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## **Creating a Recruit Action (Requisition)**

A recruit should be submitted any time that you need to fill ANY position (including an Emergency Hire, 30/60 day).

### **Step 1: Navigate to the Job Opening page**

**Path to create a new recruit:**

Recruiting > Create New Job Opening

### **Step 2: Complete the Opening Information “block”**

**Posting Title:** This field is read only and will be blank until the position number field is populated.

**Job Opening Status:** Defaults to 005 Draft; the status will automatically change to 006 Pending Approval after you click Save and Submit. Once the requisition has finished the approvals process the status will change to ‘Open’.

**Position Number:** Is blank until the position number field is populated.

**Business Unit:** Defaults to IHS00, do not change this

**Recruit Requestor:** Defaults to the user’s name as the requestor of the recruit

**Date Opened:** Defaults to today’s date

**Target Openings:** Defaults to 1, you can change this if you need to recruit for more than one position with the same title, series, and grade(s).

**Business Unit:** Defaults to IHS00, do not change this

**Department:** This defaults from the primary positions position data (after you enter the Position Number); if you don’t populate the Position Number you MUST enter the department code.

**Location:** This defaults from the primary positions position data (after you enter the Position Number); if you don’t populate the Position Number you MUST enter the Location code.

If you would like to add additional locations for recruitment click on


[Add Additional Locations](#). Use the  feature to locate the location that you’d like to add.

**Status Date:** Defaults to today’s date and is not editable.

**Desired Start Date:** Enter a future date

**Recruitment Type:** Select Open Competition.

**Area of Consideration:** Internal (DHHS or IHS wide only); Public (Open to all U.S. Citizens); Status (Merit Promotion and Excepted Service Examining Plan, Current permanent federal employees, reinstatement eligibles, Indian preference and those eligible for special appointing authorities.)

**Staffing Specialist:** Enter the Staffing Specialist’s EmplId or use the  feature to look up the name of your servicing Staffing Specialist

**Selecting Official:** Enter the Selecting Official’s EmplId or use the  feature to look up the name of the Selecting Official



**Position Description:** Make a selection from the dropdown menu (Desk Audit, New Classification, PD Amendment, PD on File, Redescription, or Standard PD Exists)

**CAN:** Enter the Common Accounting Code (CAN) associated with the position to be filled

**Non Standard Pay:** Check this box if non standard pay may be offered to the incumbent. This is information that should be displayed on the vacancy announcement.

**Recruitment Incentive:** Select the appropriate response from the dropdown menu

**Relocation Incentive:** Select the appropriate response from the dropdown menu

**Physicians Comparability Allow:** Select the appropriate response from the dropdown menu

**Physician and Dentist Pay:** Select the appropriate response from the dropdown menu

**Candidate Name Requests:** This is not a data field used in Indian Health Service at this time.


**Remarks:** Remarks MUST include the following or your action may be incomplete and returned to you for completion. **The information entered here will be seen by all those in your recruiting workflow.**

1. **Number of Positions being filled**, if you are filling more than one position (see **Target Openings**, above). This information is needed in the Remarks section to migrate to EWITS (Electronic Workflow Tracking System).
2. **Appointment Type** (Permanent, Temp NTE w/duration, Intermittent, etc)
3. **Work Schedule** (Full Time, Part Time include days and hours per week, rotating shifts, call-back)
4. **Special types of additional pay/benefits** (Travel, Uniform Allowance, Housing, Stand-by, Salary incentive, etc)
5. **Timekeeper Number**
6. **Title, Series and Grade(s)** if more than one position is being filled and the position number is not entered in the Position Number field
7. If you are filling a position that was previously encumbered (**enter the date the employee left**) and **where they went**, if applicable. For example: May 15<sup>th</sup>, 2007 transferred to Fort Hall Service Unit. Include any unique identifiers for this position.
8. If this is a temporary or term appointment, please **indicate the reason it is not permanent**.
9. **Special requests for advertisement** (multiple grades, MPP & DEU, local commuting area with reason stated, through open continuous announcement and duration of advertisement)
10. **"Reports to"** position number or person or both
11. **If it is an Emergency Hire**, enter the name of the person to be hired (if known) and what position it is in lieu of, as appropriate.



12. **Public Trust Position?** (Yes/No)

13. **Credit Check Required?** (Yes/No)


**Descr:** Use the  feature to locate the position number that you'd like to recruit for. If you do not know the position number, please see Appendix A.


Note: If this is a brand new position that doesn't have a Position Number you can leave this field blank.

**Position Number:** This defaults based on the data entered in the Descr field.



**Job Code:** This should default from the position data (after you enter the Position Number)

**Primary Position:** This box automatically checks when you select the first position. Only one position can have the Primary Position box checked. If you have more than one position on this requisition the Department and Location fields default to the position data stored in the Primary Position.

