “User View”, the default view will need to be changed. Click here.
How to Change Default View

Change from User to Department.

Change Default View

Here you may change your default view.

A user’s default view affects how they will see information when they first come to a screen. If information seems to be missing, one cause may be that the view limited what was shown on the screen.

The advantages to using a more limited view (personal vs. department or department vs. university) is that you see more complete information. Depending on the number of records in the system for the university, the information may be more than you require, and may take longer for web pages to load as a result of more data.

Change View:

- User
- Department

Change for this Session | Change for Future Sessions | Cancel
Creating a Job Description—Staff Positions Only

Job descriptions are not used for Faculty or Administrative positions. The process for Faculty or Administrative positions is started directly by creating the requisition.

Job descriptions (and requisitions) are to be created by either the “Dept. Staff” or “Hiring Manager” User Type.

Click.
Establish Job Description

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish Job Description</td>
<td>Use to create a job description.</td>
</tr>
<tr>
<td>Establish a Duplicate Position</td>
<td>Use to create a duplicate of an existing job description. (Very limited editing capability.)</td>
</tr>
<tr>
<td>Establish a Similar Position</td>
<td>Use to create a position similar to an existing job description, but needs edits.</td>
</tr>
<tr>
<td>Revise Job Description</td>
<td>Use to enter, update, or reclassify an existing job description.</td>
</tr>
</tbody>
</table>

Note: The Job Description Process is also used for Updating & Reclassifying Positions.
Request Type: Use “New/Vacant” when establishing a new position or entering a position that is currently vacant and you are needing to fill the position.

Important: Even though some fields are not asterisked, it is important that all of the fields that pertain to the position are completed.

More than one name can be selected in this field. The selected individuals will each receive the e-mail notification regarding the HR approval of the position.
Multiple Department Funding

These boxes are used only in cases where there is split funding on the position and additional approvals of the secondary dept are needed. Separate e-mail notifications will be generated to the same individual by use of these boxes if the individual is already a part of the regular workflow of the primary dept.

If an individual is selected in these boxes, they will need to have the “User View” for their Default View to view the job description or requisition.
Saving And/Or Cancelling

Once you have done a “Preview Action”/Save, and have gone back into the description, you can use this to do a “quick save”. But only AFTER you have done a initial “Preview Action”/Save.

Use to save your work and/or to move the description to the next approver.

Use to continue/page through the process.

This will cancel the action and you will lose your entries/edits—use only when you are just viewing and want to exit without saving anything.
Error Message

If an asterisked field has been left blank or a required format for the field has not been followed, this error message will appear and the incorrect field(s) will be highlighted in yellow.
Job Description/Summary Tab

Please follow the SAP FTE format. Full time is 100.00, half time is 50.00, three quarter time is 75.00, etc.

SAP Cost Center 1 is to indicate the funding source for the position.

SAP Cost Center %1 is the % of the funding that will come from source 1.

If the position has more than one funding source, the cost centers are entered separately with the appropriate % for each cost center.
This should be a summary of the job duties; it needs to be “applicant friendly” and contain enough information to thoroughly describe the job, yet not be overly wordy. It appears on the Job Posting and is what the applicant will see when the job is posted on the Employment Web Site.
Salary Tab

Choose the appropriate radio button

Complete this section if this is a refill or new position

Complete this section if this is a reclassification

SECTION 1: HIRING SALARY RANGE
Complete this section if you are filling the position at this time
Note: Unit leadership, in consultation with Human Resources, determines the appropriate hiring rate/range.

Hiring Manager Salary Request
Requested hiring salary range

Hiring Manager's Justification for Hiring Salary (Note: Include source of funding information, if applicable)

SECTION 2: ADVANCEMENT/PROMOTION SALARY
Complete this section if you are increasing the salary of the incumbent through either Advancement or Promotion action.
Note: Unit leadership may approve up to 10% Advancement increase or 20% Promotion increase without HR consultation.

