Quick Sheet

Topic: Prepping for a Request

**CORNERSTONE TRAINING** **FROM THE OFFICE OF HR**

Cornerstone also known as CSOD (Cornerstone on Demand) is here to assist with the hiring process within your department. It is a software designed to work with end users such as yourself, navigate applications, hiring selections and background check. In order for us to know you have a need to hire in your department, Cornerstone is the system you would use to notify us in HR, to post a requisition for the position.

This training is broken into four sessions, the first session highlighting all the tools and resources you will need. Anyone at the University that may be a part of the efforts in recruiting and hiring for your department will benefit from this training. The next three sessions are centered in and around Cornerstone.

So let's start in training Session 1- Prepping for a Request also known as "Where do I find what I need?"

The list of tools you'll need are included on your How to Request a Requisition Quick Sheet as a reminder. But today, prior to submitting a request, we're going to review the material and resources you need to get the ball rolling. Let's name off the items you need to get started.

- Position Number and Title are located on the salary sheets of the department's budget book. The dean or department leader has this information. The salary sheets also contain the FOAP codes, necessary to complete the Personnel Action Form once the person is hired. Just so you are aware, FOAP means Fund, Org, Account and Program.

- Ask yourself, does the job description need updating? If it does need to be updated, the account sponsor will need to submit a NPCF. Another reason for a NPCF, would include if this is a new position. NPCFs will have to be submitted and approved prior to submitting the request for a requisition.

- You may ask, where are job descriptions located? They are in a Condrey file, this includes all full time staff positions and _some_ part time positions, but not all are located there. Condrey is located on your desktop folder in your M drive. Click images on your computer that are circled in red first, then click HR Folder; and last click Condrey JDs.

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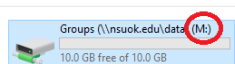
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Real quick, let's jump into viewing a job description. This job description is of an Academic Resources Specialist and here we have arrows pointing to grade which pertains to the annual salary and Job codes, which is a payroll thing and you're NOT required to provide. Side note: salaires on budget sheets do not mean that is the allotted salary amount for a new hire.

NORTHEASTERN STATE UNIVERSITY

Academic Resources Specialist   **AA/27**
Academic Affairs

CODES

JOB CODE: 5453	EEO: 03	GRADE: 14A
OTRS: Optional	E/NE: NE	VAC: 7 hrs
DEGREE: Assoc.	SAFETY SENSITIVE: No	DATE: 09/18
Administrative Title: 67	Manpower: 06	CUPA: 522000
IPEDS: 430000		

JOB SUMMARY

This position assists in the maintenance functions of the registrar's office concerning course schedules, registration, and administrative support.

MAJOR DUTIES

- Processes semester withdrawals
- Verifies accuracy of semester class schedules, working with the departments to make necessary adjustments
- Prepares and distributes semester schedule reports
- Prepare schedule landing pages each semester for website
- Maintains office supply inventory; reorders as needed

Lastly, for faculty, staff pt or ft, know the person's name they are replacing, this allows us to dive deeper into the previous person and all things relating to the position.

Although we are not diving into Cornerstone on this quick sheet, we want to discuss how to get into Cornerstone. To access Cornerstone, go to nsuok.edu>click goNSU>click Employees on the left hand side of the green ribbon>Click Cornerstone under Employee Resources-Frequently accessed NSU resources>sign in.

If you get a SSO error : meaning you haven't been set up as a user, perhaps or you're accessing Cornerstone through a non NSU portal. Do not contact IT, contact the Office of HR.

The Single Sign On solution allows the Cornerstone Server to authenticate users into the portal upon their request to access the system. This affords users access to the system without having to log in once the user has been authenticated using their company login or local access network.

Next quick sheet is How to Request a Requisition.