

Create a Requisition

Note: When you begin creating a requisition, there is no way to save it and come back at a later time. Pressing save will submit the requisition and start the approvals process.

STEP 1 – To begin a New Requisition, hover over the “Requisition Tab”, then click on “Job Library”.

The screenshot shows the Taleo Business Edition dashboard. At the top, there are navigation tabs: Requisitions, Candidates, Employees, Reviews, Reports, and Accounts. A dropdown menu is open under 'Requisitions', showing options: Requisitions, Job Library (highlighted with a red arrow), Search, and Questions. Below the navigation is a 'Summary' table with various metrics and counts.

Summary					
Awaiting my approval	00	Awaiting My Action: Offers	00	Interviews List	00
My Requisitions	01	Active Candidates	00	My View "My Tasks"	00
My Onboarding Employees	00	My Onboarding Activities	00	Direct Reports	00
Subordinates	00	Succession Planning	00	My View "Positions"	00

On the right side of the dashboard, there is a 'Switch to My View' section with a clock showing the time as 8:38:04 am on October 27th 2015. Below that is a 'Favorite Reports' section with the text 'Mark Reports as Favorite to display here'.

STEP 2 – Enter in the Position #, then press Enter or Refresh List. You can also search for a position by the classification title or department.

Job Library: Home

Templates are the available jobs preloaded in Taleo for you to post easily with consistency
Click on the appropriate Template below to start the process of composing a requisition

Search

Refresh List Reset Filter

Position #:

Classification Title:

Department:

- Any -
- A-State Online Operations
- ABC Program
- Academic Services
- Academic Support Ctr for Athletes
- Accounting
- Admissions Records and Registration
- Advancement Services
- Advising Services
- Affirmative Action Office
- Agriculture and Technology Studies
- Agriculture Research
- ANC Degree Center
- Arkansas Biosciences Institute
- Art

Refresh List Reset Filter

- The list of requisitions can be sorted by clicking on the column titles.
- Click on the requisition title to create a new requisition.

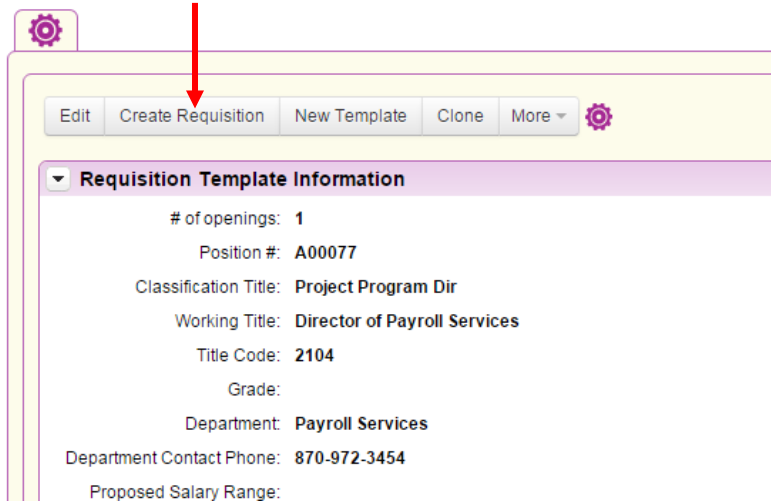
Delete New Template

<input type="checkbox"/>	Position #	Classification Title	Department	Type of Employment	Last updated
<input type="checkbox"/>	A00077	Project Program Dir	Payroll Services	Staff	9/27/15 7:05 PM

Delete New Template

STEP 3 – Click on the “Create Requisition” button or select “Edit” to make changes and come back later to submit.

Requisition Template: Project Program Dir



Requisition Template Information

of openings: 1
Position #: A00077
Classification Title: Project Program Dir
Working Title: Director of Payroll Services
Title Code: 2104
Grade:
Department: Payroll Services
Department Contact Phone: 870-972-3454
Proposed Salary Range:

All fields marked on the Requisition in red and with an asterisk are required. Review all fields for accuracy and make changes as required.

Requisition Owner(s) Section

The hiring manager, requisition initiator, and budget office need to be listed as owners to be able to edit the requisition and receive email notifications.

If someone needs to be added or removed on the requisition owners section, please email these changes to <mailto:taleo-support@astate.edu>.

