REQUISITIONS AND GENERAL INFORMATION

1. **How do I get access to all my old job descriptions which I created in Greentree?**
   If needed, contact your HR Generalist.

2. **My PCN (position control number) is not in Taleo yet. When can I expect to see it?**
   PCN's are updated from Banner Position Control every 10 minutes.

3. **How do I know what PCN to use?**
   Full-time Staff position=6 digit all numeric
   Part-time Staff position="R" followed by a 5 digit number
   Temporary Staff ="P" followed by the 5 digit org
   Adjunct="A" followed by the 5 digit org
   Student Worker="S" followed by the 5 digit org
   ESL Instructor= E26481

4. **Why can't I update e-class or grade on the requisition?**
   After the requisition is APPROVED – you cannot update title, position class, family, probation days, step or e-class.

5. **Why can't I add questions to a requisition? Hiring Managers were able to do this in Greentree?**
   You can now add questions to the requisition from the library. If you would like to have a question added to the library, please send an email to Dawn Lomden at dawn.lomden@temple.edu.

6. **What is the main difference in Taleo between the roles of Hiring Manager and Department Recruiter?**
   For adjunct and student positions - both roles can create a requisition and post a student worker or adjunct job. But only the Department Recruiter can create and extend the OFFER and HIRE.
   For Staff positions - only HR can post a job and hire a staff employee.

7. **Why is a field on the Requisition labeled Bus. Partner/Dept Recruiter?**
   This field is common to all requisitions. If you are creating a Staff requisition, then you should enter your HR Business Partner (HR generalist). If you are creating a requisition for an adjunct or student worker, then you should enter your Department Recruiter (person who has authority to extend and hire the candidate).

8. **I am trying to add a supervisor to my requisition but I do not see the name listed. What should I do?**
   In order for an employee to be listed as a supervisor, they must be identified as one in Banner. You should check the Organization Chart to make sure that the employee is designated as a supervisor. If they are not, then the department head should send an e-mail to Orgchart@temple.edu to have Banner updated.

9. **Where is the FOAP on the requisition?**

We have streamlined data entry for you - you will not need to enter any FOAP data into Taleo. When new jobs are created in Banner, the job FOAP will default from the PCN in Banner Position Control. It is extremely important to ensure that Banner PCN's are set up with the correct title, e-class, position class, budget dollars and labor distribution (FOAP). To help you manage your PCN's, we have created a new workflow called PCN Request.

10. **How do I view/update PCN information?**
You can easily view and update PCN information using the new TUportal application "PCN Request". PCN Request will enable departments to manage changes to their vacant and filled Banner PCN's. The PCN Request workflow updates Banner Position Control only; it does not affect an incumbent's job data. Position description information such as title, e-class, grade and step can only be changed <u>prior to</u> the requisition in Taleo reaching the Approved step. Once the requisition is approved, the position description information may not be revised.

If you have questions about the position description information, you should contact your HR Business Partner. If you need access to the new PCN Request workflow, please have a Signature Level 1 or 2 send an e-mail to <u>hrsecure@temple.edu</u>. Please provide the TUid, Name and PCN Request Role: initiator or approver.

11. **What PCN fields can I update after the requisition is approved?**
Using the new PCN Request workflow, you can update budget dollars and labor distribution in Banner Position Control. Approved changes will update Taleo every 10 minutes.

12. **Can you use the Interview Evaluation form for phone interviews?**
Yes, you may.

13. **Does everyone have to accept the interview to move forward?**
No.

14. **If 5 interviewers interviewed one staff candidate – then are 5 completed interview forms required by HR for that person?**
No, HR only requires one completed Interview Evaluation form for each candidate.

15. **Who can see what requisitions?**
Hiring Managers, Department Recruiters and Collaborators/Search Committee may view requisitions if:
- *They created the requisition or*
- *Were added as a Collaborator or Search Committee member or*
- *The Organization on the requisition is one which is associated with their coverage area (organization).*

To view all of your Requisitions, change the Show Requisitions filter to: In my coverage area, I own or collaborate on

ADJUNCT

16. **Can I change the content of the adjunct offer letter?**
You should not change the wording regarding the conditions for the offer. The template has been approved by both the Vice Provost for Faculty Affairs and University Counsel. You may however edit data such as course information, programs and department name.

17. **What if the adjunct takes on additional responsibilities after I have hired them and they have started to work?   Do I need to create a new requisition and e-offer?**
No, a new e-offer letter is not needed; you will send an email to the adjunct regarding the modified duties. University Counsel has added a sentence to the e-offer appointment regarding additional responsibilities. We will be creating an e-mail template to send in the event that duties are modified after hire.

    As always, in order to update the Banner job, an EDCF must be sent to Payroll Data Management at hradjuncts@temple.edu.

    *Please note: We are currently creating the new Taleo Adjunct Change Email Template and we will update the user manuals on the Human Resources website once finished.

18. **What if the adjunct course load decreases which results in less pay? (less courses) Do I need to create a new req or new letter or new e-offer?**
Same instructions as above in #17.

19. **What about the labor distribution (Fund, Org, Account, Program-FOAP) in adjunct PCN's which are pooled in Position Control; how do I make changes to the FOAP?**
For adjunct hiring, the FOAP will default from the PCN into the Banner job; in most cases PCN's are set up in position control with a 10 fund.

    If you don't want the adjunct job paid using default PCN 10 fund, then you could either:
    - *Change the fund in Banner Position Control to the desired FOAP by using the new TUportal PCN Request workflow. Please note: once updated, all students or adjuncts subsequently hired to this pooled PCN will have the updated FOAP on their job record unless you change Position Control back to the default 10 fund.*
    - *Submit an EPAF EDCF before payroll is run to update the job labor distribution to a grant.*

20. **If the requisition isn't filled, can you increase the number of openings?**
Yes, you may increase the number of openings provided the requisition is not closed.

STUDENT

21. **How do I access student's work study balances? (they used to be in Greentree)**
You can view work study balance in the TUportal Work Study Channel. If you do not have access to this channel, please have your supervisor send an email to HRStudents@temple.edu.

22. **What about the labor distribution (Fund, Org, Account, Program-FOAP) in student PCN's which are pooled in Position Control; how do I make changes to the FOAP?**
For student hiring, the offer grid in Taleo does allow you to select what type of work study (if any) and this selection will drive the account on the Banner job. The FOP will default from the PCN's into the job; in most cases PCN's are set up in position control with a 10 fund.

Taleo Description	Account
None	6701
Federal Work Study	6700
SFS Only: A/R	6703
SFS Only: Prepaid	6704
CPH & SFS Only: America Reads	6707

If you don't want the student job paid using default PCN 10 fund, then you could either:
- *Change the fund in Banner Position Control to the desired FOAP by using the new TUportal PCN Request workflow. Please note: once updated, all students or adjuncts subsequently hired to this pooled PCN will have the updated FOAP on their job record unless you change Position Control back to the default 10 fund.*
- *Submit an EPAF EDCF before payroll is run to update the job labor distribution to a grant.*

23. **For students, do I need separate requisitions for Work Study vs Non-Work Study?**
No, you will be able to select the type of work study, if any, on the Offer Grid for each student hired.

24. **If the requisition isn't filled, can you increase the number of openings?**
Yes, you may increase the number of openings provided the requisition is not closed.

25. **Is there a limit on number of openings for students?**
No, you may enter the number of openings you require. When the last opening is filled, the position will no longer display as open on the Student Career site.