

## How a PI or Manager Creates a Job Requisition

1. Log in to Workday using your **ID** and **Password**.
2. In the search bar, type **Create Job Requisition** ① and choose **Create Job Requisition** ②.

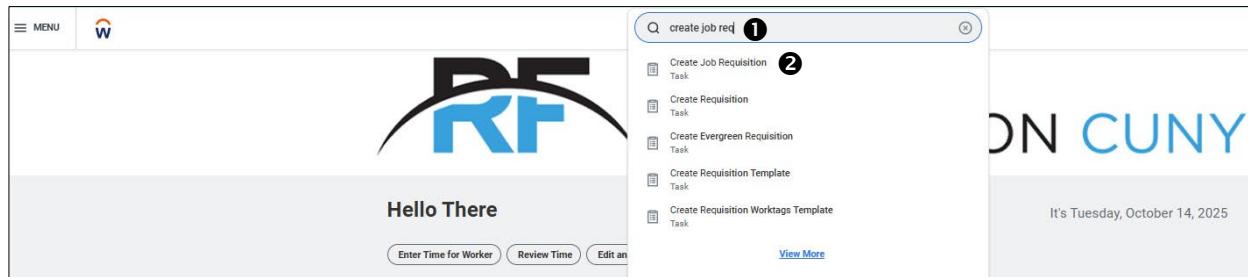


Figure 1

3. After you select **Create Job Requisition**, the **Create Job Requisition** screen will appear as shown in **Figure 2** below ①. Refer to **Page 2** for explanations for the titles in **Figure 2** below.

The screenshot shows the "Create Job Requisition" dialog box. At the top, it says "Create Job Requisition" and has "Cancel" and "OK" buttons. The dialog box contains the following fields and instructions:

- ① Copy Details from Existing Requisition:** A dropdown menu is open, showing "S252 (Luis [C], Paul [C])".
- ② Supervisory Organization:** A dropdown menu is open, showing "S252 (Luis [C], Paul [C])".
- ③ Position:** A radio button is selected for "For Existing Position".
- ④ Position:** A dropdown menu is open, showing "Administrative Assistant (Unfilled)".
- ⑤ Worker Type:** A dropdown menu is open, showing "Employee".

Figure 2

#### 4. Understanding the **Create Job Requisition Request Screen**.

**❶ Copy Details from Existing Requisition:** Choose the drop-down menu in this box if you have previously created a job requisition that you want to use again. In most cases, you will be leaving this blank and go directly to **❷**.

**❷ Supervisory Organization:** This will prefill with the name of the person initiating the task.

**❸ For Existing Position or Multiple Existing Positions:** Choose the one you desire.

**❹ Select Position and Worker Type:** Search and select the created position in the position dropdown and select the Worker Type (dropdown). We are choosing the unfilled position created by the PI. In the Worker type box, you will have the option to select **Contingent** or **Employee**.

**Please Note:** always choose the **Employee** option unless you create a GO or PI position. If selecting multiple positions, press okay, then all available positions will show on the next screen and can be selected as shown in **Figure 3** below.

**❺ Choose OK.** This will open a Recruiting Information window seen in **Figure 4 on Page 3**.

	Position	Job Profile	Location	Worker Type	Time Type
<input type="checkbox"/>	Graduate Research Assistant - H - Evan Azoulay	Graduate Research Assistant - H	The CITY COLLEGE of NEW YORK	Employee	Part time
<input type="checkbox"/>	Research Assistant (Unfilled)	Graduate Research Assistant - H	BOROUGH OF MANHATTAN C. C.	Employee	Full time

Figure 3

5. This is where we include details and reasons for the position being recruited for, along with where we would like to post the position. On the left side, ① we will need to click on each tab and complete the required information.

The screen starts at the second tab **Recruiting Information** ②. Pages 4 through 8 will detail each tab. In the Recruiting Information Screen below, click on the **Pencil Icon** ③ to edit. Recruiting Details and review the screen in **Figure 6 on Page 4**.

