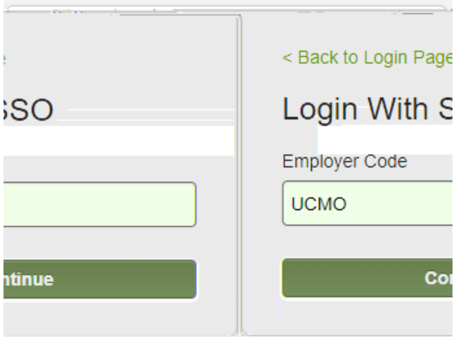
How to Create a Job Requisition in NEOED

Step 1: Creating the Requisition

Your office has assigned you the task of creating a job requisition for a position that your department is hiring. This action replaces the Staff Vacancy Form.

User Roles: Originator, HR Liaison

1. Login to NEOED
   - Go to URL: https://login.neoed.com/authentication/saml/login/ucmo and use your Single Sign On login credentials to log in. If prompted, UCMO is the employer code.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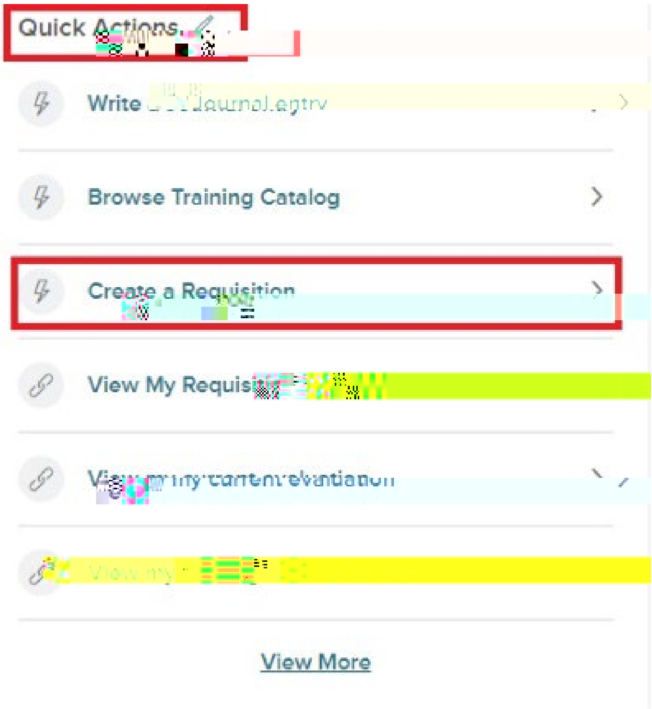
Employer Code: UCMO

2. Upon logging in, the unified Dashboard opens.
3. To create or edit a requisition, go to section Quick Actions on the right-side toolbar.
4. In the Quick Actions toolbar, select “Create a Requisition”.

Hint: If this is your first time accessing the Requisition area, [illegible]]TJ 0 Tc 0 0-06-8.3 (is)-10.8 (i9 3
message again” and proceed.

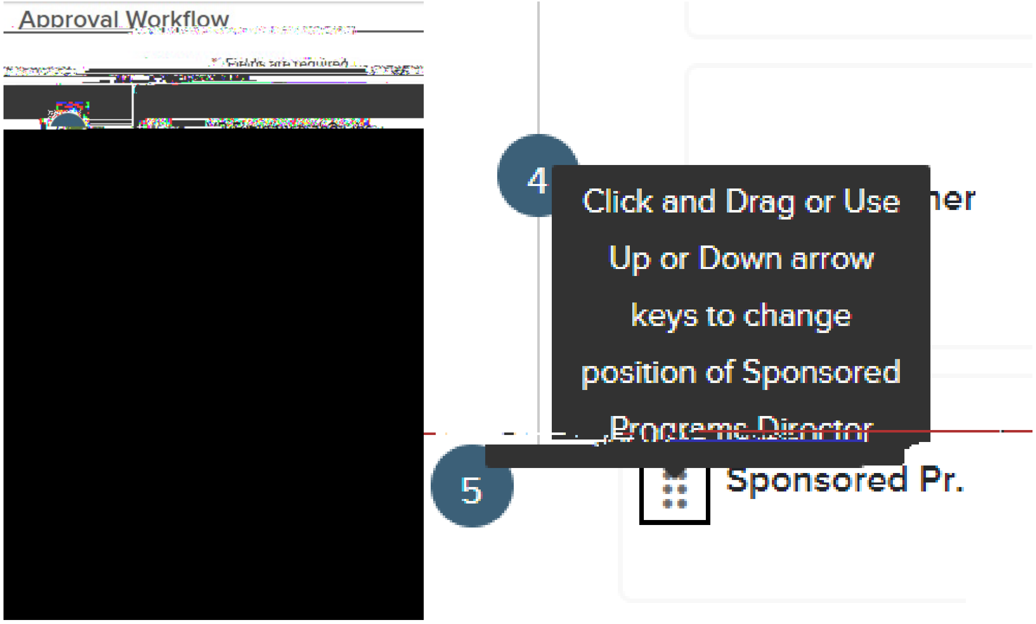

Quick Actions
Write a journal entry
Browse Training Catalog
Create a Requisition
View My Requisitions
View my current evaluation
View More

Tip: If you get lost when navigating around, click the Dashboard icon on the top left corner. This is the starting point where you can access all features and areas reserved for you.

