

# NEOGOV

## Department User Guide (Requisitions)

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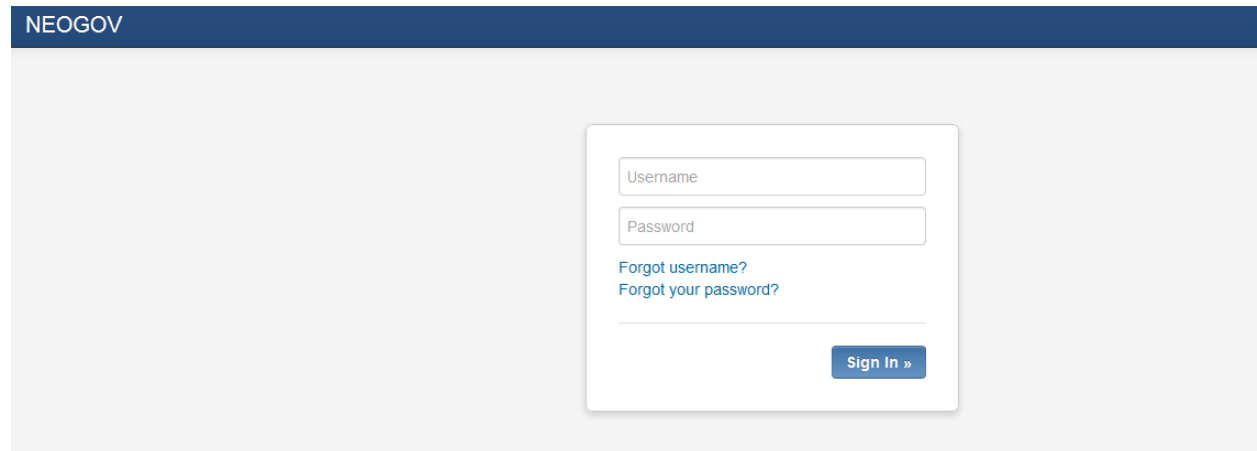
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## INTRODUCTION

The focus of this Department User Guide is on the requisition approval process within NEOGOV. The requisition approval process provides the mechanism for routing requisitions for approval according to the routing path designated by the initiator of the requisition. NEOGOV's electronic process provides the flexibility for users to route a requisition according to the college's business rules without confining the user to a pre-defined routing process for every requisition. In the same way that college staff would need to ensure that a paper requisition was routed appropriately, NEOGOV users are responsible to ensure that the appropriate approval routing is selected. This guide will cover the entire requisition process including creating, routing, and approving a requisition.

## LOGIN

Production (LIVE) Environment: <https://login.neogov.com/Signin?siteCode=IN>



Username: Your Hennepin Technical College email address (first.last@hennepintech.edu)

Password: An email will be sent to you from NEOGOV with a temporary password  
(set your password within 24 hours of receiving this email)

## LEVELS OF ACCESS

- Originator – A department user who can only create and route requisitions and cannot view any other user's requisitions.
- Approver – A department user who can approve or deny requisitions or hire actions that have been routed to him/her for approval. This level of access is appropriate for second and higher level supervisors.

- HR Liaison – A department user who can create requisitions, view requisitions created by others within the assigned department/section, view eligible lists, and manage department accounts within the assigned department/section.
- Hiring Manager – The highest level of access. A department user who can view applicants from an eligible list and take action to interview, offer, hire or reject an applicant. Hiring Managers will also be given approver level access.

## OHC – DASHBOARD

The Online Hiring Center (OHC) dashboard is the portion of NEOGOV where department users can login to the system to create requisitions, approve requisitions, review applications, etc. The dashboard options will vary based on the assigned level of access.

The screenshot shows the NEOGOV OHC dashboard. At the top, there is a navigation bar with the NEOGOV logo and a user profile for Kelly Carlson. Below the navigation bar, there are several links: [Open New Requisition](#), [Show Approval Detail](#), [View Department Users](#), [Show Filled Reqs.](#), and [Show Cancelled Reqs.](#). A search bar is located below the links, with the text "Search for req. #, req. title or position #:" and a "Go" button. The dashboard is divided into two main sections: "Open Requisitions" and "On Hold Requisitions". Each section displays a table of requisitions. The "Open Requisitions" table has one record with the following details: Req. # 2012-00131, Req. Title Practical Nursing Instructor, Position ID 01083372, Department Health and Library Servic..., Division, Created 09/28/12, and Action Copy Req, Cancel, Reassign, History. The "On Hold Requisitions" table also has one record with the following details: Req. # 2012-00004, Req. Title Practical Nursing Instructor, Position ID 01083372, Department Health and Library Servic..., Division, Created 03/20/12, and Action Edit, Copy Req, Cancel, Reassign, History. At the bottom of the dashboard, there are links for [Company Information](#), [Privacy Policy](#), and [Legal Terms](#), along with a copyright notice: Copyright © 2012 NEOGOV, Inc. All rights reserved. Patent Pending.

