



Creating a Casual/Temporary Employment Requisition in the TEAMS (PeopleAdmin) System

Important Notes

- Fields marked with an * require completed information before moving forward to the next page.
- Make sure the Hiring Supervisor is in the system.
- If you need help, please contact Kim Crawford at x3489, or email at Crawford@Oakland.edu

Log into the TEAMS system at <https://jobs.Oakland.edu/hr>
using your NetID and password.

 You have been logged out of the system 

Oakland University Log In

Please log in to the system using your **OU NetID** and **Password**.

Username

Password

POINT OF CONTACT

Need to be
in Applicant
Tracking
Module

Oakland University Log In

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Go to Employee Portal

Home Requisitions | My Profile Help

Tracey Zang, you have 0 messages. Point of Contact logout

Welcome to your Online Recruitment System

Inbox (17 items need your attention)

Displaying items for group "Point of Contact".

Requisitions (10+)

Job Title	Type	Current State	Owner
See more...			

Watch List (0 items)

Shortcuts

- [Create New Staff Requisition](#)
- [Create New Casual/Temp F](#)

My Links

Useful Links

- [Your Applicant Portal](#)
(How Applicants access your PeopleAdmin system)
- [Old TEAMS Employment Site](#)
(Only click on this link for positions posted prior to May 20th and for performance evaluations for 2013-2014)

Change
user type
to Point of
Contact
and click
refresh

Welcome to your Online Recruitment System

Inbox (17 items need your attention)

Displaying items for group "Point of Contact".

Requisitions (10+)

Job Title	Type	Current State	Owner
-----------	------	---------------	-------

[See more...](#)



Click on Create New
Casual/Temp Requisition

Shortcuts

- [Create New Staff Requisition](#)
- [Create New Casual/Temp Requisition](#)

My Links

Useful Links

- [Your Applicant Portal](#)
(How Applicants access your PeopleAdmin system)
- [Old TEAMS Employment Site](#)
(Only click on this link for positions posted prior to May 20th and for performance evaluations for 2013-2014)

Watch List (0 items)

Requisitions (0)

Requisitions / Casual/Temp

Casual/Temp Requisitions

Open Saved Search

Search:

Casual/Temp Postings

Saved Search: "Casual/Temp Postings" (0 Items Found)

Position Title Department

Create New Requisition

Create New

What would you like to use to create this new requisition?

[Create from Position Type](#)

Includes only the information that applies across the entire Position Type. A new Requisition based on a Position Type is almost completely blank.

Click on
Create from
Position Type

Actions

Workflow State

(Actions)



NEW REQUISITION

Create New Requisition

Cancel

* Required Information

Position Title *

Enter the Title for the Position

Organizational Unit

Position Type *

Staff

Division/School *

Finance & Administration

Department *

2637 - University Human Resources Dept

Online Applications

Accept online applications?

Special offline application instructions

Click on
Create New
Requisition

Create New Requisition

Cancel

Editing Requisition

- Posting Details
- Funding Information
- Position Specific Ques...
- Applicant Documents
- Guest User
- Summary

Posting Details Save Next >>

[Check spelling](#)

*** Required Information**

Posting Details

* **Position Title**

Position Number

* **Salary Range/Pay Rate**

Position Notes

* **Employee Group/Grade** This field is required.

* **Job Category** This field is required.

* **Casual/Temp Classification** This field is required.

* **Responsible Hiring Supervisor** This field is required.

* **Hiring Supervisor Phone** This field is required.

* **Hiring Supervisor Email** This field is required.

* **Hiring Supervisor Email** This field is required.

* **Bldg. & Room** This field is required.

* **Work Schedule** This field is required.

Shift/Days

* **Pay Schedule** This field is required.

* **Number of Hrs./Wk.** This field is required.

Save Next >>

Casual/Temporary employees must be paid an hourly pay rate on biweekly payroll unless approved by Gail Ryckman, Manager of Employment, x3479 or email at ryckman@Oakland.edu

Do not enter a Position Number. That is entered by the Budget Office.

