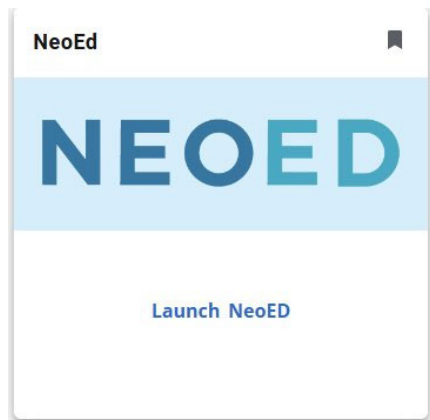


How to Create a Requisition in NeoEd

1. Log into NeoEd Dashboard

1. Sign in to **My Portal**
2. Locate the **NeoEd** tile

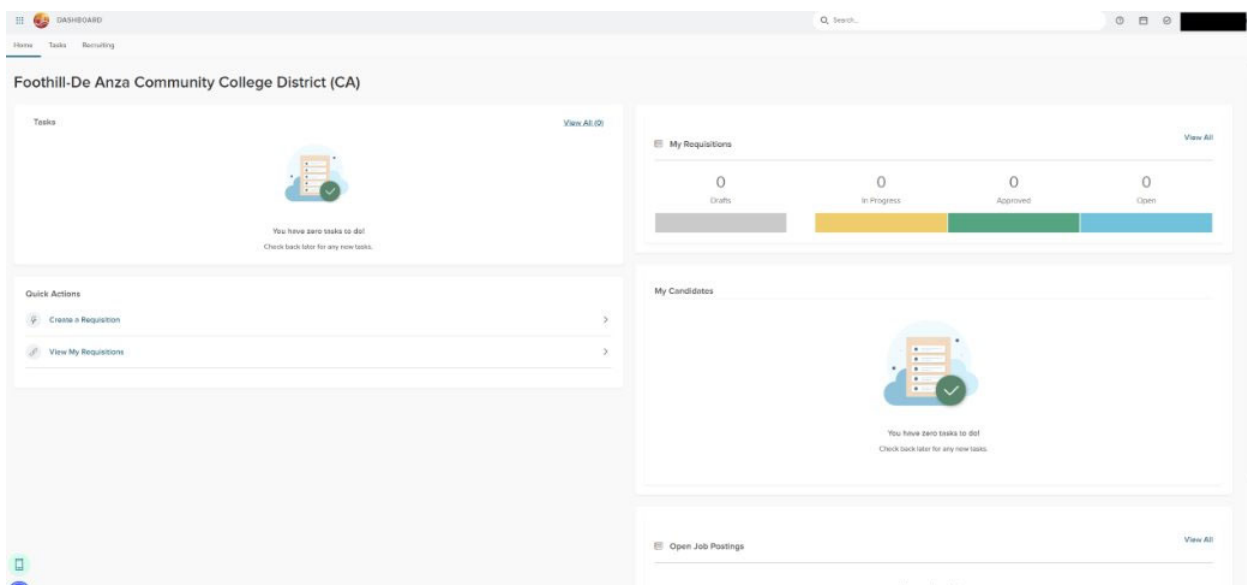


1.

3. Click **“Launch NeoEd”**

2. Access the Dashboard

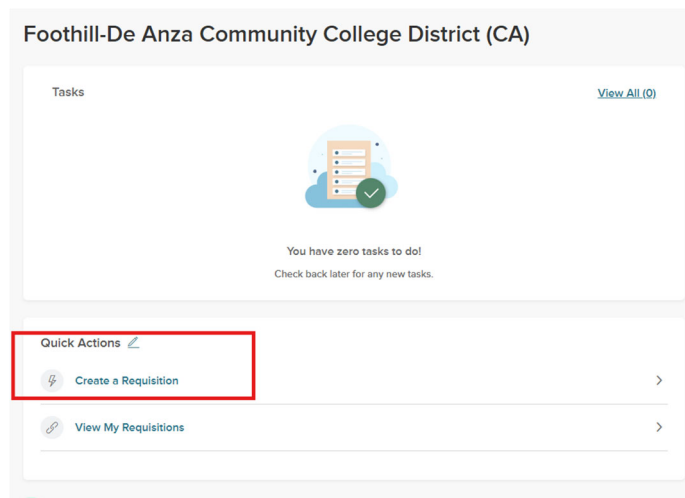
Once inside NeoEd, you will be directed to the dashboard.



3. Create a Requisition

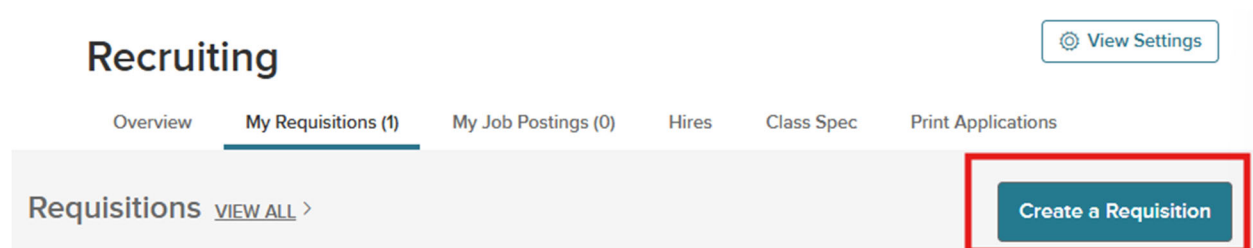
Option A (Quick Access)

- Click “**Create a Requisition**” under *Quick Actions*



Option B (Navigation Menu)

1. Go to **Recruiting**
2. Select **My Requisitions**
3. Click **Create a Requisition**



4. Complete Required Fields

Fill out all fields marked with a red asterisk (*).