Click  [Add Positions](#) for additional rows to add positions to recruit for on this requisition

**Employees Being Replaced:** Enter the employee's name who is vacating the position. Enter the last name, first name (with no space between the comma and first name). You can also use the  feature to look up the employee's name.

If more than one position is being filled you can click on

 [Add Employees Being Replaced](#) to enter additional names of the employee's who are vacating the positions. If you need to remove one of the names you can click on the  next to their name.

**Position Vacated:** Enter the separation date of the employee, if encumbered



Here is an example of what your requisition will look like once you complete Step 2.

**Opening Information**

Recruit Requestor:  
 Date Opened: 03/23/2009  
 Target Openings: 1  
 Business Unit: IHS00 Indian Health Services  
 Department: GALG2 NORTHERN PLAINS REGION HUMAN R  
 Location: 300100111 BILLINGS  
[Add Additional Locations](#)

Status Date: 03/23/2009  
 Desired Start Date: 06/01/2009  
 \*Recruitment Type: Open Competition  
 \*Area of Consideration: Public  
 Staffing Specialist: ASHLEY, MARJORIE K  
 Selecting Official: LANGLAND, JANELLE A  
 \*Position description: New Classification  
 CAN: 81010031

**Incentive Information**

Non Standard Pay

Recruitment Incentive: Unknown    Relocation Incentive: Unknown  
 Physicians Comparability Allowance: Unknown    Physician and Dentist Pay: Unknown

**Remarks:** [Candidate Name Requests](#)

- Number of Positions being filled, if you are filling more than one position (see Target Openings, above). This information is needed in the Remarks section to migrate to EWITS (Electronic Workflow Tracking System).
- Appointment Type (Permanent, Temp NTE w/duration, Intermittent, etc)
- Work Schedule (Full Time, Part Time include days and hours per week, rotating shifts, call-back)
- Special types of additional pay/benefits (Travel, Uniform Allowance, Housing, Stand-by, Salary incentive, etc)
- Timekeeper Number
- Title, Series and Grade(s) if more than one position is being filled and the position number is not entered in the Position Number field
- If you are filling a position that was previously encumbered (enter the date the employee left) and where they went, if applicable. For example: May 15th, 2007 transferred to Fort Hall Service Unit. Include any unique identifiers for this position.
- If this is a temporary or term appointment, please indicate the reason it is not permanent.

Positions			
*Descr	Position Number	Job Code	Primary Position
HUMAN RESOURCES	00028525	BA189A	<input checked="" type="checkbox"/>


[+ Add Positions](#)


Employees Being Replaced		
Name	EmplID	Position vacated
RIGGS, NATANYA J		12/31/2008

[+ Add Employees Being Replaced](#)



### Step 3: Assignments (who will the action be routed to?)

**Recruiting Office:** Enter the Administrative Code or SAC for the position being filled. An example is displayed in the screen shot below. Once this field is populated you will see that you can now use the  feature to select names for the Recruit 1<sup>st</sup> Authorizer, Recruit 2<sup>nd</sup> Authorizer, and Recruit Approver. You will now create the path the recruit action will follow.

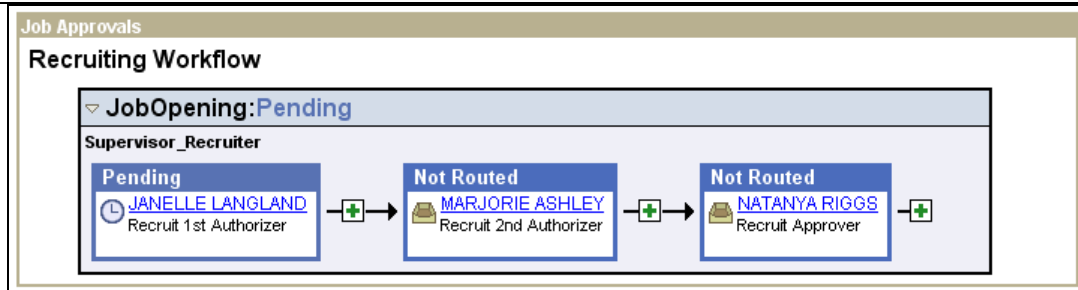
Click on the  feature to select the appropriate person from the list provided for each of the approving roles.

As the Requestor you have three options:

1. You can now click **Save & Submit**. The action will move forward in the approval process.
2. If you still need to complete some detail and wish to save the information you have and return at a later time you can select **Save as Draft**. Clicking this button saves the Job Opening in 005 Draft Status and the action does not move forward.
3. If you have been asked to cancel the recruit action as management has decided to cancel, you can select **Cancel**. By selecting the Cancel button you will discard any changes and reset the job opening status. You will not be able to retrieve the information after you click cancel.

