

UAF Workday Training

External Waiver Job Requisition Process *Step-by-Step Guide*

Introduction 3

Security Roles

Begin the Start Job Requisition Process 3

Replace a Worker

Add a Worker

Job Information

Worker Information

Cost Information

Recruiting Information

Edit Additional Data (Initiator)

Complete Questionnaire (Initiator) 11

Next Steps 13

Additional Reviews

Introduction

The **External Waiver Job Requisition Process** has replaced the **Confidential Job Requisition Process** in *Workday*. This process is used when a position will not go through the search process, meaning it will be filled without advertising or screening candidates.

Security Roles

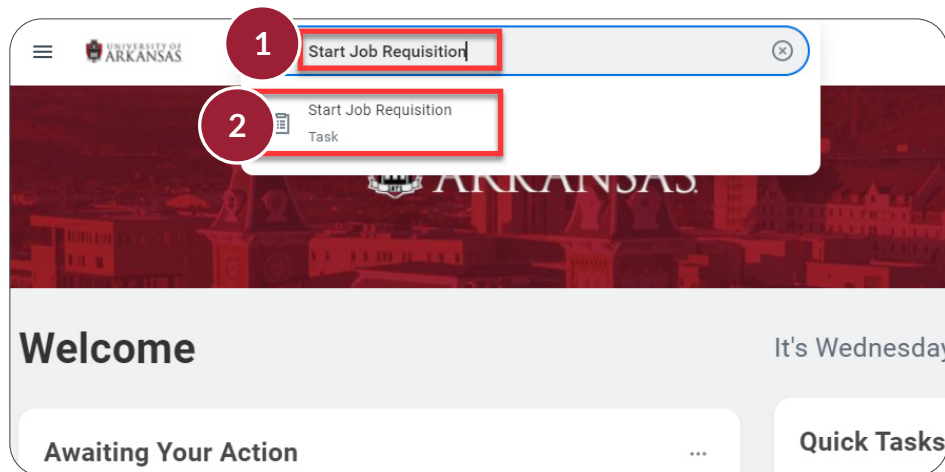
This process can be initiated by the following security roles:

- *Employment Coordinator (best practice)*
- *Department Head*
- *Manager*

If you do not have the necessary security role, you may [request it be added to your position](#).

Begin the Start Job Requisition Process

1. Enter **Start Job Requisition** in the Search Bar.
2. Click the task **Start Job Requisition**.



The supervisory organization may auto-populate with your supervisory organization.

3. If you need to select a different supervisory organization, click the **X** to delete the pre-populated supervisory organization.
4. Click **Continue** when prompted to **Clear form**.

Start Job Requisition |←

Job Details

It's time to draft your posting for advertisement! The information about the position advertising the position to ensure all information feeds out to the external career site please use the Help button in the top right corner to show help text for each field. If

Basic Information

What supervisory organization is this job for? *

3 X UAF | HMRS | Instructional Design (Kierstin Michelle)

UAF | HMRS | Instructional Design (Kierstin Michelle Bible) (SO900396)

Clear form

If you remove or update the supervisory organization, Workday clears all entered information from the form.

4 Continue Cancel

5. Click in **What supervisory organization is this job for?**
6. Enter in the supervisory organization.
 - You can search by entering in the name (*shown*) or enter in the full number.
7. Select whether the job will **replace a worker** or **add a worker**.

Start Job Requisition |←

Job Details

It's time to draft your posting for advertisement! The information about the position advertising the position to ensure all information feeds out to the external career site please use the Help button in the top right corner to show help text for each field. If

Basic Information

What supervisory organization is this job for? *

5 Kierstin Bible

6 Supervisory Organizations for my Workers
My Supervisory Organizations
My Recent Supervisory Organizations

This job will *

7 ☒ replace a worker
☐ add a worker

Replace a Worker

1. Replace a Worker is appropriate when there is currently someone holding the position (i.e., an interim appointee).
2. Click in **Select a worker to replace** make the appropriate selection:
 - **Active Workers in selected organization** (shown) **OR**
 - **Worker Terminated in the last 90 days.**
3. Some worker selections will auto-initiate the question of **When do you want this contract to end** (not shown).

Start Job Requisition |←

Job Details

It's time to draft your posting for advertisement! The information about the position will pull in from the position. The position restrictions must be updated before advertising the position to ensure all information feeds out to the external career site correctly. If you need help at any point with creating your job requisitions, please use the Help button in the top right corner to show help text for each field. If you need additional support, please contact Human Resources.