- **Open New Requisition:** To create a new requisition. This includes adding a new position, filling a vacant position, requesting a temporary position, extending a temporary position, assigning work out of class, and requesting reclassification of a position.
- **Show Approval Detail:** To view the status of the requisition and the various stages in the approval process. The approval detail will show the requisition status (i.e. – approved, cancelled, on hold, etc.) and who took the action and the date the action was taken.
- **View OHC/Department Users:** To view the department users.
- **Show Filled Reqs:** To view filled requisitions.

- Show Cancelled Reqs: To view cancelled requisitions.

### CREATING A NEW REQUISITION

First select “Open New Requisition” from the Online Hiring Center (OHC) page. To create a new requisition you can click on the “Create New” link next to the desired classification as shown below.

The screenshot shows the Insight OHC interface. At the top, there is a navigation bar with links for [My Requisitions](#), [My List](#), [Preferences](#), [Help & Support](#), and [Logout](#). Below this, there are tabs for [Post](#) and [Approvals](#). A welcome message reads "Welcome, Diane Paulson" and a link for [Open New Requisition](#) is visible. A search bar contains the text "Search for class title or class code:" with a "Go" button. Below the search bar, it indicates "3 records found. Page 1 of 1". A table lists three class titles with their respective "Positions" and "Requisition" links. An orange callout box with an arrow points to the "Create New" link for the "Account Clerk" class.

Class Code	Class Title	Positions	Requisition
000001	<a href="#">Account Clerk</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
007845-500018	<a href="#">Instructor - Philosophy</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
007012-0128	<a href="#">MnSCU Academic Professional 1 (Assessment Option)</a>	<a href="#">Positions</a>	<a href="#">Create New</a>

**You may also click on the class title and click on the “Create Requisition” link as shown below.**

The screenshot shows the "Detailed Class Spec" page for the "Instructor - Philosophy" class. The page displays the class title and salary range: "Class Title: Instructor - Philosophy" and "Salary: \$33,500.00 - \$68,500.00 Annually". There are links for [Return to List](#), [Create Requisition](#), and [Print Job Description](#). An orange callout box with an arrow points to the "Create Requisition" link. Below the callout, there are tabs for "Description" and "Benefits". The "Description" tab is active, showing a paragraph of text: "Hennepin Technical College seeks a Philosophy Instructor dedicated to excellence in career and technical education who desires to become part of an environment that values trust, integrity, pride, passion, respect, collaboration, innovation, continuous improvement, and diversity. The successful candidate will demonstrate a commitment to embrace quality and innovation in career and technical education, workforce development, and lifelong learning."

*If the requisition is being created or reclassified into a position that we do not have currently listed as a Class Title Listing in the Class Specifications, contact Human Resources to have the class added before you start the requisition.*

## COMPLETING THE REQUISITION FORM

NEOGOV  
**Insight OHC** [My Requisitions](#) | [My List](#) | [Preferences](#) | [Help & Support](#) | [Logout](#)

[Post](#) [Approvals](#)

Welcome, [Diane Paulson](#)

[View/Edit Requisition](#)

Class Title: **Account Clerk**  
Class Code: **000001**  
Creator: **Paulson, Diane**

\* Required

Desired Start Date:	<input type="text"/>
* Requisition #:	[assigned when requisition is saved]
Working Title:	<input type="text"/>
Vacancies:	<input type="text"/>
* Department:	=== Select === <input type="text"/>
Division:	=== Select === <input type="text"/>
* Hiring Managers:	Available: <input type="text"/> Assigned: <input type="text"/>

*\*Required fields have a red star.*

- **Desired Start Date:** Enter the desired start/effective date for requisition. This date may be based on an incumbent's end date, etc. and must be a future date.
- **Requisition:** Automatically assigned when requisition is saved.
- **Working Title:** A working title is not required, but may be entered if title is different from classification title.
- **Vacancies:** The number of vacancies for that specific classification. For example: There are two identical vacancies for account clerk and you would like to post to fill both positions.
- **Department:** Select the appropriate department.
- **Division:** Select an appropriate division. The department selected will determine the divisions available. There may or may not be a division available depending on the department selected.
- **Hiring Manager:** Select the appropriate hiring manager(s) from the list provided. Names will be available after a department is selected.

