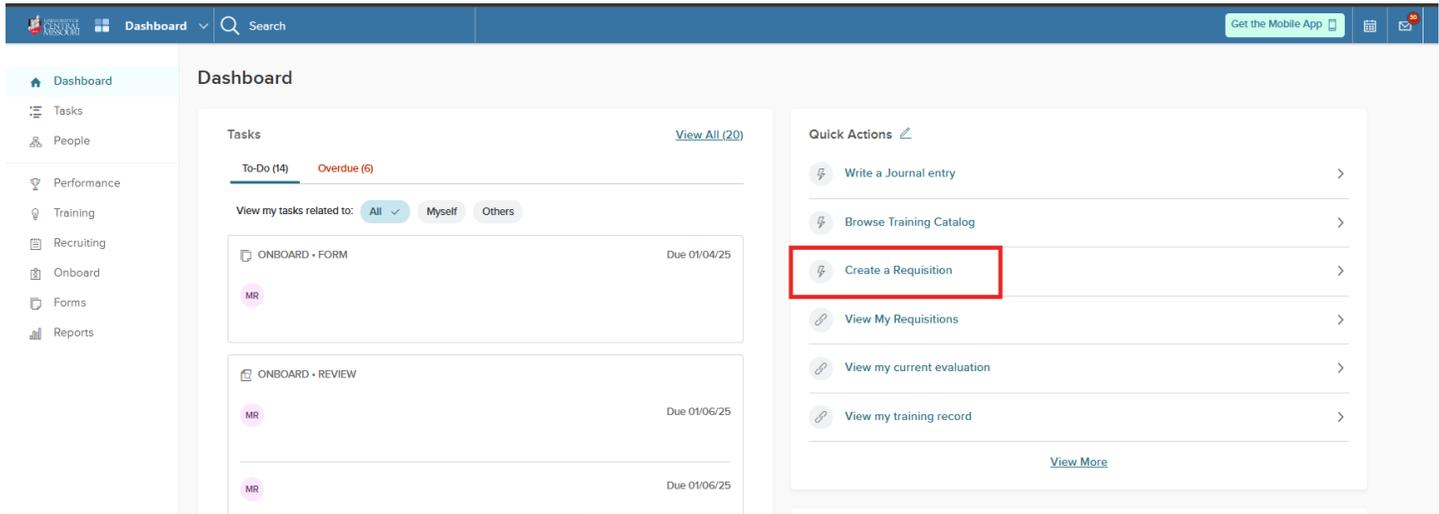


How to Create a Student Employee or Graduate Assistant Job Requisition in NEOED

Upon logging in, the unified Dashboard opens. To create or edit a requisition, go to section Quick Actions on the right-side toolbar. In the Quick Actions toolbar, select “Create a Requisition”.

Hint: If this is your first time accessing the Requisition area, you’ll see a re-directing message. Click “Don’t show this message again” and proceed.



The Create Requisition screen opens.

Complete the form using the table on the next page, page 2.