Hiring Manager Salary Request
Whatever status the job description is at for approval, only the section pertaining to that user type will be open for edits on the salary approval tab.
This is called a “builder” page, the “Add Entry” button will need to be clicked for each duty that needs to be added.
Entering Duties and Responsibilities

Once this form has been complete, click the “Add Entry” on this page.

When this “Add Entry” button has been clicked, a list of duties will start “building” on the next screen.
A running total of the duties per cent is kept, (does not stop at 100%).

Changes can be made at any time or the entire entry can be eliminated.
Zone Definition Factors

The KSA’s on the Zone Definition Factors page should reflect what is expected of an individual who has been in the position sufficient time to be fully successful.

Links to information to help in completing this information.
The KSA’s on this page should reflect the minimum qualifications required to qualify for this position, and the qualifications that are preferred in applicants.

 Anything involving student contact, financial, or security sensitive duties requires a criminal background check. Some department do background checks on all new hires/rehires/transfer.

 This box will be checked “Yes” by Human Resources if the duties of the position clearly show that driving is an essential function of the position.
Physical Demands Form

Complete all relevant questions when the position requires a physical.
Supplemental Attachments

Attachments need to be in MS Word, Excel or PDF format.

If this is a new position, please attach an organizational chart.
Saving the Document Before Exiting

This is the screen that appears when the "Preview Action" button has been clicked—the step to save the document in the system.

Saves the job description and allows going back to it for further editing at a later time.

To move the job description forward, click the "Send to Hiring Manager" radio button. If completing as a "Hiring Manager" User Type, click the next approval level required in the department and then the "Continue" button.
This is where the list of job descriptions that need “approval” or attention, as indicated in the automatically generated e-mail notification, can be found.
Who Has The Job Description?

Checking the Status

Choose one of these search criteria boxes to search for a specific job description (position number or action number are the best options) or leave blank to get all actions for your department.

Either click “Check All” or leave the current selection and then click the “Search” button at the bottom of the page.
Status Column

Indicates at which stage of the approval process the job description is currently located.
Creating a Requisition From Job Description—Staff Positions Only

Once a job description has been approved, a requisition from the HR approved job description can be created.

The user type used to create a requisition should be “Dept. Staff” or “Hiring Manager”.

Type in position number.

Click.
Creating the Requisition (Staff Positions)

Click to bring up the requisition.

Many of the fields on the requisition will already be filled in with the information and language that was approved through the job description approval process, leaving only a few fields that need to be completed.
Creating a Requisition For Faculty

The user type used to create a requisition should be “Dept. Staff” or “Hiring Manager”.

Choose the appropriate “Generic” Faculty Template to create a brand new position.

Or, click to copy a requisition used in a previous search.

Click the “Search” button.
If doing a refill or one similar to a previous posting, click on “From Previous” and find the similar or previously posted position. Click “Create”.
Like the job description, some fields are required and are indicated with red asterisks.

As noted in the instructions at the top of this screen, the field names in red text are the fields/information that will flow to the job posting for applicants to see.
Field Information

This field is used only when the Search Committee Chair will actually be updating the requisition throughout the search process—if the Hiring Manager will be updating the requisition, the Search Committee Chair’s name does not have to be entered here.

Even though some fields are not asterisked, it is important to complete all of them that pertain to the position.

This is the only time a name will be chosen for the approval routing—the rest of the approvals are based upon the Dept./Org Unit and User Type approved on the User Account.
Requisition Contact Information

Enter the name and phone number of the individual that is creating the requisition.

Enter the name and information of the individual that HR or EAD can contact regarding anything on this requisition. Complete even for search waivers.
Physical and Background Check Requirements

Necessary to be completed for O/S and M/P, but not faculty.
How to Apply

HR will insert the standard wording on O/S and M/P requisitions.

