



Texas Skyward User Group Conference

New Hire Requisitions

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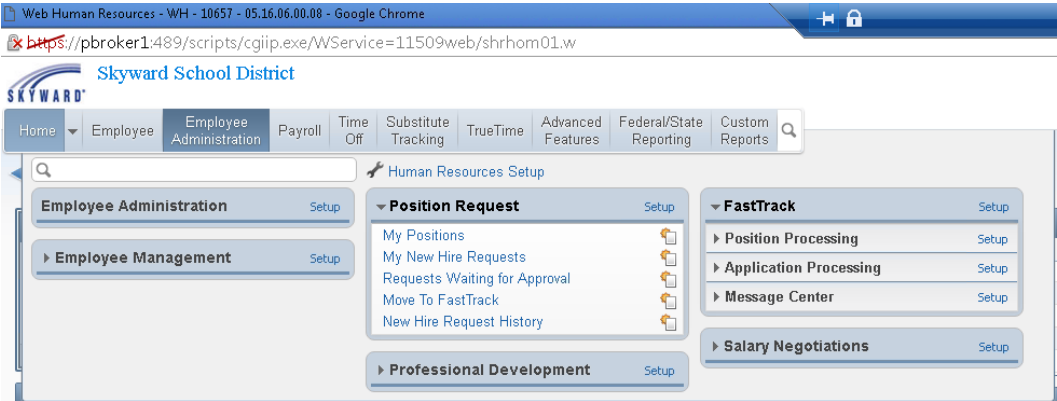
New Hire Requisitions



This session demonstrates how to go paperless when requesting position postings for new hires or replacements with the New Hire Requisitions.

- Interface with Fast Track vs. Stand Alone
 - Fast Track Interface
 - New Hire Requisitions without using Fast Track Online Applications
 - Overview of the New Hire Requisition Process
- New Hire Request Setup
- New Hire Requisition Processing
 - Adding a New Hire Request
 - Approving the Requisition
 - Interface with Fast Track
 - FTE Count in Employee Management

The New Hire Requisitions Position Request allows Department Heads/Campus Administrators to request new hires and replacements in a paperless environment.



The "Position Request" may contain suggested detail for the position or be limited to the reason for hire.

[Add Position Request - WPSAD/AMMP / 2047 / 03.03.2016 - Google Chrome](#)
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Add Position Request

Position Information

Plan: 2016-2017 Active Plan
 Position: BUSINESS OFFICE/TAX OFFICE
 Group: District Staff
 Assignment: ACCOUNTS PAYABLE
 Department:
 Building: BUILDING-ACM
 Calendar: 220 DAY 7.5H
 Start Date: 07/12/2016
 End Date: 06/30/2017

Request Information

* Requested Start Date: 07/12/2016 * End Date: 06/30/2017
 * FTE: 1.00000
 * Reason for Hire: Replacement for Mr. Smith.
 * Comments: Replacement for Mr. Smith who retired at the end of the 2015-2016 school year.
 Date Requested: 06/06/2016
 Requested By: Aleyco, Lon G * Supervisor: Plistock, Phillip W

Proposed Job Posting Information

Employment Type: Full Time * Part Time Weekly Hours: 0.00
 Internal Post Start Date:
 External Post Start Date:
 Open Posting Open Until: Or applications are received.
 Additional Listing Notes:
Remaining Characters: 200, Remaining Characters: 200
(*) = Indicate the data is informational only and will not be copied into the Position Listing during the Move To Post-Track process.

Proposed Salary Information

Salary Calculation Method:
 Pay Range: 0.00 To: 0.00

Account Distribution

Account Number	Percent
000-000-000-000-000-000	100.00
1 records displayed	

HR may choose to move the request to Fast Track to create the actual position listing and begin accepting online applications.

Position Maintenance ADD ACTUAL POSITION

Position Information

Plan: 2016-2017 Active Plan

Position: BUSINESS OFFICE/TAX OFFICE

Assignment: ACCOUNT'S PAYABLE

Location: ADM - BUILDING -ADM

Department:

Supervisor: Xharne Ackleysoz

Start Date: 07/12/2016

Position FTE: 1.00000 Remaining FTE: 1.00000

* Status: Open

Group: Detroit Staff

Job Type: PARAPROF/CLERICAL - PG 6

Grade From:

Grade To:

Scrabble7744@start.com

End Date: 06/30/2017

New Hire Req: 000000002

Created Date:

Position Pay Information

Salary: Commensurate with Experience

Pay Type: Salary

Pay Range: \$24,000.00 To: \$30,000.00

Position Listing Information

* Employment Type: Full Time Part Time Weekly Hours: 0.00

Internal Post Start Date: 09/02/2016

External Post Start Date: 09/06/2016

Application Deadline: 11/04/2016

USER-DEFINED LABEL 2: USER-DEFINED VALUE 2

USER-DEFINED LABEL 3: USER-DEFINED VALUE 3

Job Descriptions

None

Conditions of Employment

Administration

Educational Background

Include Exclude

Once the requested position has been approved and prior to posting in Fast Track the system tracks the FTE in Employee Management.

2016-2017 Active Plan

Home Employee **Employee Administration** Payroll Time Off Substitute Tracking TrueTime Advanced Features Federal/State Reporting Custom Reports

Position Control

Views: Positions Filters: *Skyward Default

Position	# Positions	Positions Filled	New Hire Requests	FastTrack Postings	Available FTE
▶ BUSINESS OFFICE/TAX OFFICE	9.00000	9.00000	1.00000	1.00000	-2.00000
▶ CAMPUS	20.08021	21.08021			-1.00000
▶ CAMPUS PARAPROFESSIONAL	19.00000	19.00000			
▶ CENTRAL ADMIN	9.00000	8.00000			1.00000
▶ CURRICULUM	9.00000	9.00000			
▶ FOOD SERVICES	2.00000	2.00000			
▶ GRANT - 21 CCC					
▶ HUMAN RESOURCES	3.00000	3.00000			
▶ INSTRUCTIONAL AIDE	19.53333	20.53333			-1.00000
▶ LIBRARIAN	3.00000	3.00000			
▶ MAINTENANCE					
▶ NURSE	2.00000	2.00000			
▶ SPECIAL SERVICES					
▶ STIPENDS ATHLETIC	72.00000	72.00000			
▶ STIPENDS INSTRUCTIONAL	131.00000	131.00000			
▶ STIPENDS MISCELLANEOUS	15.00000	15.00000			
▶ TEACHER	165.40000	165.40000			
▶ TECHNOLOGY SERVICES	5.00000	5.00000			
▶ TRANSPORTATION	89.50000	90.50000			-1.00000



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THANK YOU FOR ATTENDING!