Job Term:	=== Select ===								
List Type:	=== Select ===								
Position Type:	<input type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position								
Position Control:	<table border="1"> <thead> <tr> <th>Position #</th> <th>First Name</th> <th>Last Name</th> <th>Vacancy Date</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;"><input type="button" value="Add Another Vacancy"/></td> </tr> </tbody> </table>	Position #	First Name	Last Name	Vacancy Date	<input type="button" value="Add Another Vacancy"/>			
Position #	First Name	Last Name	Vacancy Date						
<input type="button" value="Add Another Vacancy"/>									
Skills:	<input type="text"/>								
Comments:	<div style="border: 1px solid gray; height: 80px;"></div>								
* Has this position been approved for budget? If no, STOP and contact the VP of Finance & Operations before proceeding. :	<input type="radio"/> Yes <input type="radio"/> No								
* Has this position been approved through Cabinet? If no, STOP and contact your Cabinet-level administrator before proceeding. :	<input type="radio"/> Yes <input type="radio"/> No								
* Type of Request:	<input type="radio"/> Reclassification of Vacant Position <input type="radio"/> Reclassification of Current Employee <input type="radio"/> Emergency or Temporary Appointment <input type="radio"/> Extension of Emergency or Temporary Appointment <input type="radio"/> Work Out of Classification <input type="radio"/> Reassignment <input type="radio"/> Replacement - No Classification Change <input type="radio"/> Summer/Additional Hours for Seasonal/Part-Time Employee <input type="radio"/> New Position								
* Employment Condition:	<input type="radio"/> Seasonal FT 10 Months (no academic breaks) <input type="radio"/> Seasonal FT 9 Months (with academic breaks) <input type="radio"/> Seasonal PT 9 Month (with academic breaks) <input type="radio"/> Unlimited Full-time <input type="radio"/> Unlimited Part-time <input type="radio"/> Adjunct/TPT <input type="radio"/> Temporary Full-time <input type="radio"/> Temporary Part-time <input type="radio"/> Intermittent <input type="radio"/> Temporary Intermittent								
Name of Incumbent or Previous Incumbent:	<input type="text"/>								
Incumbents Last Day of Work:	<input type="text"/>								
* Is the Position Grant Funded? :	<input type="radio"/> Yes <input type="radio"/> No								
Proposed Classification (if reclassification):	<input type="text"/>								

- **Job Term:** Do not complete.
- **List Type:** Do not complete.
- **Position Type:** Do not complete.
- **Position Control:** Do not complete.
- **Skills:** Do not complete.
- **Comments:** Please include any comments that are not covered elsewhere in the requisition.

- **Has this position been approved for budget:** Yes or No (If it hasn't been approved, you must STOP and talk with the VP of Finance & Operations.)
- **Has this position been approved through Cabinet:** Yes or No (If it hasn't been approved, STOP and contact your Cabinet-level administrator).
- **Type of Request:** Choose the appropriate requisition request reason.
- **Employment Condition:** Choose the appropriate employment condition.
- **Name of Incumbent or Previous Incumbent:** List person currently or previously in this position.
- **Incumbents Last Day of Work:** When will be (or was) the current employees last date of employment at HTC.
- **Is the Position Grant Funded?** Yes or No
- **Proposed Classification (if reclassification):** If the requisition is created for a reclassification, please list what classification you would like to see the position reclassified into.