**Create Job Requisition**

**Recruiting Start Date:** This is the date that recruiting efforts will begin. This could be today or a future date.  
**Target Hire Date:** This is the projected start date for the new hire.  
**Target End Date:** This is the projected appointment end date.

①

②

③

**Recruiting Information**

**Positions**

Created from Defaulting Position  
Research Assistant (Unfilled)

**Recruiting Details**

Reason \* ③ 

Replacement For

Recruiting Instruction \*

Recruiting Start Date \*  
08/04/2025

Target Hire Date \*  
08/04/2025

Target End Date \*

**Back** **Next**

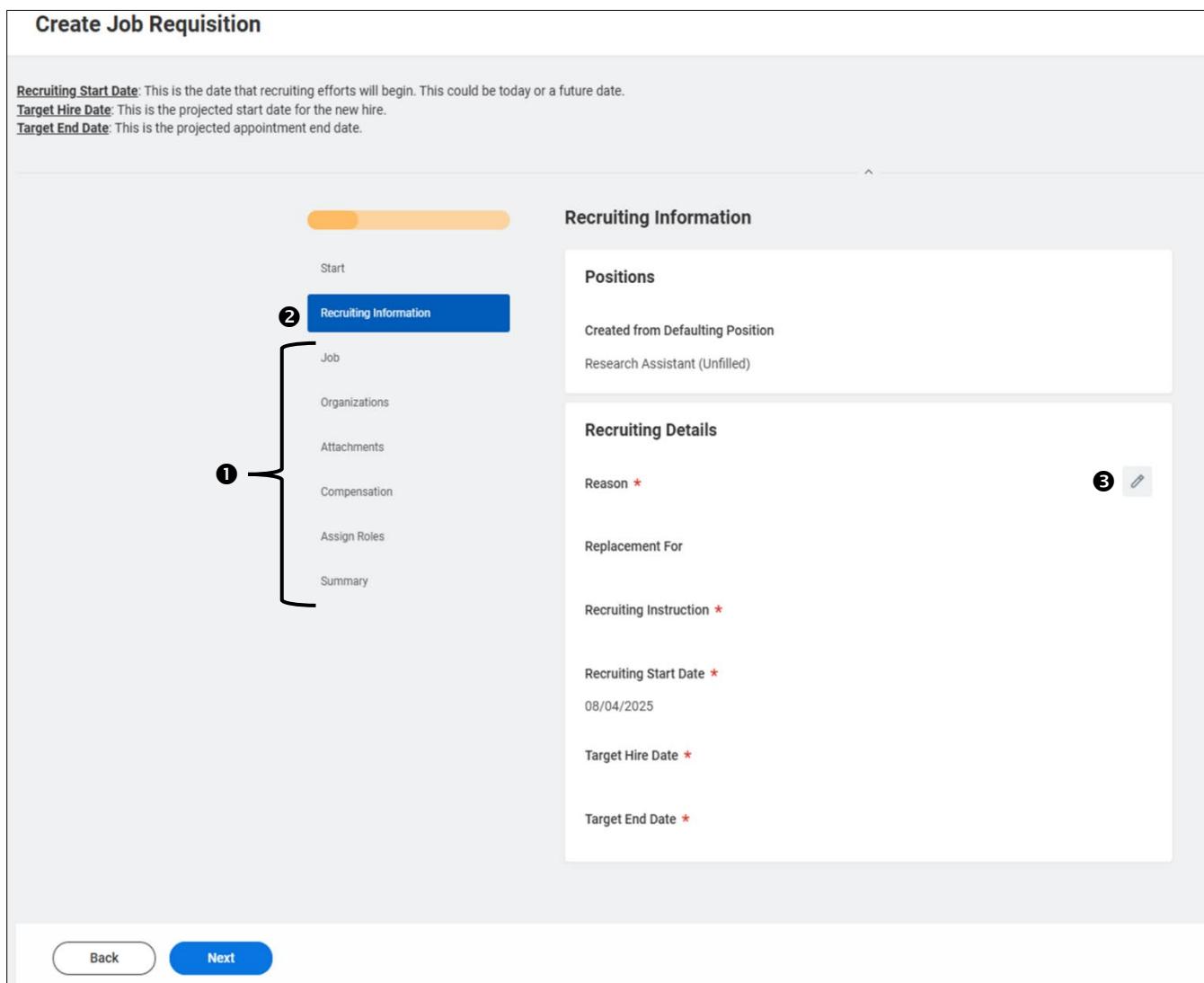
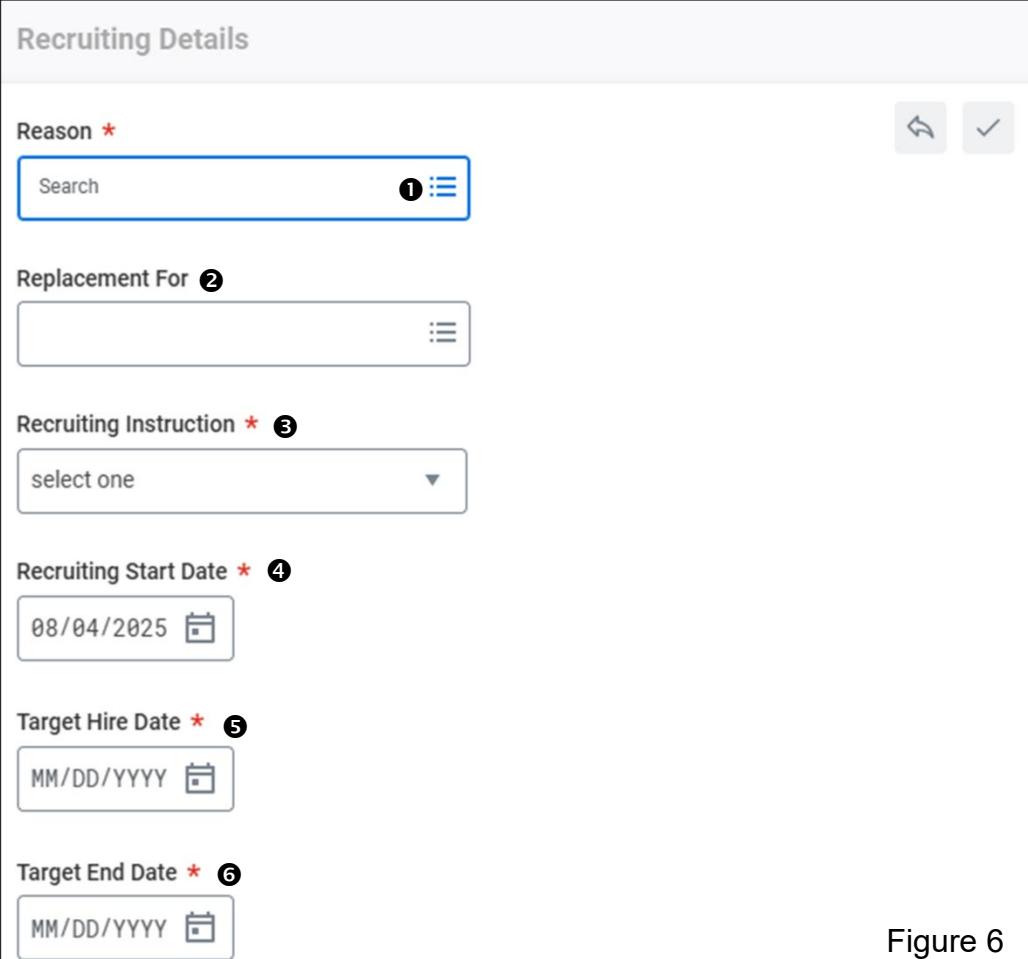


Figure 5

In the **Recruiting Details** box below, we need to complete all the required fields.



