



Requesting a Requisition



The first step in filling a staff exempt or non-exempt vacancy is requesting a requisition.

Requesting a requisition is completed in IRIS using the Position Create/Change e-form.

Follow these instructions to request a requisition to begin the hiring process.



Access IRIS



Choose IRIS Production



Enter Your IRIS User Name & Password

User	<input type="text"/>
Password	<input type="password"/>



Access Position Create/ Change E-Form

SAP Easy Access

Icons: [User], [Document], [Folder], [Print], [Refresh], [Pencil], [Dropdown], [Up Arrow]

- ▶ Favorites
- ▼ SAP menu
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Logistics
 - ▶ Accounting
 - ▼ Human Resources
 - PPMDT - Manager's Desktop
 - ▼ Personnel Management
 - ▼ Administration
 - ▼ HR Master Data
 - PA40 - Personnel Actions
 - ZPA48 - Hire from E-Recruiting
 - PA30 - Maintain
 - PA20 - Display
 - ZPTERM000 - Termination Request
 - ZPSTV000 - STV Request
 - ZPHRRECORD000 - Record Friend / Pending EE / Guest Traveler Request
 - ZPPAY000 - Personnel Change Request
 - ZPPOSITION000 - Position Create/Change

Double
Click



Position Request

Create Change Display Copy

Positions Workflow History

Enter Effective Date

Selection Criteria

Effective Date:	<input type="text" value="01/01/2012"/>	Create Requisition?
Position Number:	<input type="text" value="50030543"/>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Position Title:	<input type="text"/>	
Org Unit Cost Center:	<input type="text"/>	
Holder Perrn:	<input type="text" value=""/>	
Job:	<input type="text"/>	
Job Title:	<input type="text"/>	
Funding Source:	<input type="text"/>	
Funds Center:	<input type="text"/>	

Include Obsolete Positions?

Refresh

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S



Position Request

Create Change Display

Positions Workflow History

Selection Criteria

Effective Date:	01/01/2012	Create Requestion?
Position Number:	50030543	<input type="radio"/> No <input checked="" type="radio"/> Yes
Position Title:	<input type="text"/>	
Org Unit Cost Center:	<input type="text"/>	
Holder Pernr:	<input type="text"/>	
Job:	<input type="text"/>	
Job Title:	<input type="text"/>	
Funding Source:	<input type="text"/>	
Funds Center:	<input type="text"/>	

Include Obsolete Positions?

Refresh

If the position exists in IRIS, enter Position Number or Search by Other Available Fields

Note: If this is a new position there will be no position number.

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S



Position Request

Create Change Display Copy Print Email Refresh

Positions Workflow History

Click "Yes" Radio Button to Create Requisition

Selection Criteria

Effective Date:	<input type="text" value="01/01/2012"/>	Create Requisition?
Position Number:	<input type="text" value="50030543"/>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Position Title:	<input type="text"/>	
Org Unit Cost Center:	<input type="text"/>	
Holder Pernr:	<input type="text" value=""/> <input type="button" value="Copy"/>	
Job:	<input type="text"/>	
Job Title:	<input type="text"/>	
Funding Source:	<input type="text"/>	
Funds Center:	<input type="text"/>	

Include Obsolete Positions?

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S



Position Request

Create Change Display Copy Print Filter Refresh

Positions Workflow History

Selection Criteria

Effective Date:	<input type="text" value="01/01/2012"/>	Create Requisition?
Position Number:	<input type="text" value="50030543"/>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Position Title:	<input type="text"/>	
Org Unit Cost Center:	<input type="text"/>	
Holder Pernr:	<input type="text" value=""/>	
Job:	<input type="text"/>	
Job Title:	<input type="text"/>	
Funding Source:	<input type="text"/>	
Funds Center:	<input type="text"/>	

Include Obsolete Positions?

Refresh

Click Refresh Button to Find Position

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S



Position Request

Create
 Change
 Display
 Copy

[Positions](#)
[Workflow History](#)

Selection Criteria

Effective Date:	<input type="text" value="01/01/2012"/>	Create Requisition?
Position Number:	<input type="text" value="50030543"/>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Position Title:	<input type="text"/>	
Org Unit Cost Center:	<input type="text"/>	
Holder Pernr:	<input type="text"/>	
Job:	<input type="text"/>	
Job Title:	<input type="text"/>	
Funding Source:	<input type="text"/>	
Funds Center:	<input type="text"/>	

Include Obsolete Positions?

Refresh

Highlight Position

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S
50030543	Director of ATS	E173000		R	10



Position Request

Create Change Display Copy

Positions

Workflow History

Click Change

Selection Criteria

Effective Date:	<input type="text" value="01/01/2012"/>	Create Requestion?
Position Number:	<input type="text" value="50030543"/>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Position Title:	<input type="text"/>	
Org Unit Cost Center:	<input type="text"/>	
Holder Pernr:	<input type="text"/>	
Job:	<input type="text"/>	
Job Title:	<input type="text"/>	
Funding Source:	<input type="text"/>	
Funds Center:	<input type="text"/>	

If you are requesting a new position, click *Create* instead of *Change*.

Include Obsolete Positions?

Refresh

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S
50030543	Director of ATS	E173000		R	10



Position Request - Change

Submit for Approval

Example of completed position request form.