Bargaining Unit:	== Select ==
End Date of Temporary/Emergency Appointment (i.e. MM/DD/YYYY):	<input type="text"/>
Location:	== Select == Brooklyn Park Campus Eden Prairie Campus Eden Prairie Campus / Brooklyn Park Campus
Will Employee be Required to Travel? :	<input type="radio"/> Yes <input type="radio"/> No
If yes, Percent of Travel Time:	<input type="text"/>
Workdays Assigned:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Varies
Shift Start time:	<input type="text"/>
Shift End Time:	<input type="text"/>
If hours differ from day to day, please detail days and hours here (example: Monday - Thursday, 8:00 a.m. - 4:00 p.m. and Friday 12:00 p.m. - 4:00 p.m.):	<input type="text"/>
Total hours worked per week (not including unpaid meal period):	<input type="text"/>
Evening and Weekend Hours Required? :	<input type="radio"/> Yes <input type="radio"/> No

- **Bargaining Unit:** Choose the bargaining unit.



- **End Date of Temporary / Emergency Appointment:** If position is a Temporary or Emergency Appointment, please provide end date of the appointment.
- **Location:** Choose the location of worksite.
- **Will Employee be required to travel?** Yes or No
- **If Yes, Percent of Travel Time:** If the employee will be required to travel, list percentage of work time they will be traveling.
- **Workdays Assigned:** Select all the workdays the employee will be scheduled to work. If the position is an instructor or an administrator then you may choose the category "Varies."
- **Shift Start Time:** Type in when employee starts work for the day (Format example: 8:00 a.m.) If the position is an instructor or an administrator then you may type "NA" for not applicable.
- **Shift End Time:** Type in when employee ends work for the day. If the position is an instructor or an administrator then you may type "NA" for not applicable. *\*Remember to add ½ hour for unpaid lunch.*
- **If hours differ from day to day...:** Detail the days and hours for the position if this position works different hours on different days of the week. List NA on shift start and end time on above two questions.
- **Total Hours Worked per Week:** Number of total hours an employee will work per week not including unpaid mail period.
- **Evening and Weekend Hours Required?** Yes or No

Please describe any additional requests for advertising (examples; trade publication, listserv, etc.):	
The position will be posted for the minimum time required as shown below unless you specify longer. If you prefer a longer posting, list number of days here. All days are calendar days unless otherwise noted: (AFSCME, 7 Internal; 3 External) (MAPE, Classified-10 Internal; 3 External) (MMA, Classified - 7 Internal; 3 External) (MMA and MAPE, Unclassified-10 Days) (MSCF, 10 Business Days-Routinely 15 Business days) (Administrator's - At Discretion of Supervisor) :	
• Cost Center:	
• Percentage to Cost Center (i.e. 100):	
Additional Cost Center:	
Percentage to Cost Center:	
Additional Cost Center:	
Percentage to Cost Center:	
Additional Cost Center:	
Percentage to Cost Center:	
PCN# (if unknown, HR to complete):	
HR Comments:	
AAO Comments:	
Search Chair and Committee Members:	

- **Please describe any additional requests...:** List any additional requests for advertising beyond the basic advertising through Recruiting Solutions and MnSCU. (example: listservs, publications, newspapers)
- **The position will be posted for the min... :**Type in number of days you would like the position advertised if longer than the minimum days listed.
- **Cost Center:** Enter the cost center number that the position will be funded from. This is the first field you may enter a cost center and there will be 3 more fields you may add additional cost centers.

- **Percentage to Cost Center:** Enter the percentage the cost center listed above will be charged. Again, there will be 3 more fields you may add additional percentage to cost centers.
- **PCN# (if unknown, HR to Complete):** Provide the position PCN# if known.
- **HR Comments:** For HR Use Only.
- **AAO Comments:** For AAO Use Only.
- **Search Chair and Committee Members:** List search chair and committee members if there will be a search for this position and the search chair or members are known.

### **APPROVALS**

When you select the approval level from the drop down menu, you must also click on the name to the right of the selected approval level. For example: When you select Human Resources, you must also click on Missy Miller's name (or the appropriate person) to the right. See next page for an example.

The screenshot shows a configuration page for an approval workflow. At the top left, there is a checkbox labeled "No Approvals" with an arrow pointing to it from a callout box that says "DO NOT CLICK 'No Approvals'". Below this, the "Approval 1:" section is expanded, showing a dropdown menu with "Human Resources" selected. An arrow points to this dropdown from a callout box that says "Select 'Human Resources' for Approval 1". To the right of the dropdown is a list of names: "Caspers, Paula", "Holtzman, Kelly", and "Miller, Missy". An arrow points to "Miller, Missy" from a callout box that says "Select appropriate name". Below the name list are two radio buttons: "Must approve before next approval" (which is selected) and "Final approval". An arrow points to the "Final approval" radio button from a callout box that says "Click 'Final Approval'". Below the "Approval 1:" section are five more "Approval 2:" through "Approval 6:" sections, each with a dropdown menu set to "=== Select ===" and radio buttons for "Must approve before next approval" (selected) and "Final approval". At the bottom of the page, there are two buttons: "Save Only" and "Save and Release". An arrow points to "Save Only" from a callout box that says "Click 'Save Only'". A red circle with a diagonal slash is drawn over the "Save and Release" button, with a callout box that says "Do NOT click on 'Save and Release' at this time".