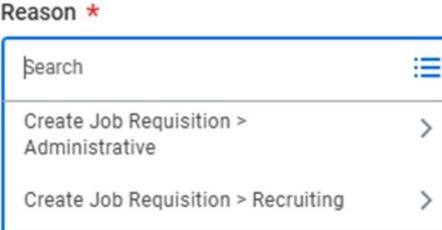
The form is titled "Recruiting Details". It contains the following fields:

- Reason \***: A search bar with a "Search" button and a dropdown menu icon (labeled 1).
- Replacement For ②**: A dropdown menu icon.
- Recruiting Instruction \*** ③: A dropdown menu icon with the option "select one".
- Recruiting Start Date \*** ④: A date input field showing "08/04/2025" with a calendar icon.
- Target Hire Date \*** ⑤: A date input field with a placeholder "MM/DD/YYYY" and a calendar icon.
- Target End Date \*** ⑥: A date input field with a placeholder "MM/DD/YYYY" and a calendar icon.

At the top right of the form are two buttons: a back arrow and a checkmark.

Figure 6

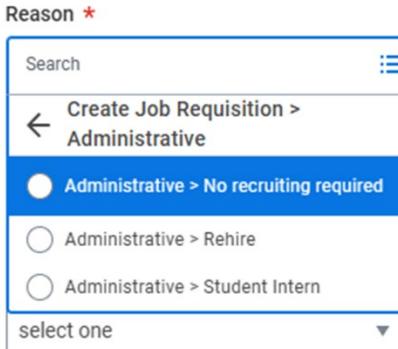
**① Reason:** Click on the drop-down menu, and **Figure 7** will appear, and choose the reason. Select either **Administrative** or **Recruiting** from the drop-down. When **Administrative** is clicked, **Figure 8** appears; when **Recruiting** is chosen, then **Figure 9** appears.



The dropdown menu is titled "Reason \*". It contains the following options:

- Search
- Create Job Requisition > Administrative
- Create Job Requisition > Recruiting

Figure 7

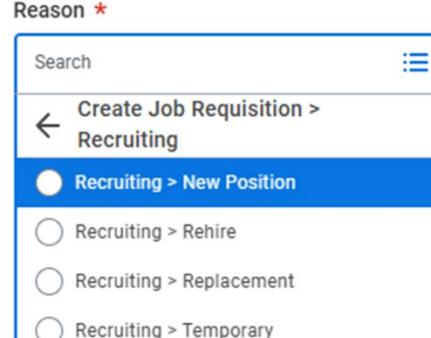


The dropdown menu is titled "Reason \*". It contains the following options:

- Search
- Create Job Requisition > Administrative
- Administrative > No recruiting required**
- Administrative > Rehire
- Administrative > Student Intern

At the bottom is a "select one" button.

Figure 8



The dropdown menu is titled "Reason \*". It contains the following options:

- Search
- Create Job Requisition > Recruiting
- Recruiting > New Position**
- Recruiting > Rehire
- Recruiting > Replacement
- Recruiting > Temporary

Figure 9

**Recruiting Details for Rehire Only:** complete all the required fields.

**Recruiting Details**

**Reason \***

Search ①

**Replacement For ②**

**Recruiting Instruction \*** ③

select one ▼

**Recruiting Start Date \*** ④

08/04/2025 calendar icon

**Target Hire Date \*** ⑤

MM/DD/YYYY calendar icon

**Target End Date \*** ⑥

MM/DD/YYYY calendar icon

◀ ▶

**① Reason:** Click on the drop-down menu, and **Figure 7** will appear, and choose the reason. Select either **Administrative** or **Recruiting** from the drop-down. When **Administrative** is clicked, **Figure 8** appears; then choose **Recruiting – Rehire** seen in **Figure 9**.

**Reason \***

Search ≡

Create Job Requisition > Administrative >

Create Job Requisition > Recruiting >

**Reason \***

Search ≡

← Create Job Requisition > Administrative

**Administrative > No recruiting required**

Administrative > Rehire

Administrative > Student Intern

select one ▼

**Reason \***

Search ≡

← Create Job Requisition > Recruiting

**Recruiting > Rehire**

Recruiting > New Position

Recruiting > Replacement

Recruiting > Temporary

**② Replacement Figure 6:** Use this if you are replacing an employee with another worker. Click on the drop-down menu, and **Figure 10** will appear as shown below. Choose the correct reason for your replacement.