Note: Only the Recruiting Office and the Recruit Approver are mandatory fields, however you need to **ensure the action is routed to every workflow user**. Contact your HR Regional Center if you have any questions about your department's workflow.

After you click the 'Save and Submit' button the Recruiting Workflow Monitor will appear on your screen and show the current status of the requisition.



Note: If you are also the 1<sup>st</sup> Authorizer you will be 'Skipped' and won't need to sign off as you have created the requisition.

An e-mail will automatically be sent to the first person that needs to approve the recruit action.

After you click **Save & Submit** or **Save as Draft**, your Job Opening ID will be generated. Please note this number, which is located at the top of the page.

Job Opening	
Posting Title:	HUMAN RESOURCES SPECIALIST <b>Job Opening ID: 75392</b>
Position Number:	00028525 HUMAN RESOURCES SPECIALIST
Business Unit:	IHS00 Indian Health Services

To monitor the status of your requisition please use the **How to Find Job Openings (Requisitions)** job aid.

Once you are in the requisition you will be able to click on [Approvals](#) to view the current status.



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## **Resubmitting a Denied Action**

You can use this process to resubmit an action in your Worklist that has been Denied. You can change data in your recruit to reflect any changes that have taken place since the original submission of the recruit.

### **Step 1: Navigate to the Denied Action**

**Option 1:** You will receive an e-mail when an action has been denied. You can click on the hyperlink in the e-mail you received and log into Capital HR. You will need your login ID and password.

**Option 2:** Accessing the action via your worklist. You will need your login ID and password. When you see the actions in your Worklist click on the Link and the system will bring you into the action to review it.

### **Step 2: Review ‘Denied’ Remarks**

Click on the [Approvals](#) link.

Click [View Comments](#) and review the remarks **BEFORE** you proceed with resubmitting the action. Once you click the Resubmit button you will not be able to retrieve this information.


When you are finished reviewing the comments click [Job Opening Details](#).

### **Step 3: Verify or Change the Opening Information “block”**


**Date Opened:** This defaults to the original date the action was submitted

**Status code:** Defaults to 008 Denied, this will automatically change to 006 Pending Approval after you finish the resubmission process

**Remarks:** Complete remarks **MUST** be included or your action may be incomplete and returned to you for completion. Please see the section on How to Create a Recruit Action (Requisition) for a complete list of required remarks.

**Employees Being Replaced:** Verify or change the employee's name who is vacating the position. Enter the last name, first name (with no space between the comma and first name). You can also use the  feature to look up the employee's name.

If more than one position is being filled you can click on


[+ Add Employees Being Replaced](#) to enter additional names of the employee's who are vacating the positions. If you need to remove one of the names you can click on the  next to their name.

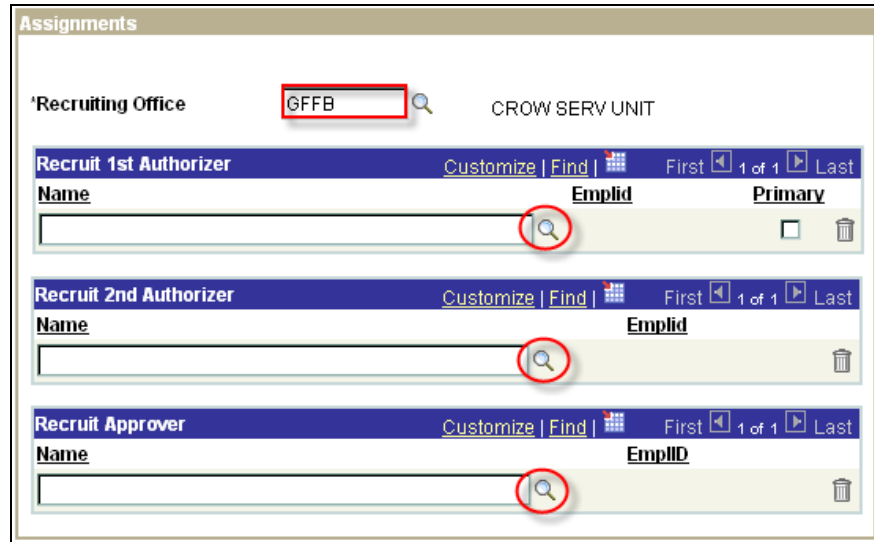




### Step 4: Verify or Change Assignments (who will the action be routed to?)

**Recruiting Office:** Verify or change the Administrative Code or SAC for the position being filled.

Click on the  feature if you need to change any of the approving officials.