Field	What to Enter
Requisition #	You do not need to enter anything here. The system will automatically assign this number after saved.
*Department/Division	The Division Name and Code will appear. This is the department and Org. Number from Banner that you have access to complete requisitions.
*Class Spec	Search and select the appropriate Class Spec (Job Title and Position Number). This field is the position description that you are wanting to post, so ensure you are selecting the correct position number. If you don't find the Class Spec you need, please refer to the budget book. If the position number listed in the budget book is not available, please reach out to Human Resources.
Working Title	Enter the working title for this job. This can be the same name as the Class Spec, but this field is how the posting title will reflect on the recruitment. For a student posting, an example would be "Human Resources Student Employee - Spring 2025" or "Student Audio Visual Technician - Spring 2025". An example of a graduate assistant could be, "Residence Life Graduate Assistant - Spring 2025" or "Criminal Justice and Criminology GA - Non-Teaching - Spring 2025".
Desired Start Date	Enter the desired start or appointment date of the hired candidate. This date can be any date for a student employee. For graduate assistants this date should be the date that all graduate assistants start for the semester. For example, for Spring 2025, all GA should have a start date of 01/13/2025. If you need assistance locating this date, please contact HR or Graduate Studies.
*Hiring Manager	Enter the name of the hiring manager, who the person hired into this position will directly report to. If the hiring manager does not appear in the drop down. Please contact HR.
*Job Type	Select the appropriate Job Type. For a student employee requisition, you will choose "Student University Worker." For a Graduate Assistant requisition, you will choose "Graduate Assistant".
List Type	Select the appropriate List Type. This will almost always be "Regular", no matter the requisition type.
*Position	Select the appropriate Position from the available options. This should match the Class Spec. You can search by title or position number. This field should match the "Class Spec" number you entered previously in the Requisition. If you don't find the position you need, contact your Strategic HR Partner.
Number of Vacancies	Enter the number of vacancies. It is important that you enter the correct number of employees you want to hire. If you are hiring 15 employees through the one requisition, ensure that you enter 15 here.
EEO/Census Data Template	LEAVE BLANK
*Position Description Review	If have reviewed the position for accuracy before posting, select Yes; otherwise, click No. For both students & GA's you can choose "Yes" since you will be attaching the requested position description to the end of the requisition.
*New Position	If this is a new position, select Yes; otherwise, click No.
Replacement	If this request is to fill a vacated position, enter the name of the previous employee. For students & GA's, you can leave this field blank.
Name and 700# for Temporary	LEAVE BLANK.
*Request Hourly or Monthly Salary	Enter the rate of pay for which you were approved. For student employees, enter the hourly rate you wish to hire at. If you are submitting the position for a Graduate Assistant, please list the stipend associated with the GA as well as the GA FTE. For example: Spring or Fall GA: \$4,500 - 1.0; \$3,375 - 0.75; \$2,250 - 0.50; \$1,125 - 0.25 Summer GA: \$750 or \$1,500
*What hourly/salary amount would you like the job posted at?	This field is used mostly for staff positions. In this field, just reenter exactly what you did in the above field of "Request Hourly or Monthly Salary"
*Position Funding (FOAPAL)	Enter the Banner Labor Dist. Assignment String (Fund-Organization-Account-Program - 22 digits required). Include a percentage from each labor distribution. Example: 100010 - 230040 - 610100 - 1100: 50% 100010 - 700105 - 610100 - 6300: 50%
Anticipated Review Date	Applications are reviewed and released by noon on Tuesdays and Thursdays. You can leave this field blank as it is used for faculty positions.
* Work Schedule	Enter the working hours and days for the position. For GA's, it is important to list the number of hours the GA you are hiring is expected to work each week. If you are hiring a 1.0 GA, ensure that you enter "20 hours per week".
* Search committee members	List the search committee members, including the name of the committee chair and any student or non-voting members. If no one other than the hiring manager needs access to the applicants, enter N/A.
*Application Materials	Select the appropriate required application material(s) you wish for the applicants to upload to their application. If you don't want any others added, ensure you select "none" from the dropdown box.
Application Questions	Provide any job-related questions you would like to ask each applicant. Note that these will be reviewed and approved by human resources before posting. Examples of questions: Describe your experience with _____. Do you have an _____ license or certification to support the qualifications for this position?
* Grant-Funded Position	If this is a grant-funded position, select Yes; otherwise, click No. Selecting "yes" requires approval from the Sponsored Program Director.
Position Details	Note (Important) Do not use. If you accidentally open it, click the red Delete button to remove the section before saving.
Comment	Use this section to indicate any comments you would like those in the approval process to be made aware of, such as FOPAL changes. For a grant-funded position, enter the Grant End Date.

Click “Save & Continue to Next Step” at the top of the screen to go to the “Approval” workflow.



