PeopleSoft 9.1

Creating a Job Opening
From the PAWS Employee Portal (https://paws.gru.edu), select the Apps Icon from the Quick Access Bar.

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Presidential Lecture Series
"Making a Merger Work"
Dr. Eugene Trani
President Emeritus
Virginia Commonwealth University
Tuesday, April 29, noon
Lee Auditorium

The Presidential Lecture Series is proud to host President Emeritus of Virginia Commonwealth University, Dr. Eugene Trani.

Dr. Karla K. Leeper, Vice President for Board and Executive Affairs and Chief Compliance Officer at Baylor University, has been named Chief of Staff at Georgia Regents Un ...
PeopleFinder is on the home page of PAWS

Health System Applications
- Attendance Tracking
- Attending Finder
- CarpoolConnections
- CDM Reference
- CDM Request Form
- CERMe
- CIS Issue Log
- Citrix Portal Access
- Employment Opportunities
- EP3 (Employee Patient Parking)
- Faculty List Online
- GRMC Catering & Floor Stock Ordering
  and Terrace Cafe Menu
- GRMC Employee Self Service
- GRMC OnCall
- GRMC OnCall Manual
- GRMC Paging

University Applications
- Campus/USAMobility Paging
- Crystal Reports
- Echo360 (faculty use only)
- GoVIEW (CERM_PNUR)
- GRU Alert
- Health eShop
- JagCard
- JagStore
  (submit course materials)
- one45
- PeopleSoft Financials
- PeopleSoft HRMS
- Pounce
- Pulse
- SoftServ
- Training/Orientation
- Verizon Wireless Paging
- Workforce Learn Online

Enterprise Applications
- Complete Annual Training & Compliance
- Cyber Anatomy
- Cyber Science 3D
- Desire2Learn
- Faculty List Online
- Greenblatt & Reese Libraries
- HIPAA Disclosure Log
- Live Chat with IT Service Desk
- Outlook Web Access
- Room and Event Scheduling
- Security Authority (SA) Request for NetID
- Submit a request to ITS
- Who is MY SA?
- Workforce Learn Online

These links are for systems that are NO LONGER USED, but remain available for historical reference only.
- AccessIS
Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.
Select **Manager Dashboard**
Under the **My Job Openings** category, select **Create Job Opening**
Enter the appropriate position number OR click on the magnifying glass to the right of the field to bring up a list of positions for the department.
Once you have selected the correct position number and it appears in the **Position Number** field, select the **Continue** button to proceed to the next screen.
To pull up the appropriate position number, either type the number into the field box to the right of ‘Search by:’ OR Select the position number from the Search Result options.
Enter both the **Desired Start Date** and **Projected Fill Date** fields.

*Note: These dates can be the same*
If this job opening is being created to replace a current employee, enter the name of the individual in this section.

Click on the magnifying glass icon to pull up the individual.
Bypass the *Screening* tab and move onto setting up the *Team* tab

**NOTE:** HR will complete the screening tab. Do not enter any information into these fields.
For Staff

Positions: Select

ADD RECRUITER to assign your Recruiter to this job opening.

NOTE: It is required that your Recruiter be added here so as not to negatively impact the approval process.

Insert the HIRING MANAGER;

And those who will be assisting with INTERVIEWS
For faculty job openings, all three members of FSS will need to be added here.

For FACULTY POSITIONS: In the “Recruiters” Section, Click “Add Recruiter Team” √ (1001) Faculty Support Services”, √ Ok and √ the box beside your recruiter’s name. (FSS Team members: Laurie Bush, Joni Thurmond & Patricia Harris)
Select Posting to proceed.
Select **Add Job Postings** to begin creating the posting for the job board.
Choose appropriate selection from **Visible** dropdown menu:

- **Internal Only**: Qualified Internal Candidates (QIC)
- **External Only**: Posting only visible on external job board
- **Internal and External**: Posting visible on both internal and external job boards
Under **Description Type**, select and complete the following options:

**QIC Statement** (if applicable)

**Minimum Requirements**

**Preferred** (if applicable)

**Responsibilities**

*Your Recruiter will add the other required categories to the posting.*
For Faculty:

Under **Description Type**, select & complete the following options:

**QIC Statement** (if applicable)

**Job Information** (responsibilities)

**Department Marketing Statement** (if applicable)

**Minimum Requirements**

*Faculty Support Services will add the other required categories to the posting.*
To add another posting category, select **Add Posting Descriptions**
**JOB POSTING TIP:** As you are finalizing your Position Classification form and your job posting, ensure that you are also listing the expected goals and objectives needed for this position. Job Postings are also an avenue to ensuring candidates understand the expectations necessary. The items/responsibilities which the individual will be accountable for should be listed on the job posting as well as during the screening process.
The **Job Posting Destination** portion will be completed by HR.

Please leave these fields empty.

Select **Preview** once you have added your Posting Descriptions.
After reviewing your posting, select **Return to Previous Page**

Select **OK** once ready to proceed
Completion of the Job Posting

Once you have completed your job posting, any editing will need to be completed by the HR Talent Partner/HR Representative with Talent Acquisition (Staff) and Faculty Support Services (Faculty).
Select **Save & Submit** once ready to proceed with the approval process.

OR

Select **Save as Draft** to save and return to this posting when ready.
Click on the Approvals tab to confirm that your job opening has been routed correctly AND to add the budget information.

Enter Budget Information in the Comments section:

CFC String

Total Amount Funded

Amount for Fringes
To add an approver to the **Routing** process, click on the green plus sign *in front* of the Budget Approvers and select the individual to add.
FACULTY INSTITUTIONAL ROUTING PROCESS:
This will be the normal institutional approval process. Departments will need to insert the appropriate individuals within each college.
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Approving a Job Opening
Locate those transactions needing your approval by setting the Transactions filter to ‘Pending my review’

Click on the Approve/Deny option to review the details of the transaction
Review the information under the *Job Opening Details* tab.
The Hiring Manager is still able to add an additional Approver at this point in the process, if needed.
There are two final decisions in the approval process:

**Approve:** Continue moving the job opening through the approval process

**Deny:** Stops the process completely

**Pushback:** When the *Pushback* button is shown further along in the approval process, this allows the reviewer to push the opening back to the *previous* requestor for more information or edits. *That reviewer will then need to resubmit the request for approval.*
Budget has the option to **Pushback** if they need more information or would like you to make an edit before they can approve your opening.
REMINDER: FACULTY INSTITUTIONAL ROUTING PROCESS:
This will be the normal institutional approval process. Departments will need to insert the appropriate individuals within each college.
Points of Contact

• **System Access Inquiries:** Sharri Peck

• **Faculty Support Services:** Laurie Bush, Patricia Harris, and Joni Thurmond

• **Executive Recruitment:** Carolyn Burns

• **Staff Recruitment:** Dena Pickett, Julie Menendez, Becky Herzberg, Jacob Usry, Veeta Perry, Anna Bone and Becky Burke