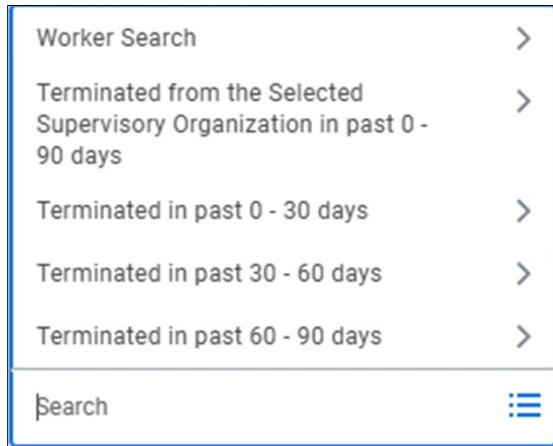


Figure 10

**③ Recruiting Instruction Figure 6:** Click on the drop-down menu, referencing **Figure 11** below, and choose from the following: Post Externally Only (Non-Union), Post Externally Only (Union) or Posting Not Required.

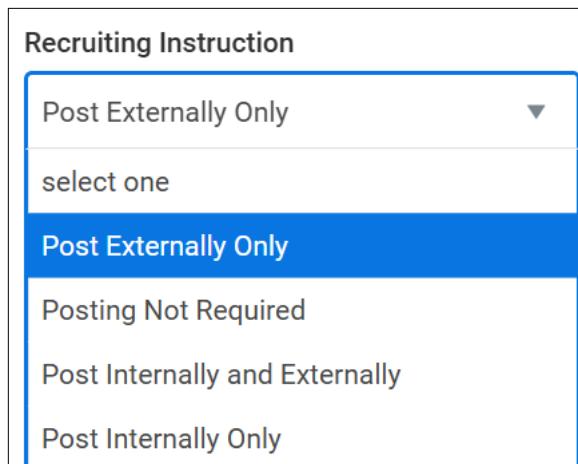


Figure 11

- ④ **Recruiting Start Date:** Click on the calendar icon and a calendar will appear. Select the date that recruiting efforts will begin. This could be today or a future date.
- ⑤ **Target Hire Date:** Click on the calendar icon, and a calendar will appear. Select the projected start date for the new hire.
- ⑥ **Target End Date:** Click on the calendar icon, and a calendar will appear. Select the projected appointment end date.

6. **Figure 12** below is a sample of the **Create Job Position Request** Screen completed. The next step is to click **Next ①** and the **Job Details** screen will appear as seen in **Figure 13 on Page 9**.

Recruiting Information

Start

Recruiting Information

Job

Organizations

Attachments

Compensation

Assign Roles

Summary

Positions

Created from Defaulting Position

Research Assistant SM (Unfilled)

Recruiting Details

Reason \*

Recruiting > New Position

Replacement For

Recruiting Instruction \*

Post Externally Only

Recruiting Start Date \*

08/05/2025

Target Hire Date \*

08/05/2025

Target End Date \*

04/06/2026

①

Back

Next

Figure 12

**7. Job Details:** Most of the fields will be pre-filled. Click on the **Pencil Icon** ① to edit. Figure 14 on Page 10 appears to begin editing.

