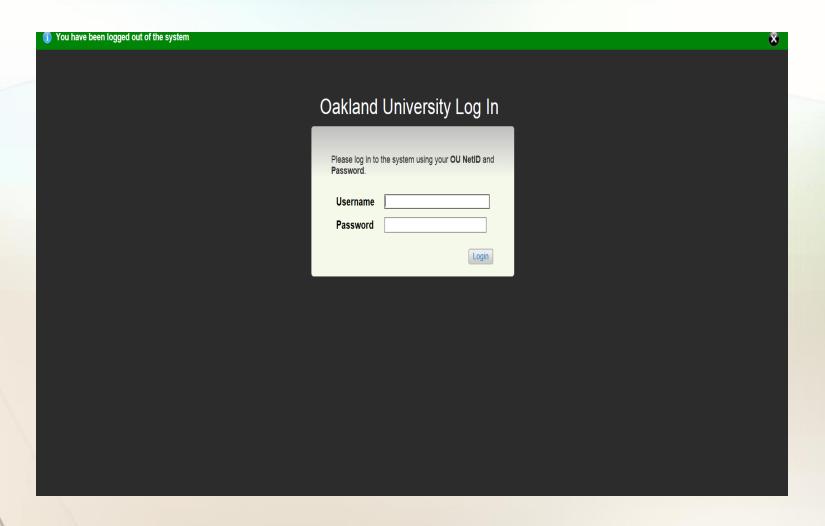
Creating a Casual/Temporary
Employment Requisition in
the
TEAMS (PeopleAdmin) System

Important Notes

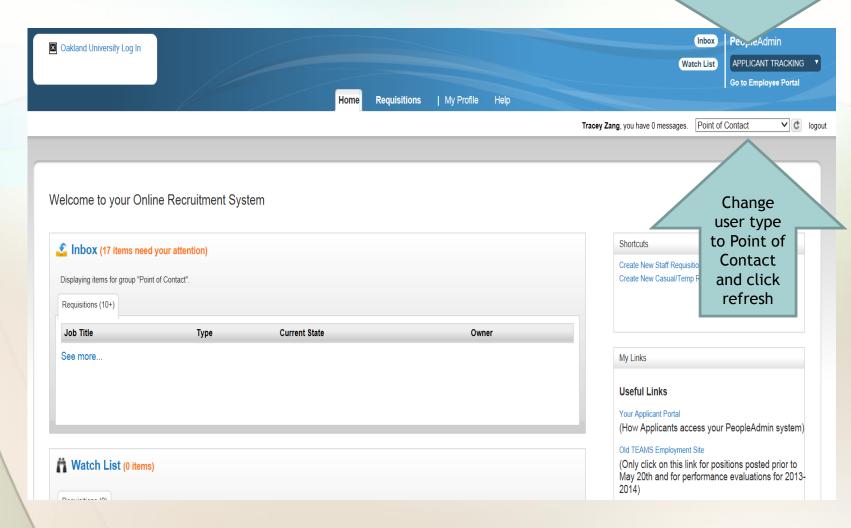
- Fields marked with an * require completed information before moving forward to the next page.
- Make sure the Hiring Supervisor is in the system.
- If you need help, please contact Kim Crawford at x3489, or email at Crawford@Oakland.edu

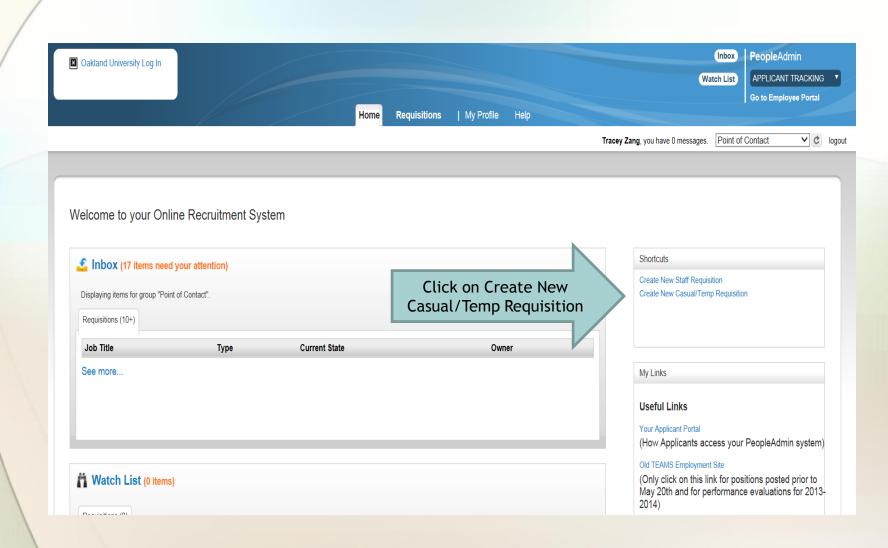
Log into the TEAMS system at https://jobs.Oakland.edu/hr using your NetID and password.