Basic Information

What supervisory organization is this job for? *

× UAF | HMRS | Instructional Design (Kierstin Michelle Bible) (SO900396) ...

This job will *

1 ☒ replace a worker

☐ add a worker

Active Workers in selected organization >

Workers Terminated in the last 90 days >

Search

2

Select a worker to replace *

← Active Workers in selected organization

Kara Newcomb
Instructional Designer | Instructional Design

Add a Worker

1. **Add a Worker** is appropriate when you will be filling an unfilled position.
2. Select **Yes** for **Is there an existing position for this job?**
NOTE: Do not use this process to create a new position.
3. Click in **Select an existing position for this job** to list the available positions in the supervisory organization.
4. Select the position.

Start Job Requisition |←

Job Details

It's time to draft your posting for advertisement! The information about the position will pull in from the position advertising the position to ensure all information feeds out to the external career site correctly. If you need help please use the Help button in the top right corner to show help text for each field. If you need additional support...

Basic Information

What supervisory organization is this job for? *

UAF | MUSC | Department of Music (Ronda M Mains) (SO004083)

This job will *

☐ replace a worker

1 ☒ **add a worker**

Is there an existing position for this job? *

2 ☒ **Yes**

☐ No, create a new position for this job

Select an existing position for this job *

3 [Click here to open the position list]

4 [Select a position from the list]

Job Information

The position must be in the selected supervisory organization.

Position List:

- ☐ P00006481 Instructor - 9 MONTH (Unfilled)
- ☐ P00013541 Graduate Assistant - 9 MONTH (Unfilled)
- ☐ P00014488 Graduate Assistant - 9 MONTH (Unfilled)
- ☐ P00017026 Graduate Assistant - 9 MONTH (Unfilled)
- ☐ P00036974 HEI Program Coordinator (Unfilled)
- ☐ P00036975 HEI Program Coordinator (Unfilled)

Search

Job Information

The **Job Information** will auto-populate based on the selected position. If any portions (such as the **Summary of Job Duties** or **Qualifications**) are missing, or edits are required on the position, utilize the **Edit Position Restrictions** process in *Workday*.

Start Job Requisition

Job Details

Job Information

Job Profile *

NC6015PE - Instructional Designer

Job Title *

Instructional Designer-2

Summary Of Job Duties *

This position is an integral part of the Workday Support Team. The instructional designer will work collaboratively with team members, subject matter experts, and stakeholders in designing and developing training materials for Workday, ultimately becoming a subject matter expert in the

Qualifications *

Format

Minimum Qualifications:

- Bachelor's Degree
- Two years instructional design experience

Preferred Qualifications:

- Three or more years of instructional design experience
- Higher Education experience
- Experience in project management/coordination
- Web design experience using WYSIWYG software

Knowledge, Skills & Abilities:

- Knowledge of Adult Learning Principles
- Technical Writing
- Video Script Writing
- Video Editing (Audio & Video)
- Converting training documents into accessible PDF or HTML formats using Section 508 accessibility standards.
- Editing/Proofreading
- Web design
- Detail oriented
- Capable of quickly learning new software
- Strong communication skills (oral and written)

Worker Information

The **Worker Information** will auto-populate based on the selected position.

- Double-check that “University of Arkansas, Fayetteville” is selected as the location.

Start Job Requisition

Job Details

What location is this job based in? *

University of Arkansas, Fayetteville

Add additional locations

Are you hiring a new employee or contingent worker? *

Employee

Contingent Worker

What type of worker are you hiring? *

Regular

Is this job full time or part time?

Full time


Part time

None of the above

What are the scheduled weekly hours for this job?

40

Select a work shift


 UNIVERSITY OF
ARKANSAS

8

Cost Information

The Cost Information will auto-populated based on the selected position.

Recruiting Information

1. Indicate **When would you like this worker to start?**

- The date can also be changed later, during the **Offer** and **Hire** processes.

Start Job Requisition

Job Details

Cost Information

Select a company

University of Arkansas, Fayetteville

Select a cost center

CC012579 UAF | ERP | Enterprise Resource Planning Implementation

Recruiting Information

When would you like this worker to start? *

As soon as possible

Select Date

MM/DD/YYYY

1

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

What recruiting instruction do you have for this position?

select one

Select a primary location to post this job *

Fayetteville

2. Click in **What recruiting instruction do you have for this job?**

3. Select **Post to Waiver Career Site**

4. Click in **Why are you creating this job?**

5. Select **Create Job Requisition>Create Job Requisition>External Waiver**

6. Click **Submit**.

Edit Additional Data (Initiator)

The next step in the process involves providing additional data. Training for [Edit Additional Data for Job Requisition \(Initiate\)](#) is available in *Workday Learning*.