Standard wording for faculty has not been established. When creating the instructions, be very specific about what is expected from the applicant. The applicant will need to complete the “Faculty Academic/Administrative Information Form” and attach it to the posting by clicking on the “Apply for this posting” button. If using the electronic process for attachments, explain what attachments will need to be attached to the posting. If requiring something to be attached in the “Other” document slot, please be specific as to what is expected to be attached. If not using the electronic process for attachments, provide the name and address of the individual that is to receive the candidate’s application materials.
Not Hired E-mail "Signature" & Applicant Questions Fields

This is necessary on O/S and M/P for the signature on the generic e-mail message that would be sent if you moved an applicant to the status of "Not Hired-email" (wording of e-mail on slide 71). Faculty does not have the e-mail option.

This should contain the name, phone number and/or email of the individual the applicant would contact concerning questions related to the posting— for O/S it is always: Please call the Employment Office at 402-472-3101.
As indicated, the top section is to be completed for O/S and M/P positions and the bottom section is to be completed only for Academic/Administrative positions. You only complete one section for each position.

O/S Department Only and University Only searches will need approval from Roshan Pajnigar (request via email).

M/P Department Only and University Only searches will need approval from the EAD office (request via department letterhead with original signature of requestor).

This is very important if there is going to be any newspaper advertising.
Open & Closing Dates

Proposed Ad

Date will depend on when final approval is given. HR will put the appropriate date in for O/S & M/P.

With very few exceptions, this box is checked. If a date is entered, the job would automatically be removed from the job postings on the web site and applicants would no longer see or be able to apply. It is standard procedure that all positions at the University are “Opened Until Filled”.

Date will depend on when the job is advertised and/or posted–minimum of 5 business days for O/S, 10 for M/P and 30 for faculty.

For faculty and administrative, the final ad copy will need to be placed here for approval by EAD. For O/S and M/P the final dept. approved ad copy will be placed here by HR.
Document Attachments

Always “Yes”—completing the on-line application or faculty academic/administrative form is how EAD collects their statistical data.

“Must” means that the applicant has to attach the indicated documents in order to complete the application process.

If using “Other Document”, explain in detail in the “How to Apply” section what the applicant is to attach in the “other” document slot.

“Can” means that attaching the indicated documents is optional for the application process.
Multiple Department Funding
Same As For Job Description

Use these boxes only in cases where there is split funding on the position and additional approvals are needed. Separate e-mail notifications will be generated to the same individual by use of these boxes if the individual is already a part of the regular workflow of the primary dept.

If an individual is selected in these boxes, they will need to have the “User View” for their Default View to be able to view the job description or requisition.
An HR facilitator will work with the department to add questions for the applicant to complete to help in the O/S screening process. This section is rarely used for M/P, but when it is, EAD will need to approve the questions. HR will notify EAD of questions needing approval when the requisition reaches the status of “Initial HR Review”.

To add questions that will be asked of every applicant who applies to this position, click Add a Question. Click Continue to Next Section to skip this section or when finished.
This is the tab where the search committee is set up and EAD is notified when the search committee has been entered.
Adding the Search Committee

This is a “builder” page and each member will need to be added individually.

The search committee chair will need to be entered here even if their name was selected in the “Search Committee Chair” field on the “Posting Details” page.

When all members have been entered, notify EAD by clicking this e-mail link. A pre-populated e-mail will come up. Just add the requisition number in the subject line and send.
Components of the Search Committee

Once this form has been completed, click the “Add Entry” button. This process must be completed for each member of the search committee.

Each search committee needs a Chair, Appointing Official and Hiring Authority entry. The Chair and the Appointing Official can be the same person, or the Hiring Authority and the Appointing Official can be the same person, but they will need to be entered twice. The Chair and the Hiring Authority cannot be the same person.

Appointing Official=the person who appointed the committee members.
The Guest User Account allows the search committee members access to the applicants on this search without having to create individual accounts for each search committee member. Click Activate Guest User.
The user name is automatically generated, but the password must be created. Give this user name and password information to all members of the search committee and the link to the site (http://employment.unl.edu/hr). This allows them direct access to this search, and only this search.
This status indicates that the job is still viewable on the web site by applicants.

