Quick Sheet
Topic: How to Request a Requisition

CORNERSTONE TRAINING   **FROM THE OFFICE OF HR**

Resources before Getting Started.

This quick sheet is a guide for completing a request for a requisition. Prior to submitting, please gather all necessary documents, including, but not limited to the following:

● The Position number and Title
● Budget Sheet (contains FOAP codes)
● Is this a new position or an existing position? If a new position, please see New Position Change Form (NPCF). Once it is approved, then you may proceed with the following steps in Cornerstone
● Know the job title and name of who the new hire position is replacing
● Access Cornerstone through GoNSU
● FYI- HOVER your mouse over icons in Cornerstone, clicking on icons in the green ribbon will not work

Let's Go into Cornerstone!

When completing a requisition request, it is best to have the template built.

The following is the instructions for completing a requisition request.

1. After logging into Cornerstone, hover mouse over recruit.
2. In this tab, click, requisition requests.
3. Click +Create New Request

The next page is Create Requisition Request. The information to create a requisition is entered.

1. Job title-Click on the Position box.
   A pop-up screen will appear (Search Position). Put the position number in the ID box. Hit search. (Page 1A). The next pop-up screen will have the position number under ID. Under the word Title is the position number.
2. The position and title will appear in the Job Title box on the Create Requisition Request page.
3. Next, click on the Requisition Template box. Another Pop-up box will appear.

Click on the green words. Again, this is a live link that will take you back to the Create Requisition page. The Position Number and Title are now in the box.
4. Display Job Title. This will display the Job Title entered on the template.
5. Division. This is the ORG number that the position is paid from. The title of the division will appear after the Org number is entered.
6. Grade. This is the grade that is listed on the official job description for staff. For faculty, go to the end of the grades by clicking the double pointer button. Choose Generic Grade.

7. Employment Type. This is a drop-down box. Choose the appropriate designation associated with the position. Next to the designation box are two radio buttons. Choose either full or part time.
8. Compensation. Choose either Hourly, Annual, Per Semester or Lump Sum. If the position is a full-time position, choose Annual Salary.
9. Range. This the salary range for the position, whether is annual or hourly. If the position is full-time, enter the salary in the to box. Always check the salary to make sure that it is correct. For staff, look at the job description for the Grade. Contact HR to assist if you need the grade information. If entering a range, the larger amount must go in the To box.
10. New Position or Replacement. Choose the correct choice from the drop down.
11. If replacement, EE previously in position. This information is not mandatory. If that information is supplied, this is a short-text box.
12. Fund.
13. Account.
14. Prog.
15. Originator. This is the person completing the requisition request.
16. Reason for Vacancy. Please choose an appropriate answer from the drop down.
17. Is this position approved in the current fiscal year budget? Choose the appropriate answer from the drop-down (Yes or No).
18. If the position is not approved in the current fiscal year budget, an explanation for funding must be entered in this box. The request will not continue until funding is approved.
19. Additional Comments. Several pieces of information can be entered here. The annual salary can be entered here. Search committee members should be entered in this box. Specific applicant information can also be entered here. This information is not posted in the job ad.
20. Grant Code. This information is only entered here if it is a grant.
21. Employment Begin Date. Enter the projected hire date in this box.
22. Employment Ends Date. This information is not required.
23. Faculty or Staff. Choose the category for the position.
24. Agreement Type. Choose the appropriate selection associated with the position. 12 Month, Semester, Academic Year, Other.
25. Other Agreement Type. This information does not have to be entered.
26. Hiring Manager. Enter the name of the Hiring Manager/Search Committee Chair in the short text box.
27. Submit Request. The Requisition Request page will be the next page seen.

What's Next?

Your request for your requisition will now notify a recruiter in HR. Information submitted will be verified and processed. Notifications in Cornerstone will allow you to view the requisition once it has been approved.

*** At non-optimal times to hire employees, confirmation to post positions from your respective department may be required***