Complete the required fields for the requisition. Some of the fields have a dropdown list to select from. Make sure the appropriate item is selected from the dropdown list. Enter the name of the Hiring Supervisor who will be managing the hired employee. Save will keep you on the same page. Next will save the information and move to the next page.

Editing Requisition

Posting Details

Funding Information

Position Specific Ques...

Applicant Documents

Guest User

Post Hire Information

Summary

Funding Information

Save << Prev Next >>

ABC [Check spelling](#)

* Required Information

Funding Builder

- * **Budget Amt.** This field is required.
(TOTAL Budget Amt. required for first entry, enter N/A for additional funds)
- * **Fund Number** This field is required.
(This field should be five digits)
- * **Account** This field is required.
- * **Percent** This field is required.
(Total % should always equal 100%)

Remove Entry?

[Add Funding Builder Entry](#)

Funding Information

* **Effective Date** This field is required.

Temp Reqmt: Will expire on

Minimum Qualifications

Enter the required budget information. If more than one account needs to be entered, click on "Add Funding Builder Entry". Another builder form will open and the information can be entered. The total budget amount goes in first Amount field.

Enter the Effective Date for a start date and if this is a temporary position, enter the date the temporary position will be completed. Most temporary positions have a 6-month limit.

Job Duties are required for any casual/temporary requisition. Enter the Name of Hire if you know the person you are hiring. If the person has worked for OU before, enter the last 4 digits of their Grizzly ID Number.

The Job Open Date is completed by HR if the position is going to be posted.

Check the appropriate Pre-Employment Requirements. All hired applicants will be required to complete a Criminal Background Check.

Desired Qualifications

Position Purpose

(The position purpose should describe why the position exists.)

Job Duties This field is required.

Name of Hire This field is required.
(If Unknown write N/A)

Has Applicant Worked on Staff Payroll Before? Please select This field is required.

If so, Identify Grizzly ID Number
(Enter last 4 digits only)

Remarks

Job Open Date

Job Close Date

Open Until Filled

Pass Message

Fail Message

Pre-Employment Requirements

- Credit History Check
- Criminal Background Check
- Driving Record Approval
- License
- Physical
- Transcripts

Editing Requisition

- [Posting Details](#)
- [Funding Information](#)
- [Position Specific Ques...](#)
- [Applicant Documents](#)
- [Guest User](#)
- [Post Hire Information](#)
- [Summary](#)

Position Specific Questions Save << Prev Next >>

Questions can be added "ONLY" if the position is to be posted for applicants to apply. Questions will be approved by the Employment Services Office before posting.

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status
Save << Prev Next >>				

Questions can be added, either from the approved list already in the system, or by adding a new question. New questions are in a pending status until UHR approves them before posting. Questions can only be added if the position is going to be posted for applicants to apply.

Editing Requisition

- Posting Details
- Funding Information
- Position Specific Ques...
- Applicant Documents**
- Guest User
- Post Hire Information
- Summary

Applicant Documents

Save << Prev Next >>

FOR CASUAL/TEMPORARY POSITIONS THAT WILL BE POSTED, select from Cover Letter, Resume, Work Sample, Reference Letters and Media Profile. The other options are used for Faculty positions. Once the selections are made and saved, they are put in order at the top.

Order	Name	Not Used	Optional	Required
1	Curriculum Vitae (CV)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Transcripts (unofficial)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Letter of Recommendation 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Letter of Recommendation 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Letter of Recommendation 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Teaching Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Sample Syllabus	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

IF A CASUAL/TEMPORARY POSITION IS GOING TO BE POSTED:
 Select from Cover Letter, Resume, Work Sample, Reference Letters and Media Profile. All of the other documents are used for Faculty positions. If one of those is chosen, UHR will need to approve.

NOTE: If a “Required” document is selected, it could inhibit applicants from applying if they do not have that type of document. For example: reference letters. Choosing “Optional” would be a recommendation.