To remove it from the applicant view on the web site, yet still be able to finish up the search process click on the "Closed" option and confirm.
Active Posting Information

Click to view the applicants, their applications and attached documents.

Indicates the number of applicants. On M/P positions you will see the number of applicants as soon as they complete the application process. On O/S this will remain at “0” until they have been pre-screened and released by an HR Facilitator.

Has been removed from the job openings list on the web site.
To view multiple applications at the same time, click the check boxes of those applicants.

Then click “View Multiple Applications” and those applicants with boxes checked will open up in a new window.

To view multiple documents, follow the same procedure, except click “View Multiple Documents”.

Viewing Multiple Applications/Documents
Active vs. Inactive Applicants

Active applicants are only those in an active stage of the search. Once they have been moved to an “inactive status” they will move to the “Inactive Applicants” list.

Click both check boxes and the Refresh button to see both active and inactive applicants.
Sorting Applicant Lists

The applicant list can be sorted by clicking on any of these triangles.

Or use this area and criteria to get a list with both Active and Inactive applicants.
For O/S, an HR facilitator pre-screens the applicants and then moves them to the status of “Under Review by Manager” for the Hiring Manager to see.

For M/P and Faculty jobs all applicants are viewable by the “Hiring Manager” as soon as they complete the application process.
Status Choices for M/P

Status used to create the Short List.

Status used only to indicate to EAD that an applicant came in after the “cut off date”.

Throughout the search process, the applicants need to be moved through any and all statuses that apply to them. By moving the applicants through the various statuses, a history of this search process is kept in the system on each applicant.
Changing Multiple Applicant Statuses

Multiple applicants can be changed to the same status by clicking the check boxes of the applicants you want to change to the same status. Then click this button.
Choose the appropriate status from the drop down menu.

The next page shows the list of applicants with the status change for saving and confirmation.
Creating Short List

Move the chosen applicants to the status of “Short List Candidate”.

Click to bring up the e-mail that is pre-addressed to EAD, fill in the requisition number in the subject line and send. The Applicant Log is to be faxed to EAD when the short list is completed.
The Applicant Log is used for M/P and Faculty searches only. Click to bring up the Applicant Log in a new window. Print, complete and fax to EAD when the Short List is e-mailed.
Applicant Log Details

Printable form to be completed and faxed to EAD when completing Short List.

This fills in from requisition.

This is space for you to write quals, notes, etc.
When moving applicants to the “Not Hired” or “Not Hired Email” status a reason must be chosen from this drop down list.
All “Not Hired” applicants should be moved to one of these statuses. The “Not Hired (M/P-Email) status will automatically generate an e-mail to those chosen applicants that have provided an e-mail address on their application.
Dear (Applicant Name),

We have reached another stage in our review and consideration of the credentials of the candidates for the position of (Position Title) within our department at the University of Nebraska-Lincoln. A decision related to our vacancy has been made and we have offered the position to another candidate.

Thank you for your interest and your time. We wish you success in your career aspirations.

Sincerely,

(Name and Title of the person entered in the field “Name & title of individual notifying status of search to applicants through email notification” on the requisition) (Department as entered in the field “Department of notifier” on the requisition)

When an applicant’s status is changed to Not Hired Email, this is the e-mail that is generated automatically. Information flows from the requisition and is why it is very important to complete these fields on the requisition.
Filling Multiple Identical Positions From One Hiring Pool

Click the box of the applicant that is to be moved to the other approved requisition for this search.

The next screen shows the applicant that has been chosen to be moved. Click “Continue” to go to the next step.
Finding Appropriate Requisition For Copied Applicant

Choose the appropriate position and click “Apply Pool”. The “copy” function is confirmed on the next page.