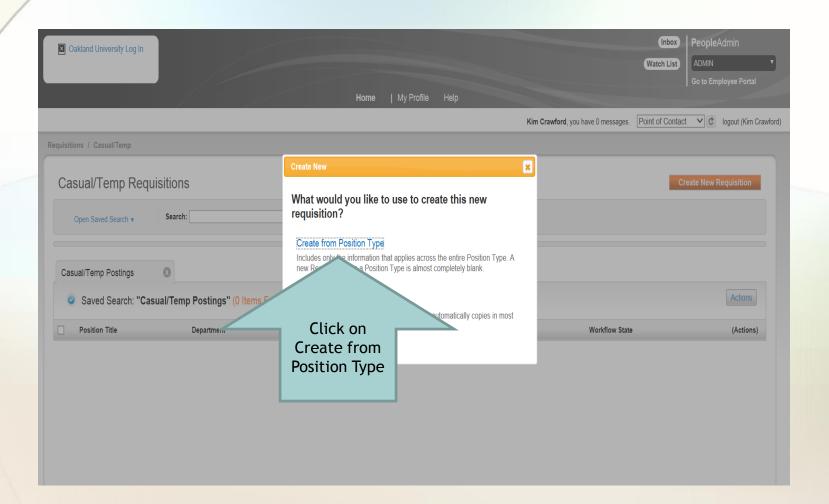


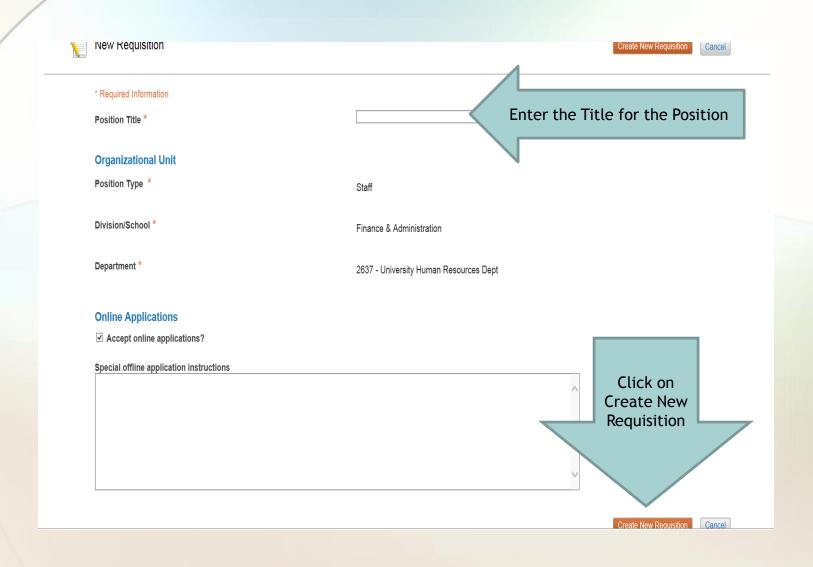
POINT OF CONTACT

Need to be in Applicant Tracking Module



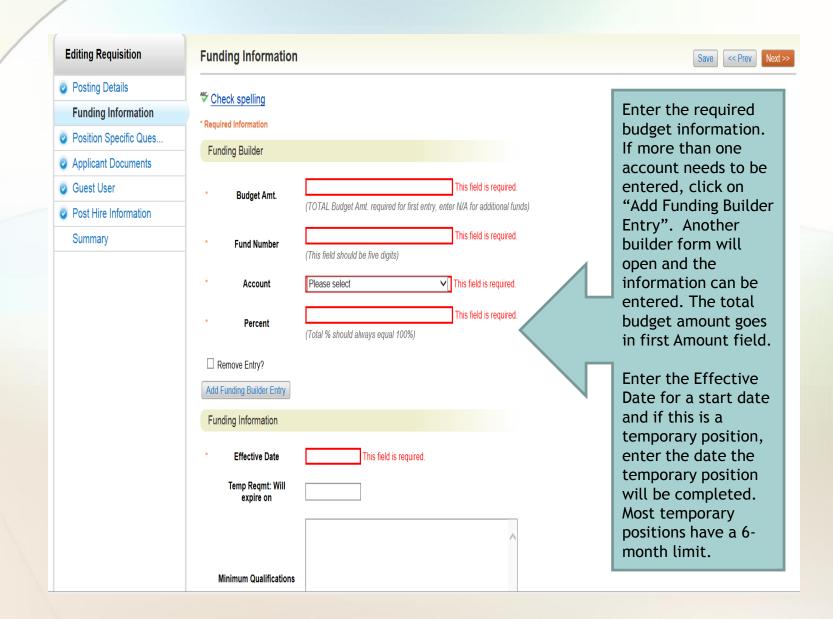






	Editing	Requisition	Posting Details	Save Next >>
Posting Details Funding Information Position Specific Ques Applicant Documents		ng Details	ARC OL III	
		♥ Check spelling		
		* Required Information		
		ant Documents	Posting Details	
	 Guest User 		* Position Title	Sample Requisition
	Summ	nary	Position Number	
				Do not enter a Position Number.
			* Salary Range/Pay Rate	That is entered by the Budget Office.
			Position Notes	mat is entered by the budget office.
	Casual/Temporary employees must be		* Employee Group/Grade	Please select > This field is required.
-1	paid an hourly pay		* Job Category	Please select This field is required.
-	rate on biweekly		Casual/Temp Classification	Please select This field is required.
١	payroll unless		Responsible Hiring Supervisor	Select Some Options This field is required.
	approved by Gail Ryckman, Manager of		Hiring Supervisor Phone	This field is required.
