CREATE A REQUISITION FOR A NEW CUPE 917 POSITION

This quick guide describes the key steps in requesting CUPE 917 position numbers only.

Do not submit a "A NEW POSITION" requisition. Please follow the steps below to create a requisition.

	INSTRUCTIONS SCREENSHOT				
1	Log in to UVic Careers.	https://uvic.mua.hrdepartment.com/index.php			
2	On the <i>Dashboard</i> , click on the Recruiting tab, then under the Requisition heading: <i>Create</i> <i>Requisition.</i>	Main Menu Requisitions Regulations Regulations Regulations Regulations Regulations Requires in the interventions Create Requisition Select Associations Create Requisition From Job Profile Library Offers Orboarding Select Workflow Eventory (Victoria			
3	On the <i>Select Associations</i> screen, complete all required (red) fields. In the <i>Employee Group</i> field choose <i>CUPE 917 from the</i> drop-down list. In the <i>Job Title</i> field, type in the position number in the field to quickly locate it from the drop-down list.	Science ORGANIZATIONAL UNIT* University of Victoria Student Affairs Student Affairs Student Affairs University of Of Services DRGCHURARIBON UNION Union (Union) UNION University of Victoria UNION University of Victoria UNION University of Victoria University of Victoria			

Page 1 of 3



#	INSTRUCTIONS SCREENS	НОТ	
4	On the <i>Define Requisition</i> screen, complete all required fields. Leave the position number field blank. In the additional information box specify how many positions you require.	Step 1 Step 2 Step 3 Select Association Select Approver(i) POSITION NUMBER REASON FOR VACANCY* - Select - SALARY CHARGED TO FAST CODE * SUPERVISOR POSITION NUMBER * PTE * IS THIS A CHARGE TO FTE?* O Yes SOURCE OF BUDGET FUNDING 0 * ADDITIONAL INFORMATION	
5	On the <i>Select Approver(s)</i> screen, highlight the appropriate approval chain in the <i>Select Approval</i> <i>Chain(s)</i> field, then: The screen will refresh, and additional fields will appear. The Budget Office always appears as a mandatory approver. For <i>Approval Chain Type</i> , choose <i>Serial</i> . Select your Department Head and VP (for regular continuing positions).	Create Requisition readenic scherier > 9991121 Service Service Servic	

Page **2** of **3**



#	INSTRUCTIONS SCREENS	НОТ		
6	On the <i>Attachments</i> screen, do not upload any documents. JE Memo or Job Description are not required for new CUPE 917 positions.	Step 1 Step 2 Step 3 Step 4 Define Registrom Stelet Associations Approval Order UPLOND SELECT ROM DOCUMENT LISENAN COCUMENT NAME* Internal Job Stekas DOCUMENT DESCRIPTION Internal Job Stekas BEMEE DOCUMENT* Internal Job Stekas BEMEE DOCUMENT (S) WITH Internal Job Stekas Document PESCRIPTION Internal Job Stekas Define Registration Internal Job Stekas Define REGISTRATIONA	Step 5 Attachuezo Step 6 Preser ADDED BY SHARED WITH ACTONS Kam Cheema Approvers X Kam Cheema Approvers X	
7	Preview your requisition and once satisfied, select <i>Finish</i> TIP: You can save a draft at any time. To find your draft, scroll to the bottom of the STEP 1 Select Associations screen. Your draft will appear under the <i>My Drafts</i> heading.	Create Requisition New - New Step 1 Step 2 Step 3 Step 4 Select Associations Define Requisition Select Approver(i) Approvel Order V Requisition Details Preview ExtERNAL VEW ExtERNAL VEW ExtERNAL VEW UVic - New Workflow / Requisition Form REQUISITION # New POSITION TYPE* Continuing JOB TITLE* New New Defines a draft, click on the option to edit. To remove a draft from the table, click on the option to delete. Image: Colspan="2">Continuing JOB TITLE* Xcademic Adviser Xcademic Adviser Image: Colspan="2">Continuing	Step 5 Attachments Step 6 Protein PEdi SCREENING QUESTIONHANKES DATE CREATED ~ + Add 17/1/2018	R
8	The <u>Budget Office</u> will create	the necessary position number(s) for the posting.		