**Job Details**

**Job Posting Title \***  
Research Assistant SM

**Justification**

**Job Profile \***  
RF Research Assistant - H

**Additional Job Profiles**

**Bargaining Unit \***  
Union Optional

**Job Description \***  
**SAMPLE JOB DESCRIPTION - FOR DEMO PURPOSES**  
The CUNY School of Medicine (CUNY MFD) is the only medical school in the City University of New York (CUNY) system. The curriculum allows students to complete their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science in Physician Assistant Studies (MS-PAS) degree. The CUNY MFD is committed to increasing the number of individuals from social, ethnic, and racial backgrounds who are historically underrepresented in medicine and health care. The CUNY MFD is also committed to serving underserved communities with a special emphasis on primary care and reducing health disparities. As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Agreement from the National Institute on Minority Health and Health Disparities (NIMHD), the CUNY MFD is also a Research Center for Minority Health Equity, and Social Justice (NYC MHE SJ), whose mission is to address and reduce health inequities and health disparities in minority and underserved populations in New York City. The NYC MHE SJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities through research, education, and training, and to develop infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and health professionals who will be well prepared to conduct research focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the direct supervision of the RCMI NYC MHE SJ Research Project Principal Investigator, the Research Manager (RM) will assist in implementing a research protocol to develop and evaluate a mental health intervention for immigrant American adolescents and parents aimed at improving their mental health service use.

This RM will provide full-scope project management and research support activities toward the goal of addressing mental health disparities. These activities will include but not be limited to: compliant project administration, procurement, and other various day-to-day research activities. Overall duties include, but not limited to: maintenance of regulatory documents and files; data entry and reporting; preparation of reports and manuscripts; assistance in pilot testing of the intervention; coordination of communications and activities with academic partners and community partners; and other research support activities as assigned by the research support staff under the direct supervision of the program Principal Investigator. The successful candidate will have a high degree of professional maturity, capacity to relate effectively with diverse individuals, teams, and populations both internally and externally. Further, the candidate must be highly committed to working with and serving immigrant populations. This position is expected to be fully in person at CUNY MFD.

**Qualifications**

- Experience in project management including assuring project milestones are met on time and collaborating with multiple stakeholders;
- Excellent communication and writing skills;
- An exceptional commitment to accuracy and attention to detail;
- Ability to work on a team, as well as independently;
- Ability to work in a fast-paced environment, and to readily embrace change;
- Ability to work with diverse cultural and linguistic populations;
- Ability to travel throughout NYC;
- Experience working closely with immigrant-serving community-based organizations in NYC;

**Salary Requirements \***

**Job Families for Job Profiles**  
Research

**Worker Sub-Type \***  
On Call (Fixed Term)

**Time Type \***  
Part time

**Primary Location \***  
HUNTER COLLEGE

**Primary Job Posting Location \***  
New York, NY

**Additional Locations**

**Additional Job Posting Locations**

**Scheduled Weekly Hours**  
10

**Work Shift**

**Link to Evergreen Requisition**  
Evergreen Requisition

**Compensation Details**

**Compensation Grade**  
F1H

**Questionnaires**

**Internal Career Site - Primary**  
Internal Questionnaire

**Internal Career Site - Secondary**

**External Career Site - Primary**  
External Questionnaire

**External Career Site - Secondary**

Figure 13

## 8. Jobs Editing Details

**① Justification:** Optional: enter in a justification for the job requisition.

**② Additional Job Profiles:**

Optional

**③ Salary Requirements:**

Enter the pay range in Salary Requirements for Hourly example is \$16.00 - \$20.00/hour for Salary example \$65,000 - \$80,000.

**④ Additional Locations:**

Optional

**⑤ Additional Job Posting Locations:**

Optional

**⑥ Work Shift:**

Optional

The screenshot shows the 'Job' editing interface with the following sections and numbered callouts:

- Job Details:** Includes 'Job Posting Title' (Research Assistant SM) and 'Justification' (empty field).
- Job Profile:** Shows a search result for 'RF Research Assistant - H'.
- Additional Job Profiles:** Shows a search result for 'Union Optional'.
- Bargaining Unit:** Shows 'Union Optional'.
- Job Description:** Contains a sample job description for a Research Assistant position.
- Salary Requirements:** Contains a sample salary requirement for a Research Assistant position.
- Job Families for Job Profiles:** Shows 'Research'.
- Worker Sub-Type:** Shows 'On Call (Fixed Term)'.
- Time Type:** Shows 'Part time'.
- Primary Location:** Shows 'HUNTER COLLEGE'.
- Primary Job Posting Location:** Shows 'New York, NY'.
- Additional Locations:** Shows an empty field.
- Additional Job Posting Locations:** Shows an empty field.
- Scheduled Weekly Hours:** Shows '19'.
- Work Shift:** Shows an empty field.