After the applicant has been applied to the position, go to the requisition and change the applicant status to “Hired”, complete the Post Hire Details and move the requisition to the “Filled” status.
This report is helpful in determining which applicants do or do not have e-mail. This information can be copied into a spreadsheet to do a mail merge.

### Applicant Contact List

<table>
<thead>
<tr>
<th>Posting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
</tr>
<tr>
<td>Requisition Number</td>
</tr>
<tr>
<td>Report Run Date</td>
</tr>
</tbody>
</table>

### All Applicants

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Applied</th>
<th>Current Status</th>
<th>Email</th>
<th>Phone</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example, Cythnia</td>
<td>Jan 27 2005 11:24AM</td>
<td>Hired (C/S)</td>
<td></td>
<td>402-472-0000</td>
<td></td>
<td></td>
<td></td>
<td>68500</td>
</tr>
<tr>
<td>Sample, Joseph</td>
<td>Jan 26 2005 11:27AM</td>
<td>Offered Job (C/S)</td>
<td><a href="mailto:email@peopleadmin.com">email@peopleadmin.com</a></td>
<td>111-111-1111</td>
<td>1020 South Ridgeway Drive</td>
<td>Austin</td>
<td>TX</td>
<td>12345</td>
</tr>
</tbody>
</table>
Applicant History

This is where the complete history of the process the applicant went through for this search can be found.
Applicant History Sample

The dates, what action happened and who initiated the action on the applicant are in the history section.

<table>
<thead>
<tr>
<th>History</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-27-2005 11:23 AM</td>
<td>Applicant</td>
</tr>
<tr>
<td>incomplete - Attached Application</td>
<td></td>
</tr>
<tr>
<td>01-27-2005 11:23 AM</td>
<td>Applicant</td>
</tr>
<tr>
<td>incomplete - Answered Questions</td>
<td></td>
</tr>
<tr>
<td>01-27-2005 11:24 AM</td>
<td>Applicant</td>
</tr>
<tr>
<td>incomplete - Attached Documents</td>
<td></td>
</tr>
<tr>
<td>01-27-2005 11:24 AM</td>
<td>Applicant</td>
</tr>
<tr>
<td>Completed Application Process</td>
<td></td>
</tr>
<tr>
<td>01-27-2005 11:24 AM</td>
<td>Applicant</td>
</tr>
<tr>
<td>Under Review by HR (0/5)</td>
<td></td>
</tr>
</tbody>
</table>
 Completing Post Hire Details

The Post Hire Details must be completed on ALL searches whether they are “Filled”, “Closed/No Hire” or “Cancelled.”

New=Any applicant new to the University and also those going from a Temporary position to a Regular position.

Transferred=Any applicant transferring from one Regular position to another Regular position.

Closed/No Hire=Used when the search is being cancelled (closed with no hire resulting from the search).

If this was a search waiver, please indicate that the search was waived in question number one.
After all applicants have been moved to the appropriate statuses and the Post Hire Details completed, click “Continue to Next Page” to the end of the requisition.

This screen will come up. Click “Filled” (or “Closed No-Hire” if the search is being closed without a resulting hire), the “Continue” button and the “Confirm” button on the next page that comes up.
History of the Requisition/Search

This tab contains the complete history of the search from creation to finalization with dates, what action took place and by whom.
Once the search has been finalized and the requisition moved to a “Filled” status, the SAP Hiring Details tab can be completed by the “SAP User” user type and data from the requisition can be “transferred” so that an electronic PAF can be generated.

Change User Type to SAP User.

The requisition will be found in the Historical file.

Click on this tab to bring up this page

Complete each field following the suggested format or choosing the appropriate item from the drop down menu.

Click the View Posting Summary button at the bottom of the page.
When ready to transfer the data, click the “Send Data Transfer” radio button. Click the “Continue” button. (Then click the “Confirm” button on the next page that comes up.)
Human Resources
402-472-3101

University of Nebraska–Lincoln