25	Research Documents	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
26	Writing Sample (2)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
27	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
28	Reference Letters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
29	Media Profile	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
30	Design Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
31	Student Work Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

Save << Prev Next >>

Guest User accounts are not required and only used if the position is posted and there is a committee used to review the applicants. Bypass this page if not needed.

Editing Requisition

- Posting Details
- Funding Information
- Position Specific Ques...
- Applicant Documents
- Guest User**
- Post Hire Information
- Summary

Guest User

Save << Prev Next >>

If updating the Guest User password, the password must be at least 6 characters in length.

Want to give guests access to view this requisition?

Create Guest User Account

Click on Create User Account

Save << Prev Next >>

Editing Requisition

- Posting Details
- Funding Information
- Position Specific Ques...
- Applicant Documents
- Guest User**
- Post Hire Information
- Summary

Guest User

Save <>

If updating the Guest User password, the password must be at least 6 characters in length.

Guest User Credentials

Guest users may view this requisition by using these credentials.

Username
gu53078

Password
232ae4

Email Addresses of Guest User Recipients

Email addresses (one per line)

Save << Prev Next >>

The system automatically generates a Username and Password. The Password can be changed. Click on Update Password if changed.

Enter the email addresses of anyone who will be on the interview committee. Click on Update Guest User Recipient List.



Requisition: Sample Requisition (Casual/Temp) [Edit](#)

Current Status: Draft

Position Type: **Casual/Temp**

Department: **2637 - University
Human Resources Dept**

Created by: **Tracey Zang**

Owner: **Tracey Zang**

Click on Take Action on Requisition

Take Action On Requisition ▾

★ See how Requisition looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

Summary | [History](#) | [Settings](#)

📌 Posting Details [Edit](#)

Posting Details

Position Title	Sample Requisition
Position Number	
Salary Range/Pay Rate	\$10.00
Position Notes	

Review the requisition under Summary. Make any changes, if needed, by clicking the Edit button in the section that needs revision. After saving the changes, click on Summary again.



Requisition: Sample Requisition (Casual/Temp) [Edit](#)

Current Status: Draft

Position Type: **Casual/Temp**
Department: **2637 - University
Human Resources Dept**

Created by: **Tracey Zang**
Owner: **Tracey Zang**

From Point of Contact the
requisition should ALWAYS be
submitted to Hiring Supervisor

Take Action On Requisition ▾

WORKFLOW ACTIONS

- Keep working on this Requisition
- Cancel Posting (move to Cancelled)
- Submit to Hiring Supervisor (move to Hiring Supervisor)
- Submit to Dept Head (move to Dept Head)
- Submit to Admin Head (move to Admin Head)
- Submit to VP/President (move to VP/President)

Summary

[History](#)

[Settings](#)

[Posting Details](#) [Edit](#)

Posting Details

Position Title	Sample Requisition
Position Number	
Salary Range/Pay Rate	\$10.00
Position Notes	

HIRING SUPERVISOR

Oakland University Log In

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Go to Employee Portal

Home | Requisitions | My Profile | Help

Tracey Zang, you have 0 messages. Hiring Supervisor | logout

Welcome to your Online Recruitment System

Inbox (48 items need your attention)

Displaying items for group "Hiring Supervisor".

Requisitions (10+) | Actions (0)

Job Title	Type	Current State	Owner
Sample Requisition	Casual/Temp	Hiring Supervisor	Hiring Supervisor

[See more...](#)

Shortcuts

[My Reports](#)

My Links

Useful Links

[Your Applicant Portal](#)
(How Applicants access your PeopleAdmin system)

[Old TEAMS Employment Site](#)
(Only click on this link for positions posted prior to May 20th and for performance evaluations for 2013-

Log in as Hiring Supervisor and click refresh

The Hiring Supervisor should receive an email indicating a requisition is in the queue. The requisition will appear in the Inbox. Click on the title of the position.