Requisition Details

* Fields are required.

Requisition # [Assigned when requisition is saved]	* Department/Division Find a Department/Division
* Class Spec ⓘ Find a class spec	Working Title
Desired Start Date MM/DD/YYYY	* Hiring Manager Find a hiring manager
* Job Type Select one	List Type - Make selection -
Position ⓘ Find a position	Number of Vacancies 0

Key Fields Explained

- **Class Spec**
 - Enter the job title
 - Click the title to verify the job description

* Class Spec ⓘ

- **Position Number**
 - Click the ⓘ icon to find the correct position number
 - If this is a **new position**, select “**Yes**” at the bottom of the form

New Position?

Yes No

- **Hiring Manager**
 - Enter only the official hiring manager for the position

- If submitting on someone else’s behalf, **do not include yourself**—only the hiring manager

- **FOAP**

- Enter the appropriate FOAP information as required

* Is this position Foundation funded? <input type="radio"/> Yes <input type="radio"/> No	Index 1 (if known) <input type="text"/>
* Fund 1 <input type="text"/>	* Organization 1 <input type="text"/>
* Account 1 <input type="text"/>	* Program 1 <input type="text"/>
* %1 (percentage assigned to FOAP 1) <input type="text"/>	Index 2 (if known) <input type="text"/>

○

5. Continue to Next Step

- After completing all required fields, click **“Save & Continue to Next Step”**

Save & Continue to Next Step

○

6. Add Approvers to Workflow

Refer to the **Requisition Approval Queue** in the Administrator tab on the HR webpage.

Steps to Add Approvers

1. Click **“Add Approval Group”**

○  **Add Approval Group**

2. Select the appropriate approval group from the dropdown

Approval Workflow

* Fields are required.

* Approval Group
⚠ Field is required

Select an approval group

- AVP/VP of Area
- Budget Controllers
- Campus Budget Controller
- College President
- Hiring Managers

Due Date
MM/DD/YYYY



3. Add an approver:

- Type their name **or**
- Click the magnifying glass to search

1. * Approvers
⚠ Field is required

Search Approvers

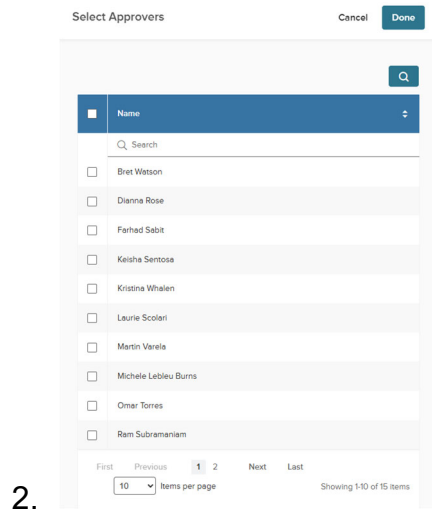


2. Select Approvers

Cancel Done

Name
Q Search
<input type="checkbox"/> Bret Watson
<input type="checkbox"/> Dianna Rose
<input type="checkbox"/> Farhad Sabit
<input type="checkbox"/> Kelshe Sentosa
<input type="checkbox"/> Kristina Whalen
<input type="checkbox"/> Laurie Scolari
<input type="checkbox"/> Martin Varela
<input type="checkbox"/> Michele Lebleu Burns
<input type="checkbox"/> Omar Torres
<input type="checkbox"/> Ram Subramaniam

First Previous 1 2 Next Last
10 Items per page Showing 1-10 of 15 items



4. Click "Add Approval Step"

Approval Workflow

* Fields are required.

* Approval Group

Hiring Managers

Due Date

* Approvers

Dianna Rose Search Approvers

○

→ Repeat these steps until all required approvers are added.

7. Review Approval Workflow

- Ensure all required approvers are included
- Example of Completed Approval Workflow for Central Services Hire

Approval Workflow

* Fields are required.

1	⋮	Hiring Managers	Approvers Dianna Rose	Status	Due Date	Comments
2	⋮	Budget Controllers	Approvers Sirisha Pingali	Status	Due Date	Comments
3	⋮	Position Control (HR)	Approvers Kit Ocanada	Status	Due Date	Comments
4	⋮	Vice Chancellor of HR	Approvers Dianna Rose	Status	Due Date	Comments
5	⋮	HR Director	Approvers Tony Brown	Status	Due Date	Comments
6	⋮	Recruitment Specialist	Approvers Keisha Sentosa	Status	Due Date	Comments

8. Save and Continue Approval Workflow

- Click **“Save & Continue to Next Step”**

Create Requisition

[Cancel](#) [Save & Close](#) [Save & Continue to Next Step](#)

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Approval Workflow

* Fields are required.

1	Hiring Managers	Approvers Ryan Long	Status	Due Date	Comments
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9. Submit the Requisition

- After completing all sections, click **“Save and Submit”**

Create Requisition

[Cancel](#) [Save & Close](#) [Save & Submit](#)

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Add Attachments

⬆

Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, gif, jpeg, jpeg, jpg, pdf, png, ppt, pptx, rtf, txt

The maximum allowed file size is 10MB.