- **No Approvals:** Do NOT Check This Box
- **Approval 1: Select Human Resources – Missy Miller**
  - Click "Final Approval"
- Once you click on "Save Only," it will take you to a view of the requisition you just created. Scroll to the bottom of the page and you will see in red "Attachments." Click on "Add New."

Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
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Click on "Add New"

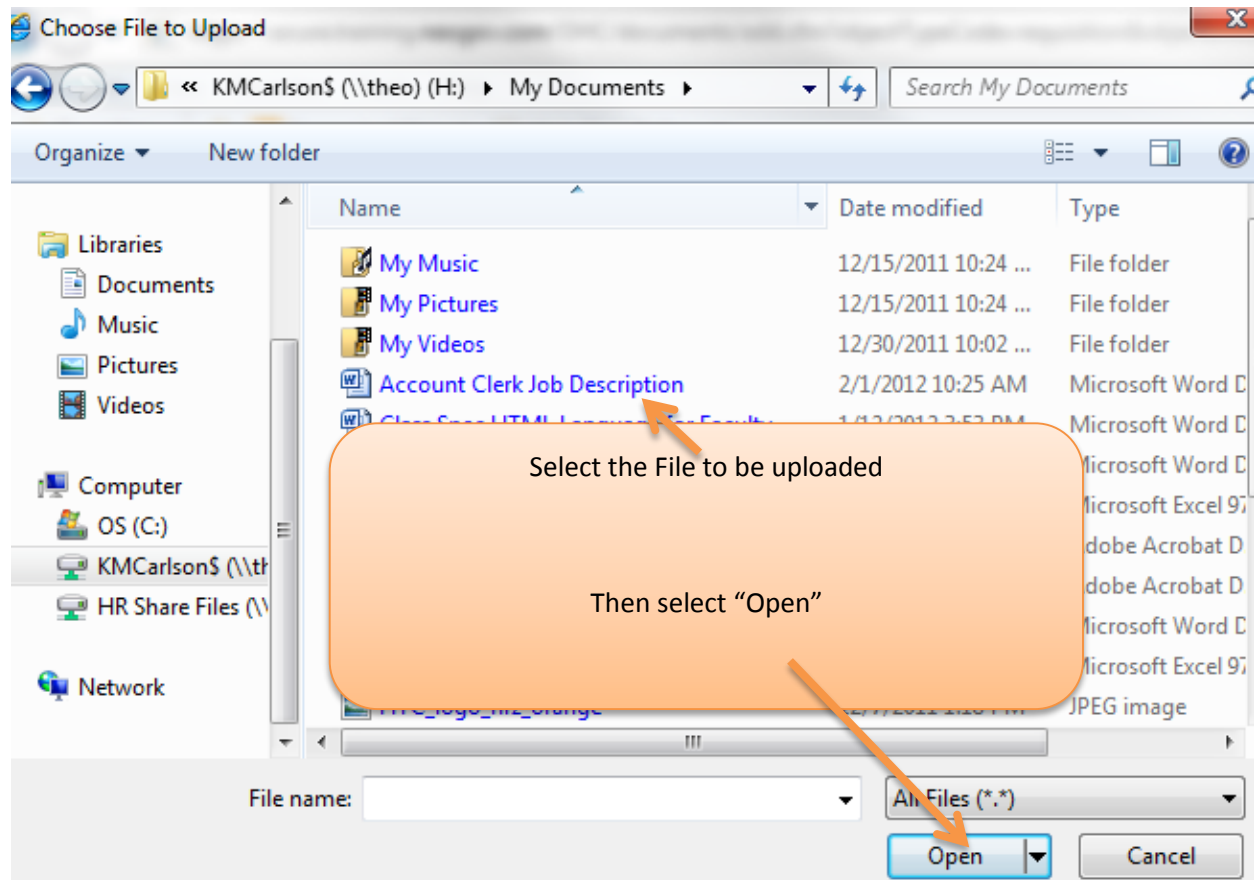
- ***You must attach a position description for any non-faculty requisition.***
- ***For any instructor position that you wish to have preferred qualifications listed, you must attach a document with the preferred qualifications listed. If you do not have any preferred qualifications to add for an instructor position, you may select save and release.***