Requisition: Sample Requisition (Casual/Temp) [Edit](#)

Current Status: Hiring Supervisor

Position Type: **Casual/Temp**
Department: **2637 - University
Human Resources Dept**

Created by: **Tracey Zang**
Owner: **Hiring Supervisor**

Take Action On Requisition ▾

★ See how Requisition looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

Summary

History

Settings

Applicants

Reports

📌 Posting Details [Edit](#)

Posting Details

Position Title	Sample Requisition
Position Number	
Salary Range/Pay Rate	\$10.00
Position Notes	
Employee Group/Grade	Casual
Job Category	Casual /Temporary
Casual/Temp Classification	E - Casual BW - Other
Responsible Hiring Supervisor	Tracey Zang
Hiring Supervisor Phone	3480

The Hiring Supervisor should review the information on the requisition.

Requisition is Complete:
Submit to the next appropriate level for approval.

Requisition needs revision:
Click on Edit at top next to title, or scroll down the requisition and click on the Edit next to the section that needs revision. After saving changes, click on Summary on the left side of the screen, then submit to the next appropriate level for approval.



Requisition: Sample Requisition (Casual/Temp) [Edit](#)

Current Status: Hiring Supervisor

Position Type: **Casual/Temp**
Department: **2637 - University Human Resources Dept**

Created By
Owned By

From Hiring Supervisor, submit to the next User Type for your specific department/division. In most cases, Dept Head is skipped and the requisition is Submitted to Admin Head.

Take Action On Requisition ▾

WORKFLOW ACTIONS

- [Keep working on this Requisition](#)
- [Submit to Dept Head \(move to Dept Head\)](#)
- [Return to Point of Contact \(move to Point of Contact\)](#)
- [Submit to Admin Head \(move to Admin Head\)](#)
- [VP/President \(move to VP/President\)](#)

Summary | [History](#) | [Settings](#) | [App](#)

[Posting Details](#) [Edit](#)

Posting Details

Position Title	Sample Requisition
Position Number	
Salary Range/Pay Rate	\$10.00
Position Notes	
Employee Group/Grade	Casual
Job Category	Casual /Temporary
Casual/Temp Classification	E - Casual BW - Other
Responsible Hiring Supervisor	Tracey Zang
Hiring Supervisor Phone	3480

IMPORTANT
Submitting the requisition to the wrong user type could leave the requisition sitting in limbo. If unsure of the next level user type, contact Kim Crawford at x3489 or email at Crawford@Oakland.edu.

Welcome to your Online Recruitment System

 **Inbox** (47 items need your attention)

Displaying items for group "Hiring Supervisor".

Requisitions (10+) [Actions \(0\)](#)

Job Title	Type	Current State	Owner
-----------	------	---------------	-------

[See more...](#)

 **Watch List** (0 items)

Requisitions (0) [Actions \(0\)](#)

Job Title	Type	Current State	State Owner
-----------	------	---------------	-------------

Shortcuts

[My Reports](#)

My Links

Useful Links

[Your Applicant Portal](#)
(How Applicants access your PeopleAdmin system)

[Old TEAMS Employment Site](#)
(Only click on this link for positions posted prior to May 20th and for performance evaluations for 2013-2014)

[Test](#)

Whatever the user type, you can add the requisition to your Watch List for easy searching and accessing while the requisition is open. You can also see at any time where the requisition is sitting.

NEXT STEPS:

1. If the position is grant-funded, the requisition must go from Admin Head to Grants.
2. Requisition gets to VP/President Level
 - a) Temporary Custodian, Bag Drop, Greenskeepers, Pro Shop Clerks and Starters go directly from Admin Head to Employment Review.
3. VP/President Submits to Employment Review
4. Employment Review Submits to Compensation Review if necessary
5. Employment Review Submits to Budget Review
6. Budget Review Submits to Budget
7. Budget Submits to Human Resources
8. Human Resources finalizes process.