The screenshot shows the 'Assignments' form with the following details:

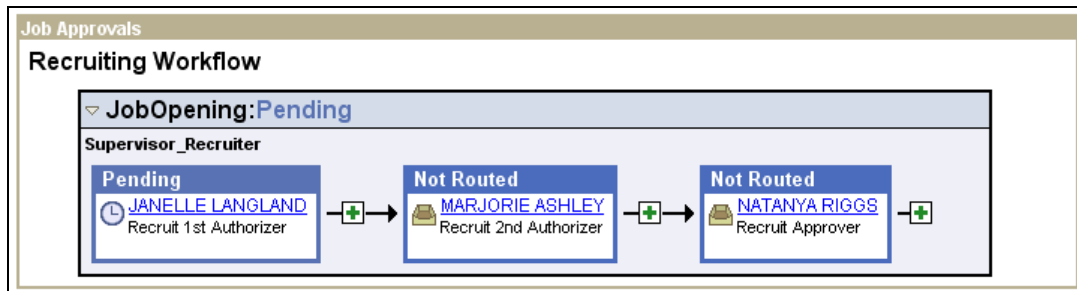
- Recruiting Office: GFFB (highlighted with a red box)
- Recruiting 1st Authorizer: Name field with a magnifying glass icon.
- Recruiting 2nd Authorizer: Name field with a magnifying glass icon.
- Recruiting Approver: Name field with a magnifying glass icon.

### Step 5: Resubmitting the Action

Click on the **Approvals** link

Click the **Resubmit** button

After you click the 'Resubmit' button the Recruiting Workflow Monitor will appear on your screen and show the current status of the recruit.



An e-mail will automatically be sent to the first person that needs to approve the recruit action.



## Creating a Personnel Action Request (PAR)

A Personnel Action Request (PAR) is a 52 that pertains to an individual already employed by the agency. Examples of PAR actions would be Promotions, Separations, and Extensions etc.

### Step 1: Navigate to the Supervisor Request Page

#### Path to create a new PAR action:


Workforce Administration > Job Information > Supervisor Request USF

### Step 2: Find the Employees Record

Enter the Search Criteria for the employee that you want to take action on. This could be EmplID, Last Name, First Name (with no space between the comma and the First Name), etc.

Click **Search**

### Step 3: Enter PAR Action

Click the  on the right hand side of the screen to add a new request

The following fields **MUST** be entered

- Actual Effective Date
- Action
- Reason Code
- Contact Employee ID (the supervisor's EmplID)
- Par Status will default to REQ
- Click on Tracking Data to enter comments

Note: A list of valid action and reason codes are in Appendix B.

The screenshot shows a web-based form for creating a PAR. The form is titled "Data Control" and has several tabs: "Personal Data", "Job", "Position", "Compensation", "Employment 1", and "Employment 2". The "Employment 1" tab is selected. The form displays various fields for entering employee and request information. The "Actual Effective Date" field is highlighted with a red box. The "Proposed Effective Date" is set to 05/08/2007. The "Action" field is set to "REQ" and "Par Status" is "Requested". The "Contact Emplid" field is highlighted with a red box. The "PAR Request#" field has two buttons: "Print SF-52" and "Print SF-50". At the bottom, there are links for "Process Monitor", "PAR Remarks", "Award Data", "Tracking Data", and "Severance Pay". An arrow points to the "Tracking Data" link.



The tracking data page logs who has approved the action and when it was approved. Each user will receive a comment line by their name. The comment box is limited to 80 characters.

After you enter your comments, click **OK**. It will take you back to the data control page of the action.

Click **Save**.

#### Step 4: Route Your PAR Action

This takes you to the Routing page.

**Routing Based on:**      Route to 1st Review:

Route to Next:

Click the button for a list of those to whom the PAR request should be routed. **Route To**

**Route To:**      Find | **View All**      First ◀ 1-5 of 41 ▶ Last

<input type="checkbox"/>	00000111	ROTMAN, ALLAN H
<input checked="" type="checkbox"/>	00000132	DIETZ, CHARLES M
<input type="checkbox"/>	00000176	O LEARY, JOHN
<input type="checkbox"/>	00000358	ARBOGAST, CAROL A
<input type="checkbox"/>	00000674	PIKE, ALCINE F

Click the **Route To** button and you will see a list of people that are available for routing the action to. The options are listed 5 at a time. If the person you are looking for doesn't appear

Click **View All** and you will see all available options.

Click the box next to the Name of the person you wish to route the action to. Wait for the screen to refresh then click **OK**.

At this point your action has been sent and you can **Sign Out** of Capital HR.