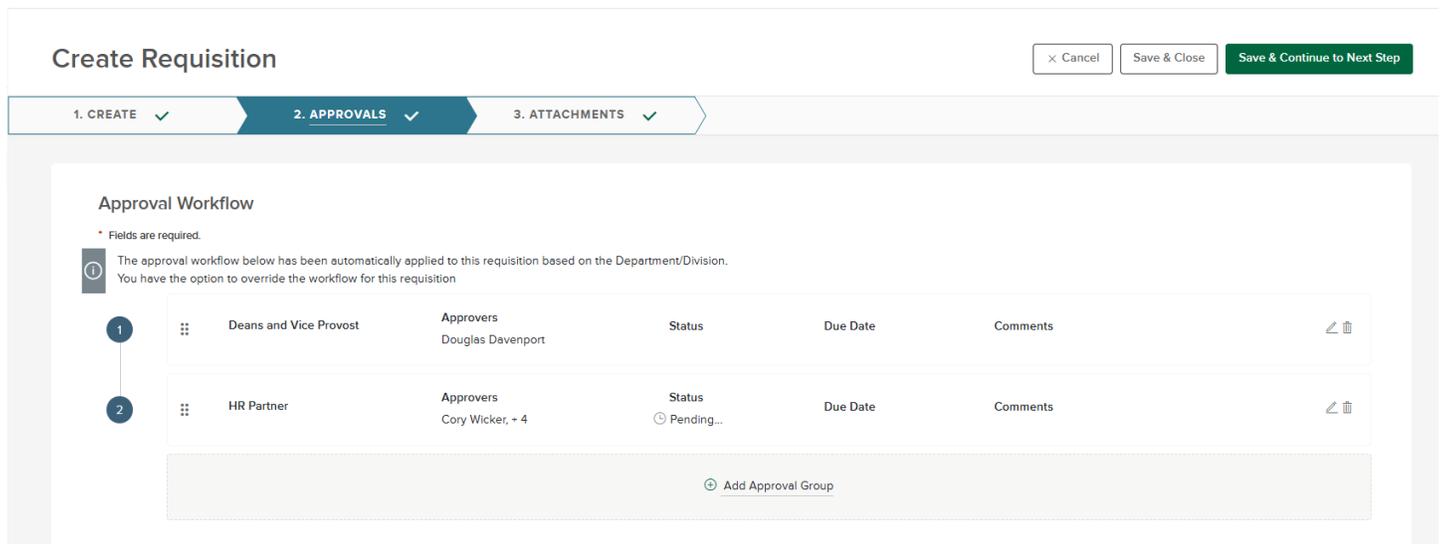
You will then be routed to the Approval Workflow.

The Requisition Approvals screen opens with the pre-built Approval Workflow. This pre-built workflow should default to the following:

Graduate Assistant Requisition:

NOTE: (If your requisition is for a Student Employee, please use the below workflow.)

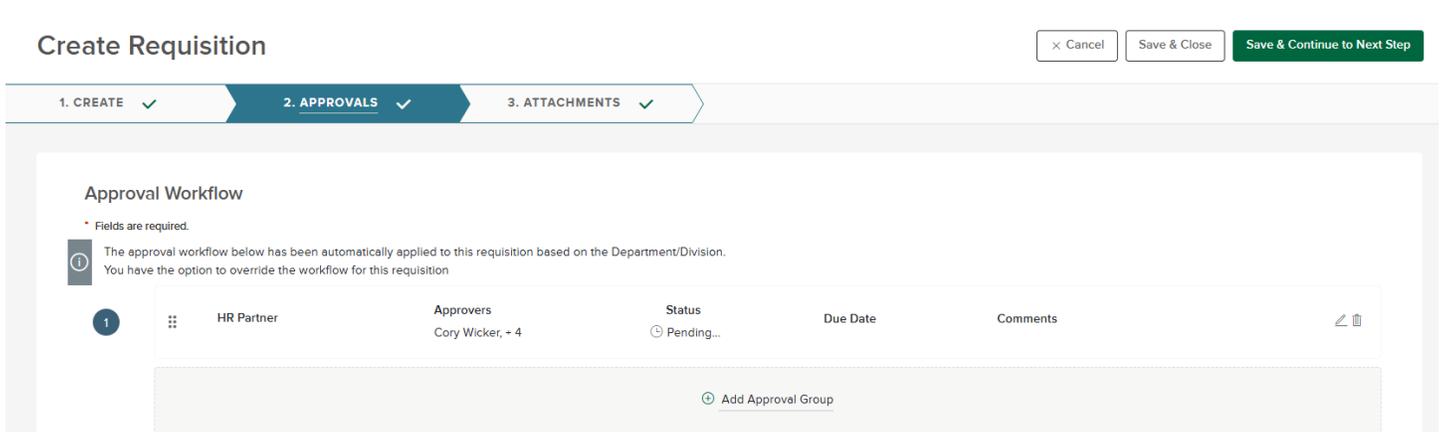
1. Dean / Vice Provost
2. HR Partner



Student Employee Requisition:

NOTE: (If your requisition is for a Graduate Assistant, please use the above workflow)