This will bring you to a new screen (shown below). Type the name of the file you will be attaching to the requisition. An example would be "Account Clerk Job Description" or "Math Instructor Preferred Qualifications." Click on the "Browse" button. Select your document from the files on your computer or the network (shown below) and click "Open." Then click "Upload."

[View Requisition](#)

\* Required

* File Description	<input type="text"/>
* File	<input type="text"/> <input type="button" value="Browse..."/>
<a href="#">Attach another file</a>	<input type="button" value="Upload"/>



The file has now been uploaded to the requisition. Once you click upload, you will then see your requisition with the file as an attachment at the bottom of the page (See below).

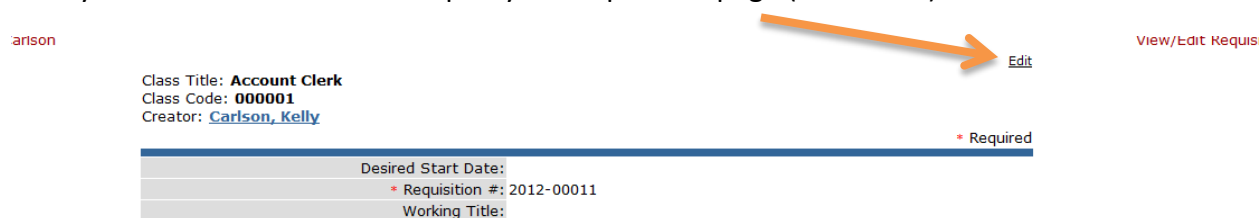
Approvals None

**Attachments:** [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
CLA 1 (Audio Recording Option) Job Description	02/08/12	<a href="#">Account Clerk Job Description</a>	<a href="#">Delete</a>

[Company Information](#) | [Privacy Policy](#) | [Legal Terms](#)

Now you will click "Edit" at the top of your requisition page (see below).



When you click "Edit" you will be in the edit mode of your requisition (see below). Scroll to the bottom of the page and select "Save and Release" to send the requisition for approval.

Human Resources

Must approve before next ap  
 Final approval

Click "Save Only" if you want to save it only as a draft and not send out for approvals yet.

Click "Save and Release" to send the requisition for Approvals.

Once you click on "Save and Release" it will take you to a view of the requisition. To verify that it has been sent for approvals, click on "My Requisitions" under your name in the upper right hand corner of screen.

NEOGOV PHC ▼

Post ▼ Approvals ▼

Open New Requisition

Search for class title or class code:

You will then see the requisition in the "In Progress Requisitions" category. You may also click on "History" on the right side to view where the requisition is at in the approval process.

[Open New Requisition](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Regs.](#) | [Show Cancelled Regs.](#)

Search for req. #, req. title or position #:

**In Progress Requisitions**

1 record found.  
Page 1 of 1

Req. # ▲	Req. Title ▼	Position ID	Department ▲	Division ▲	Created ▲	Action
2012-00011	<a href="#">Account Clerk</a>		Customized Training Servi...		02/01/12	<a href="#">Edit</a> <a href="#">Copy Req</a> <a href="#">Cancel</a> <a href="#">Reassign</a> <a href="#">History</a>

Page 1 of 1

**Open Requisitions**

2 records found.  
Page 1 of 1

Req. # ▲	Req. Title ▼	Position ID	Department ▲	Division ▲	Created ▲	Action
2012-00009	MnSCU Academic Professional 1 (Assessment Option)		Human Resources		01/26/12	<a href="#">Copy Req</a> <a href="#">Cancel</a> <a href="#">Reassign</a> <a href="#">History</a>
2012-00010	<a href="#">Philosophy Instructor</a>	4654654	General Education		01/27/12	<a href="#">Copy Req</a> <a href="#">Cancel</a> <a href="#">Reassign</a> <a href="#">History</a>

Page 1 of 1

*\*Remember to logout once you have finished your requisition processing.*