Owners, Approvers and Agencies:

Requisition Owners: [[Add/Remove](#)]

[Winn, Lori](#)

[A-State, Budget](#)

* Requisition Approvers: [[Add/Remove](#)]

[A-State, Budget](#)

Offer Approvers: [[Add/Remove](#)]

[A-State, Budget](#)

[Privett, Amy](#)

Requisition Information Section

Requisition Template Information	
# of openings:	1
* Position #:	<input type="text" value="A00077"/>
* Classification Title:	<input type="text" value="Project Program Dir"/>
Working Title:	<input type="text" value="Director of Payroll Services"/>
Title Code:	<input type="text" value="2104"/>
Grade:	<input type="text"/>
Department:	<input type="text" value="Payroll Services"/>
Department Contact Phone:	<input type="text" value="870-972-3454"/> <small>Format: ###-###-####</small>
* Proposed Salary Range:	<input type="text"/>
Replacement for:	<input type="text"/>
* Reason for Opening:	<input type="text" value="Resign"/>
Funding:	<input type="text" value="Budgeted"/>
* Budget Page/Line:	<input type="text"/>
If Other enter FOAP:	<input type="text"/>
* Anticipated Start Date:	<input type="text"/>
Employment Status:	<input type="text" value="Full time (29-40 Hrs)"/>
Type of Employment:	<input type="text" value="Staff"/>
* EEO Position Group:	<input type="text" value="003D - Instl Support Prof"/>
* EEO Job Class:	<input type="text" value="30 - Other professionals"/>
FLSA:	<input type="text" value="Exempt"/>
Posting Length:	<input type="text" value="10 days"/>

- The “Proposed Salary Range” will default in for classified positions.
- Enter the salary (what was approved by EC) for non-classified and faculty positions.

Find the Budget Page/Line in the appropriate Budget Book:
<http://www.astate.edu/a/budget/>

FYI: In Taleo, positions close at 12:01 a.m. on the closing date. They do not stay open throughout the day.

Approvals Section

The approval routing is viewable for both the Requisition and Offer. Send any questions/changes to <mailto:taleo-support@astate.edu>.

Approvals:
* Requisition Approvers: [Add/Remove]
Frey, Len
A-State, Budget
A-State, Coordinator
* Offer Approvers: [Add/Remove]
Frey, Len
A-State, Budget
Privett, Amy

Position Description Section

Please review the position summary and send any changes in a Word document to <mailto:taleo-support@astate.edu>.

- For consistency, please list the individual duties/responsibilities using numeric formatting (no bullet points). You can easily change the format by clicking on the numeric format button.

Position Description

Position Summary: Under the general direction of the Assistant Vice Chancellor for Human Resources, the Director of Payroll Services provides direction and leadership to the Payroll Department. The Director ensures the compliance with State and Federal regulations, provides oversight of payroll operations, leave processing, and benefit deduction management.

Check Spelling

Duties & Responsibilities:

1. Ensures proper payment of wages and salaries by supervising the preparation of multiple payrolls, monitoring of paid leave, holiday pay, and compensatory time.

2. Administers the operation of payroll and benefits within the A-State Payroll System, including problem analysis and resolution.

3. Maintains compliance with federal and state laws, rules, and regulations, by establishing controls, monitoring results, and collaborating with Human Resources, Finance, and the Budget Office to modify and adapt methods and reporting as needed.

4. Monitors control procedures related to the preparation and disbursement of direct deposits and payroll checks.

5. Performs various journal entries, account reconciliations and provides oversight of account management.

6. Facilitates employee participation in various voluntary payroll deduction options by processing voluntary deduction forms.

7. Ensures the accurate payment and reporting of all university employee benefits, in compliance with appropriate tax laws.

8. Develops a competent and professional, service oriented, staff by providing training, and appropriate oversight.

9. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

10. Provides excellent customer service at all times to all customers, including, employees, fellow staff, supervisors, department heads, students, and outside agencies.

11. Collaborates with campus departments to research and implement needed changes to operating procedures to enhance

General Days/Hours: Monday thru Friday 8:00 am to 5:00 pm with occasional overtime as needed.

- Send any additions/changes to <mailto:taleo-support@astate.edu>.
- Use the **Other** section to specify particular documents that you want applicants to include in their application.
- On **classified** positions, the position summary and minimum qualifications are mandated by the state and should not be updated by the hiring department.

Recruitment Section

HR has partnered with JobTarget, a company that assists with employment advertising and recruitment. This partnership comes with eight resources to help the university be in compliance with the Office of Federal Contract Compliance Programs (OFCCP) standards.

OFCCP Package

The OFCCP Package comes with eight diversity job sites that all positions are automatically posted to. This is free of charge to hiring departments.