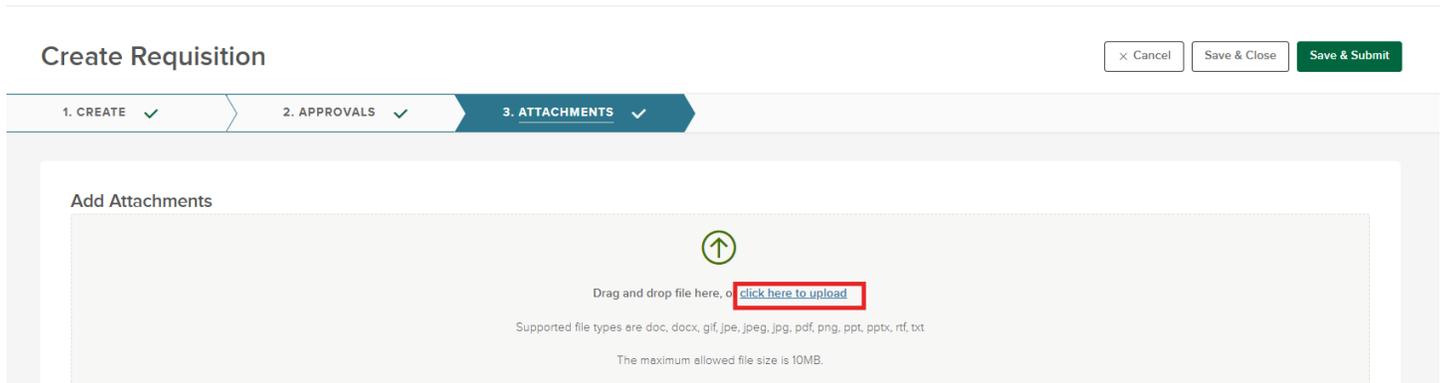
1. HR Partner



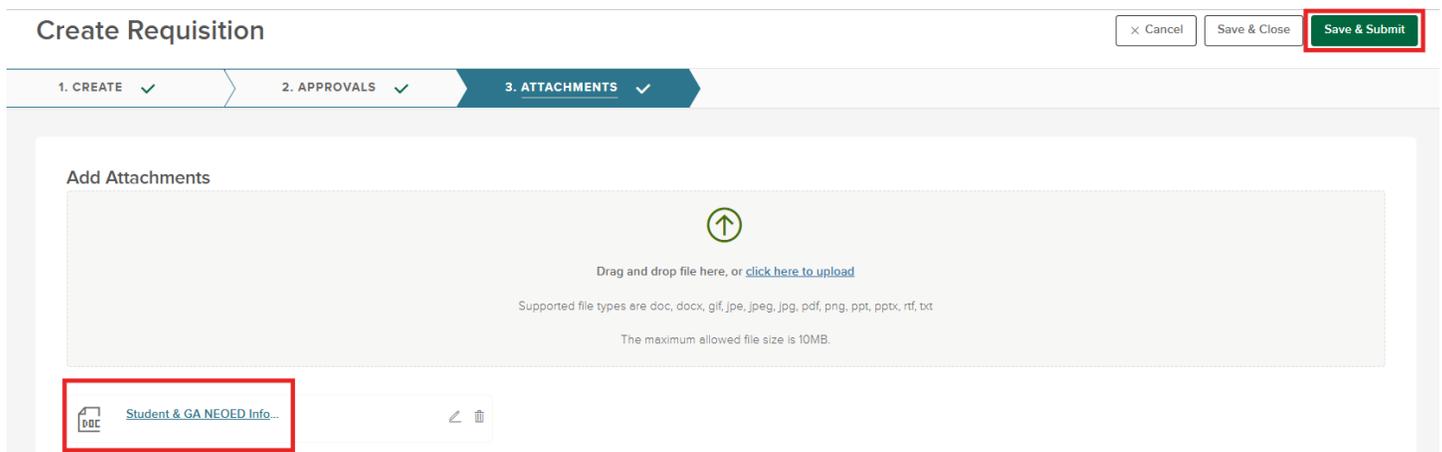
If for some reason, the approval workflow does not default this way, please contact HR. If your approval group defaults correctly, you can choose “Save & continue to Next Step”

The next step of the Requisition is the “Attachments” section.

Here, you **MUST** attach the “Student & GA Information Sheet”, linked on the [HR NEOED website](#), that you have completed. The information within that sheet will provide HR the information you wish to be included within the search. To upload this attachment, you can either drag and drop into the “Add Attachments” section or click “Click here to upload”.



Once the attachment is attached select “Save & Submit”.



Your requisition has been successfully submitted. You will receive a successful banner at the top of the screen.