1	Employment, x3479 o		* Hiring Supervisor Email	This field is required.
1	email at		* Hiring Supervisor Email	This field is required.
1	ryckman@Oakland.ed		* Bldg. & Room	This field is required.
-1	Tyckman@Oaktand.ed	lu	^ Work Schedule	Please select This field is required.
			Shift/Days	
			* Pay Schedule	Please select This field is required.
			Number of Hrs./Wk.	This field is required.
				Save Next >>

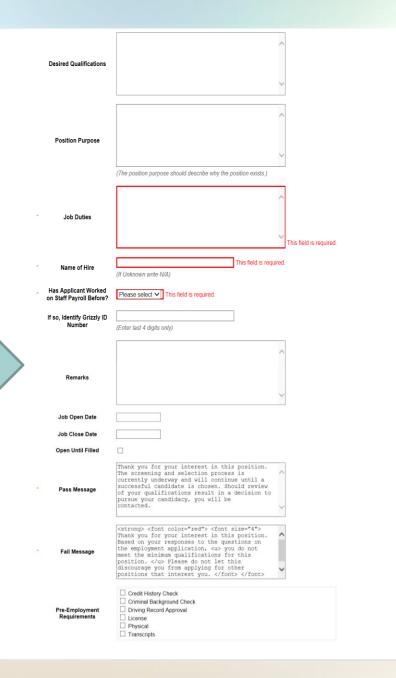
Complete the required fields for the requisition. Some of the fields have a dropdown list to select from. Make sure the appropriate item is selected from the dropdown list. Enter the name of the Hiring Supervisor who will be managing the hired employee. Save will keep you on the same page. Next will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



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.

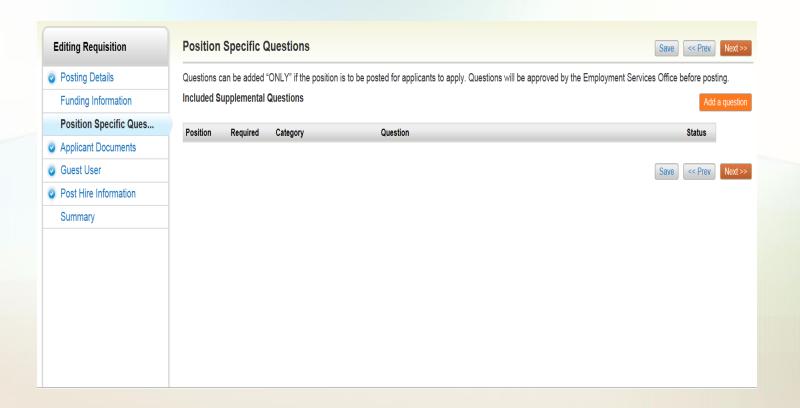
Check the appropriate Pre-**Employment** Requirements. All hired applicants will be required to complete a Criminal Background Check.



