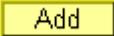




Initiating a Job Requisition

Use this procedure to initiate a job Requisition and start it through workflow.

	ACTION	
1	Navigate to Home > Develop Workforce > Request Workforce (USF) > Use > Request Requisition	
2	Result: The Find an Existing Value page appears. Add a New Value Click this link at the bottom of the page.	
3	Result: The Add a New Value page appears. Do not enter a Requisition # - EHRP numbers the requisition after you save it.  Click the Add button.	
4	Result: The Request Requisition component appears. You are located on the Job Requisition 1 page. You may enter any field in the component.	
5	You must enter the following required fields. Business Unit Job Requisition 1 page Recruiting Office Job Requisition 3 page	
6	Set the Work-in-Progress (WIP) Status field. The value of the WIP Status field determines the number of steps in workflow.	
	WIP Status Value	Workflow Scenario
	REQ	6 step workflow
	1ST	5 step workflow
	2ND	4 step workflow
7	 Click Save . Result: The Route to Next Empl ID page appears.	
8	 Click Route To . Result: A list of reviewers appears in the Route To: box.	
9	- <input checked="" type="checkbox"/> 0050 Sullivan,Adam Select the reviewer by clicking the box to the left of the reviewer's name. Note: You may select only one name.	
10	 Select OK . Result: The Request Requisition is numbered and routed to the selected reviewer.	





WIP Status

The WIP (Work in Progress) Status field is located on the Job Requisition 1 page of the Request Requisition. The value of the WIP Status field indicates the routing status of the proposed Request Requisition.

Valid values for the WIP Status field are

Value	Action	What Happens?
Requestor (REQ)	Approves	Goes to the selected 1 st Authorizer worklist.
1 st Authorizer (1 st)	Approves	Goes to the selected 2 nd Authorizer worklist.
2 nd Authorizer (2 nd)	Approves	Goes to the selected Approver worklist.
Approver (SIG)	Approves	Goes to the HR Reviewer “pooled” worklist.
Reviewer (REV)	Approves	Goes to the HR Processor “pooled” worklist.
Processor (PRO)	Approves	Request Requisition Status becomes ‘Open’.
Return (RET)	Return	Proposed Request Requisition returns to the requestor who can modify and reroute the Request Requisition.
Disapprove (DIS)	Disapprove	Proposed Request Requisition returns to the requestor. The Request Requisition can’t be processed any further.

The available values in the Work in Progress (WIP) Status field are based on the workflow role.

Role	Available WIP Status
Requestor	Requestor, 1 st Authorizer, 2 nd Authorizer
1 st Authorizer	1 st Authorizer, Return
2 nd Authorizer	2 nd Authorizer, Return
Approver	SIG, Return, Disapprove
HR Reviewer	Review, Return
HR Processor	Process, Return, Disapprove