Cost Information

Select a company
 x University of Arkansas, Fayetteville

Select a cost center
 x CC012579 UAF | ERP | Enterprise Resource Planning Implementation

Recruiting Information

When would you like this worker to start? *

☐ As soon as possible

☒ Select Date 03/14/2022

What recruiting instruction do you have for this job? *

select one

Select a primary location to post this job *

x Fayetteville

Select additional locations to post this job

Why are you creating this job? *

enter your comment

Post to Waiver Career Site

select one

Posting Not Required - Sourcing from Evergreen

Post Internally and Externally

Post Internally Only

Post to Waiver Career Site

Post to Workstudy Career Site

Create Job Requisition > Create Job Requisition

Search

Submit Save for Later

Complete Questionnaire (Initiator)

After the initiator has completed the **Edit Additional Data** step, they will be prompted to provide justification for providing the waiver. This is done through a required questionnaire. The initiator will be prompted to do this immediately, or it can be access later through an Inbox Item. Their response will be reviewed at several levels.

1. Select the *Inbox Item* for the **Waiver Justification (Complete Questionnaire)**.
2. Enter the candidate's name.
3. Enter the proposed salary.

University of Arkansas HCM

Inbox

Complete Questionnaire 'Waiver Job Requisition Request' for Job Requisition: R0010550 Instructional Designer-2

1 day(s) ago - Effective 03/09/2022

Waiver Job Requisition Request

As an institution committed to taking affirmative action to ensure equal opportunity to all applicants, in general, the Institution is committed to posting and advertising all vacant faculty and staff positions. However, there are exceptional circumstances under which a confidential job requisition for a permanent position may be permitted. Criteria for requisition approval includes the following:

- **Executive/Senior Management:** Appointment of executive and senior management level positions (i.e. Chancellor, Vice Chancellors, etc.)
- **Special Distinction:** The department has secured a candidate with "special distinction" (i.e., rare expertise in a specialized field, internationally renowned).
- **Emergency related:** The mission of the administrative unit or department will be in jeopardy if the position is not filled immediately.
- **Grant/Contract Related:** The terms of the grant or contract require the appointment of the defined individual.
- **Dual Career:** As part of the recruitment in another unit on campus, the candidate is a qualified "dual-career" spouse or partner
- **Temporary Appointment:** Appointed as an employee for one year or less

What is the candidate's name? (Required)

NAME

What is the proposed salary for the candidate? (Required)

35000

Request Reasons=>

4. Indicate the **Request Reason** (*details for each Request Reason are listed towards the top of the questionnaire*).
5. Fill in the justification fields:
 - **Why does this position requires a waiver from the search process.**
 - **Why must this position must be filled at this time.**
6. Provide the justification that explains why the proposed candidate is uniquely qualified for the position.
7. Explain how the functions of the position will be met if the waiver request is not approved.
8. Click **Submit**.

4

Request Reason: Indicate/select the reason for your request: (Required)

☐ Executive/Senior Management

☐ Special Distinction

☒ Emergency Related

☐ Grant/Contract Related

☐ Temporary Appointment

☐ Dual Career

5

Why does this position require a waiver from the search process? (Required)

Provide justification

5

Why must this position be filled at this time? (Required)

Provide justification

6

Please provide a justification that explains why the proposed candidate is uniquely qualified for the position. Your response should include information pertaining to education, work related experiences, certifications as well as knowledge, skills and abilities. (Required)

Provide justification

7

How will these functions be met if the request is not approved? (Required)

Provide justification

8

Submit Save for Later Cancel

Next Steps

After the **Waiver Justification (Complete Questionnaire)** process has been submitted, the *External Waiver Job Requisition Process* will follow the same steps outlined in the *Job Requisition* training. It will also have additional reviews as described below.

Additional Reviews

Please note that several additional roles have been added to the approval process for *External Waivers*:

- *Dean/AVC*
- *Vice Chancellor*
- *HCM Compliance Partner*

These roles will look specifically at the **Waiver Justification** to ensure that the university is in compliance with state law.