1. Be a Hero Hire a Hero
2. Black Perspective
3. Disabled American Veterans
4. disABLED Person
5. Hispanic Today
6. VetJobs
7. Veteran's Enterprise
8. Women in Business

Additional Recruitment Options

Resource	Cost	Description
Academic Careers	\$255	Academic Careers Online (Aco) includes faculty, teacher, research, post doc, adjunct, library, administrative and senior management positions at (community) colleges, universities, research institutes, and schools around the world.
Academic Keys	\$210	Academic Keys' nearly one million candidate database of faculty and senior administrators delivers the best candidates at the best prices.
Beyond.com	\$199	Beyond.com is The Career Network, comprised of thousands of niche career sites and hundreds of specialized Talent Communities. This powerful network structure allows us to precisely target professionals in your desired area and industry, and deliver the most highly-qualified candidates for any open position.
Career Builder	\$419	CareerBuilder has the largest online job site in the U.S., but we're more than just a job board. We are the global leader in human capital solutions. Through constant innovation, unparalleled technology, and customer care delivered at every touch point, CareerBuilder helps match the right talent with the right opportunity more often than any other site.
Chamber of Commerce	FREE	The Jonesboro Regional Chamber of Commerce serves as a great free and local option, typically used for staff positions.
GlassDoor	\$199	Glassdoor is the world's most transparent career community that is changing the way people find jobs and companies recruit top talent. Over 60% of job seekers use Glassdoor to search for jobs and research companies they love, resulting in 2x better applicant quality for employers.
HigherEd Jobs	FREE	HigherEdJobs® is the leading source for jobs and career information in academia. Each year, more than 159,000 faculty, administrative, and executive jobs are posted to the company's website by 5,300 institutions.

Inside HigherEd	FREE	Inside Higher Ed is the free daily news website for people who work in higher education. Breaking news, lively debate, and thousands of faculty and administrative job postings draw 1.3 million readers to the site each month. Online. Daily. Free. Ahead of the curve
Region 8 Job Link	\$75	Region 8 Job Link is another great local option in lieu of the Jonesboro Sun.
Monster.com	\$375	Monster is the original and premier provider of global online recruitment solutions, bringing together employers and job seekers to improve their lives.
SimplyHired-Organic	FREE	Simply Hired customers can quickly, easily and cost-effectively advertise their open jobs to the more than 30 million unique visitors who search for new jobs using Simply Hired every month.
SimplyHired-Sponsored	\$99	Sponsored jobs receive up to 8 times the number of clicks from interested candidates compared to unsponsored jobs. Your job be displayed near the top of relevant job searches and be seen by active job seekers.
The Chronicle of Higher Ed	\$170	The Chronicle of Higher Education is a great resource for faculty positions. We have purchased a package that allows us to post to the Chronicle at a discounted rate.

Select an advertising source or multiple sources by holding down the CTRL key and selecting each source.

Recruitment Information

All positions are now automatically posted with nine diversity recruitment sites: Arkansas Job Link, Be a Hero Hire a Hero, VetJobs, Black Perspective, Hispanic Today, Veterans Enterprise, Women in Business, Disabled American Veterans and disABLED Person. Below are the additional recruitment options available to your department.

Hold down the CTRL key to select multiple options:

Sources:

Other Sources:

[Check Spelling](#)

Budget for advertising:

FOAP for advertising:

Format: #####-#####-#####-####

Comments:

[Check Spelling](#)

- Enter additional sources in “Other Sources.” Please note that we no longer advertise with the Jonesboro Sun. The University has decided that this was not a cost effective recruitment option.
- Enter the maximum dollar amount for the advertising budget and the account number (FOAP) to charge. Please contact the Budget Office at 972-3700 if you do not know your FOAP (fund-organization-account-prog).
- The list of salary account codes are as follows:

Teaching Salaries		
	9 month faculty	610100
	12 month faculty	610300
	Summer salaries	610400
	Teaching part-time	610500
	Graduate Teaching Assistants (TAs)	610600
Non-classified		
	Administrative non-classified	611100
	Summer administrative non-classified	611500
Classified		
	12 month classified	612400
University Research Release		
	University Supp Research Academic Year	613100
	University Supp Research Summer	613200
Sponsored		
	Research - sponsored	614100
	Teaching-sponsored	614200
	Other-sponsored	614300
Part-time		
	Staff	615100
	Undergrad/Grad student	615200
	Graduate Assistants	615400
Online Teaching		
	Faculty Course Development	617100
	Faculty Course Delivery	617200

- Click the “Save” button. The requisition will route through the approvals as shown above.
- The hiring manager/initiator can only make changes if an approver disapproves or rejects the requisition.