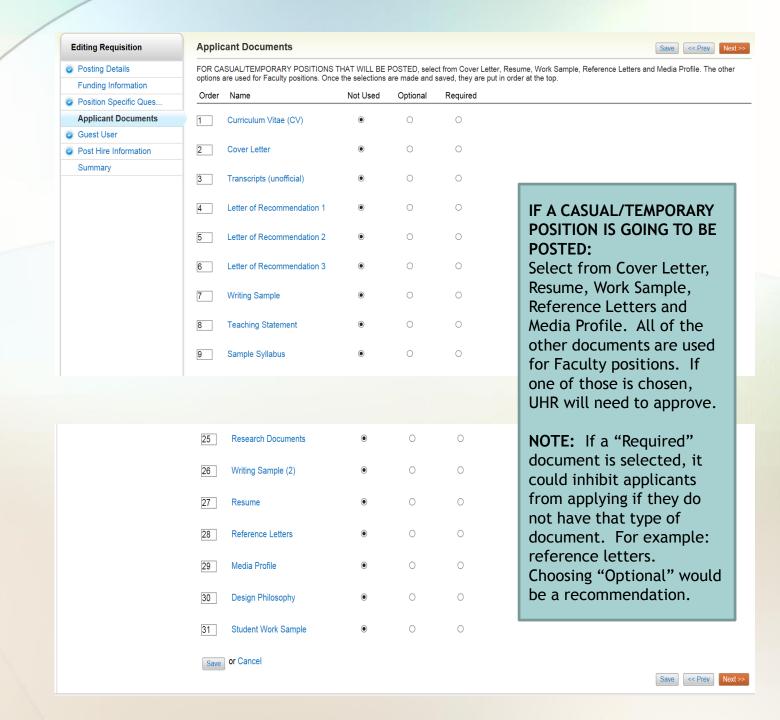






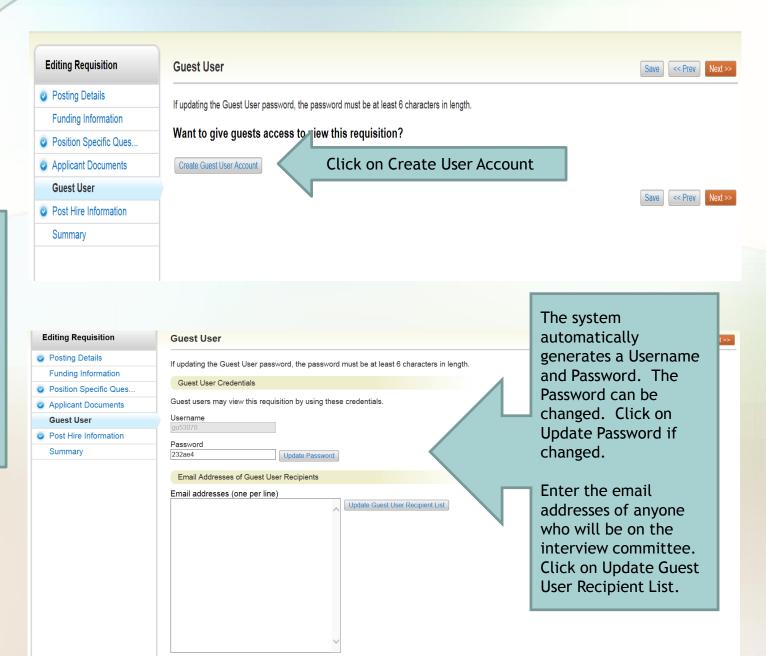


Questions can be added, either from the approved list already in the system, or by adding a new question. New questions are in a pending status until UHR approves them before posting. Questions can only be added if the position is going to be posted for applicants to apply.



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.