5. The Create Requisition screen opens.

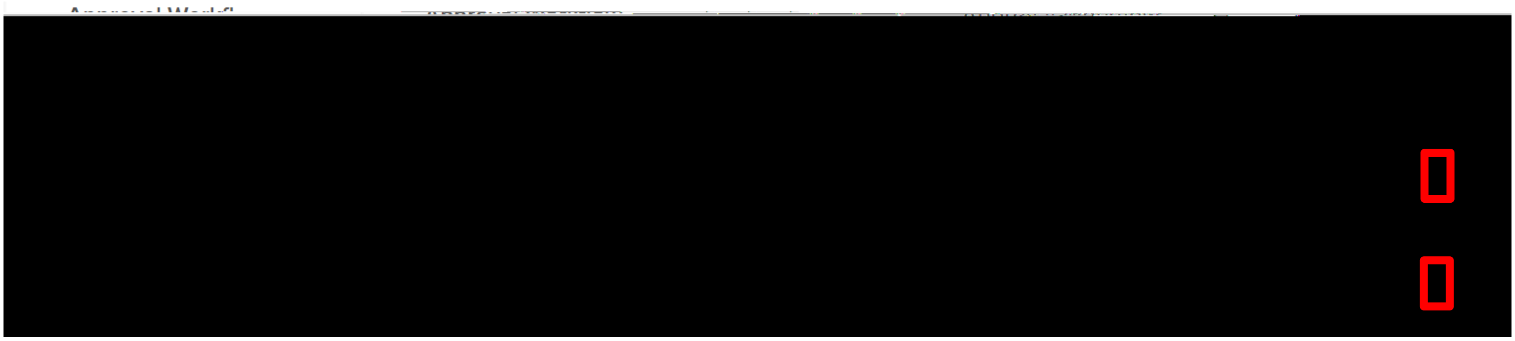
6. Complete the form using the table on the next page, page 3.

Field	What to Enter
Requisition #	You do not need to enter anything here. The system will automatically assign this number after saved.
*Department/Division	The Division Name and Code will appear. This is the department and Org. Number from Banner that you have access to complete requisitions.
*Class Spec	Search and select the appropriate Class Spec (Job Title and Position Number). This field is the


Approval Workflow
4
Click and Drag or Use Up or Down arrow keys to change position of Sponsored Programs Director
5
Sponsored Pr.

[redacted]

Important For Faculty : When submitting a requisition for faculty members, the VP Finance and Operations and AVP of budgeting are not apart of your approval workflow. You will need to delete both of these steps before submitting. To remove them, find their approval level in the defaulted workflow and select the trashcan at the far right. It will ask you to confirm the deletion. Select “Ok”.



[redacted]

11. Click “Save & Continue to Next Step” at the top of the screen to go to the Attachment step.

[redacted]

Step 3: Adding Attachments

Use this section to upload any attachments to the job requisition, such as justification letters (previously Form A for faculty) or approvals from the Sponsored Programs Director.

Important : Since the approval workflow is designed for senior leadership and Finance and Administration, this is where you will add any internal approvals to post the position.

Important For Faculty : Justification Questions previously from Form A:
Describe the specific need for the position including the role and function.
State how allocation/reallocation of this position is needed to achieve unit goals.
Identify consequences if the position is not allocated, and the alternatives to meet unit goals.

APPENDIX

1. Academic Non-Grant-Funded Staff Position (Standard Academic Staff Workflow):
    1. Deans and Vice Provost
    2. Provost
    3. VP Finance and Ops
    4. AVP of Budgeting
    5. AVP of Human Resources
    6. HR Partner

Sample Scenario: Hiring an Office Professional in a College.

2. Academic Staff Grant-Funded Position:
    1. Deans and Vice Provost
    2. Sponsored Programs Director
    3. Provost
    4. VP Finance and Ops
    5. AVP of Budgeting
    6. AVP of Human Resources
    7. HR Partner

Sample Scenario: Hiring an Onsite Worker for the Butterfly Grant

3. Staff Non-Grant (Standard Staff Workflow) :
    1. VPs and General Counsel
    2. VP Finance and Ops
    3. AVP of Budgeting
    4. AVP of Human Resources
    5. HR Partner

Sample Scenario: Hiring an Integrated Marketing Specialist in the Integrated Marketing and Communications Office.

4. Staff Grant-Funded Position:
    1. VPs and General Counsel
    2. Sponsored Programs Director
    3. VP Finance and Ops
    4. AVP of Budgeting
    5. AVP of Human Resources
    6. HR Partner

Sample Scenario: Hiring a Project Manager funded by a grant with a specific end date.

5. Faculty Standard Workflow (Formally Under Forms A and B)
    1. Dean
    2. Provost
    3. AVP of Human Resources
    4. HR Partner

Sample Scenario: Chair initiates a search for a faculty member.

6. Graduate Assistant Position:
    1. Dean
    2. HR Partner

7. Student Position:
    1. HR Partner