Requested Change

Original Data

Workflow Notes

Effective Date of Position: 01/01/2012

Number: 50030543

Position Title: Director of ATS



Position Obsolete

Requisition Request

Organization

Org Unit Cost Center: E173000 Human Resources-Administratio

Personnel Area: 1170 University Administrati... Employee Group: R Regular

Personnel Subarea: 1170 Univ Admin Employee Subgroup: 10 Staff:Exec/Admin

University Contact Code: 45 Director

Temp non-exempt stat

Limited Duration Appointment

Payroll Area: M1

Job Reclassification

Position-Location:

Note: You may also request changes to the position.

Work Schedule

Schedule: SAL-DAY

Required

New Schedule Needed

Shift: Day FLSA 31: N/A

Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00

Sat: 0.00 Sun: 0.00

Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data

Lump Sum

THEC Override

Exclude from Budget Calculations

9 Month Position

Centrally Funded Fee Waiver

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E173000		1REG	65,000.00	100.00



Position Request - Change

Submit for Approval

To attach job announcement, click the Services for Object Button

Requested Change Original Data Workflow Notes

Effective Date of Position: 01/01/2012 Number: 50030543

Position Title: Director of ATS

Position Obsolete Requisition Request

Organization

Org Unit Cost Center: E173000 Human Resources-Administratio
 Personnel Area: 1170 University Administrati... Employee Group: R Regular
 Personnel Subarea: 1170 Univ Admin Employee Subgroup: 10 Staff:Exec/Admin
 University Contact Code: 45 Director Temp non-exempt status
 Limited Duration Appointment Payroll Area: M1
 Job Reclassification Position-Location: 047 Knox

Work Schedule

Schedule: SAL-DAY Required Flex Year %:
 New Schedule Needed Shift: Day FLSA 31: N/A
 Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00
 Sat: 0.00 Sun: 0.00

Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum
 THEC Override Exclude from Budget Calculations 9 Month Position
 Centrally Funded Fee Waiver

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E173000		1REG	65,000.00	100.00



Click *Create* → *Store Business Document* to begin.

Position Request - Change

Create... Store business document

Attachment list

Requested Change Original Data Workflow Notes

Effective Date of Position: 01/01/2012 Number: 50030543

Position Title: Director of ATS PDQ

Position Obsolete ! Requisition Request

Organization

Org Unit Cost Center: E173000 Human Resources-Administratio

Personnel Area: 1170 University Administrat... Employee Group: R Regular

Personnel Subarea: 1170 Univ Admin Employee Subgroup: 10 Staff.Exec/Admin

University Contact Code: 45 Director Temp non-exempt status

Limited Duration Appointment Payroll Area: M1

Job Reclassification Position-Location: 047 Knox

Work Schedule

Schedule: SAL-DAY Required Flex Year %:

New Schedule Needed Shift: D... FLSA 31: N/A

Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00

Sat: 0.00 Sun: 0.00

Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum

THEC Override Exclude from Budget Calculations 9 Month Position

Centrally Funded Fee Waiver

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E173000		1REG	65,000.00	100.00



Archive from Frontend

Scenario: Assign then Store

Drag & Drop: Drag your files into the empty field

Document Type

- Position
 - Position Announcement (Word)

Double-click to access directory where position announcement is stored.

✓ ↶ ✕



Storing Files in Documents

Look in: Supervisor Training Materials

Name	Date modified	T.
Job Announcement for Director of ATS (12-16-2011)	12/13/2011 2:59 PM	Mi
Request to Fill an Open Position	12/13/2011 3:18 PM	Mi

Double-click file to transfer position announcement.

File name: Job Announcement for Director of ATS (12-16-2011)

Files of type: All Files (*.*)

Open Cancel



Description	
File Name	Job Announcement for Director of ATS (12-16-2011).doc
Description	Job Announcement for Director of ATS (12-16-2011).doc

✓ ✕

Enter Description (Hint: you may copy and paste the File Name).

Click the Green Check to transfer the file.



Archive from Frontend

Scenario: Assign then Store

Drag & Drop: Drag your files into the empty field

Document Type

- Position
 - Position Announcement (Word)

File Storage System:

F:\Applicant Tracking Info\Taleo Docume
Training Materials\Job Announcement for

Number of Files: 1

✓ ↺ ✗

Click the Green Check icon to attach the document.



If there are no other changes, click Submit for Approval.

Position Request - Change

Submit for Approval

Requested Change | Original Data | Workflow Notes

Effective Date of Position: 01/01/2012 Number: 50030543

Position Title: Director Of Ats PDQ

Position Obsolete Requisition Request

Organization

Org Unit Cost Center: E173000 Human Resources-Administratio

Personnel Area: 1170 University Administrati... Employee Group: R Regular

Personnel Subarea: 1170 Univ Admin Employee Subgroup: 10 Staff:Exec/Admin

University Contact Code: 45 Director Temp non-exempt status

Limited Duration Appointment Payroll Area: M1

Job Reclassification Position-Location: 047 Knox

Work Schedule

Schedule: SAL-DAY Required Flex Year %:

New Schedule Needed Shift: Day FLSA 31: N/A

Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00

Sat: 0.00 Sun: 0.00

Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum

THEC Override Exclude from Budget Calculations 9 Month Position

Centrally Funded Fee Waiver

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E173000		1REG	65,000.00	100.00

After you submit, the requisition routes through the IRIS approval workflow path that has been identified by each campus and institute. You will be notified when the request has been approved.