Save << Prev Next >>



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

🗼 See how Requisition looks to Applicant Print Preview (Applicant View) Print Preview

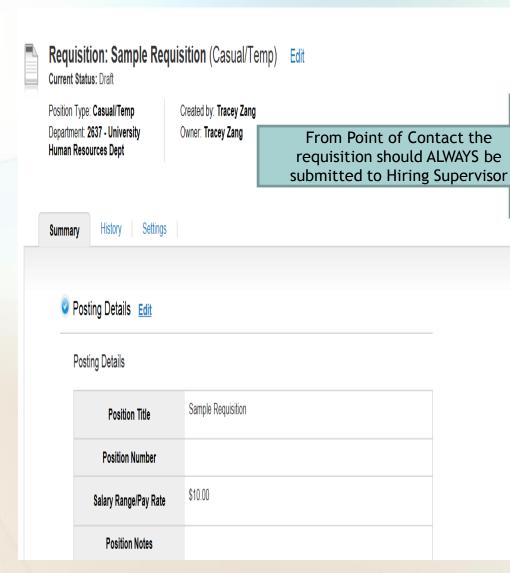
History Settings

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.



Take Action On Requisition

WORKFLOW ACTIONS

Keep working on this Requisition

Cancel Posting (move to Cancelled)

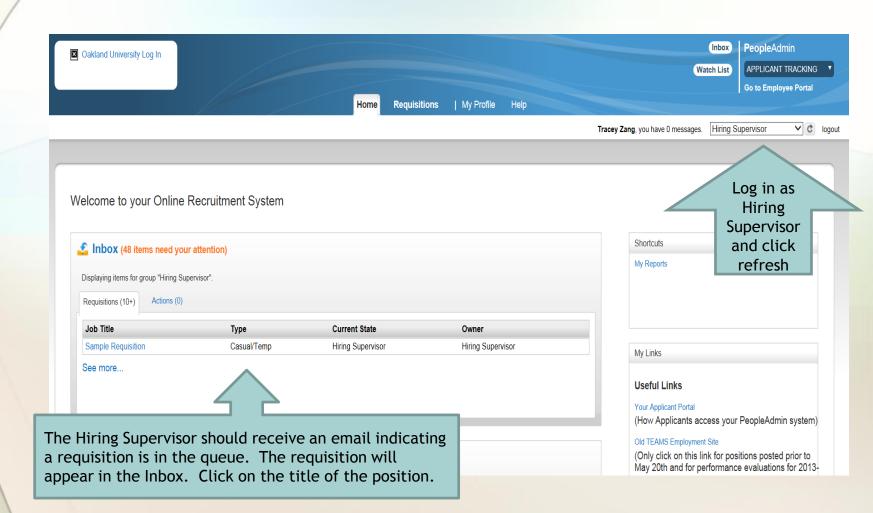
Submit to Hiring Supervisor (move to Hiring Supervisor)

Submit to Dept Head (move to Dept Head)

Submit to Admin Head (move to Admin Head)

Submit to VP/President (move to VP/President)

HIRING SUPERVISOR





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



Summary History Settings Applicants Reports

Posting Details

Posting Details Edit

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) Edi

Current Status: Hiring Supervisor

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

Creat Owne

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 Setti

s A

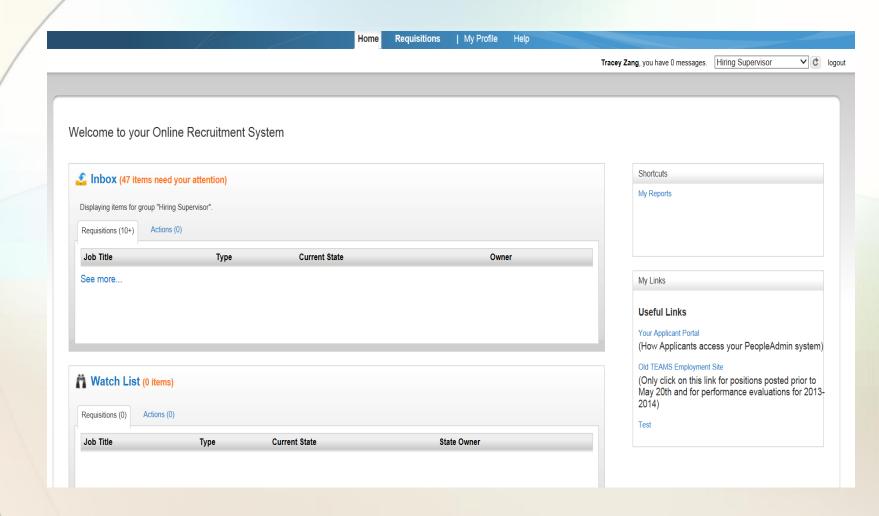
Posting Details Edit

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.



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.