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
Access Position Create/Change E-Form

Double Click
Enter Effective Date
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.
Click “Yes” Radio Button to Create Requisition
Click Refresh Button to Find Position
### Position Request

**Selection Criteria**

- Effective Date: 01/01/2012
- Create Requistion: Yes
- Position Number: 50030543
- Position Title: 
- Org Unit Cost Center: 
- Holder Pernr: 
- Job: 
- Job Title: 
- Funding Source: 
- Funds Center: 

**Include Obsolete Positions?**

- Yes
- No

**Highlight Position**

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Position Title</th>
<th>Cost Center</th>
<th>Holder</th>
<th>Emp. Grp</th>
<th>Emp. S</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030543</td>
<td>Director of ATS</td>
<td>E173000</td>
<td>R</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>
If you are requesting a new position, click *Create* instead of *Change*. 

Click Change
Example of completed position request form.

Note: You may also request changes to the position.
To attach job announcement, click the Services for Object Button
Click **Create → Store Business Document** to begin.
Double-click to access directory where position announcement is stored.
Double-click file to transfer position announcement.
Enter Description (Hint: you may copy and paste the File Name).

Click the Green Check to transfer the file.
Click the Green Check icon to attach the document.
If there are no other changes, click Submit for Approval.

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.