Figure 14

9. Organizations screen will appear shown in **Figure 15** below. Enter in the **Company**, **Cost Center** and **Costing** details. Enter the Grant number first and the Fund information will auto populate. Salary Expense Code is also required. If any editing is necessary, click on the **Edit Pencil** **1** icon in the organizational boxes. Once completed, click **Next** in the process to move onto the next tab, **Attachments**.

**Organizations**

<b>Company</b>	<b>1</b>
Company *	<input type="button" value=""/>
RF CUNY Research Foundation of the City University of New York	
<hr/>	
<b>Cost Center</b>	
Cost Center *	<input type="button" value=""/>
JJ JOHN JAY COLLEGE OF CRIMINAL JUSTICE	
<hr/>	
<b>Region</b>	
Region	<input type="button" value=""/>
35% Fringe Rate - Part Time A	
<hr/>	
<b>Costing</b>	
Grant	<input type="button" value=""/>
GR-10000009 Payroll HR Test John Jay - Copy	
Fund	<input type="button" value=""/>
GC Grants and Contracts	
<hr/>	
<b>Other</b>	
Fringe Benefit	<input type="button" value=""/>
<hr/>	
Purpose Code	<input type="button" value=""/>
Instruction	<input type="button" value=""/>
Salary Expense Code	<input type="button" value=""/>
5714 Administrative Assistant	
Department	<input type="button" value=""/>
10051 Chemistry	
Area of Discipline	<input type="button" value=""/>

Figure 15

10. **Attachments**, click on **Add 1** in **Figure 16** below to add documentation needed regarding the role. Click **Next** to go to the next tab, **Compensation**.

## Attachments

Figure 16

11. **Compensation:** The information is prefilled as shown below. To edit the hourly or salary rate, click on the **Pencil** icon ❶ in **Figure 17**, then go to **Amount** ❷ in the hourly or salary box as shown below. Click the **Check** icon ❸ to complete the task. Then click **Next** to move into the **Assigned Roles** tab.

**Compensation**

**Total Base Pay**

Total Base Pay  
• 17.00 USD Hourly added

**Guidelines**

Total Base Pay Range  
• 16.00 - 108.00 - 200.00 USD Hourly added

Compensation Package  
• General Compensation Package added

Compensation Grade  
• F1H added

Compensation Grade Profile  
• Field Office generic job grade added

**Salary**

Add

**Hourly**

Assignment Details  
• 17.00 USD Hourly added

Plan Name  
• Hourly Plan added

Effective Date  
• 08/05/2025 added

Actual End Date  
• 09/22/2025 added

Add

**Hourly**

Compensation Plan

Hourly Plan

Total Base Pay Range  
16.00 - 108.00 - 200.00 USD Hourly

Minimum Wage  
15.50 USD Hourly

Amount \* ②  
18.00

Currency  
USD

Frequency  
Hourly

Additional Details

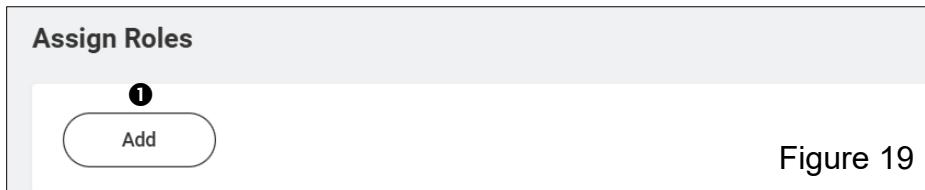
Please Note: Click Additional Details to select Actual End Date

Assignment Details  
18.00 USD Hourly

**Allowance**

Figure 17

**12. Assign Roles:** Click on **Add ①** in **Figure 19** below, to add the **Primary Recruiter** and who it will be **Assigned To**. A pop-up box will appear as shown in **Figure 20** below.



**Assign Roles**

①

Add

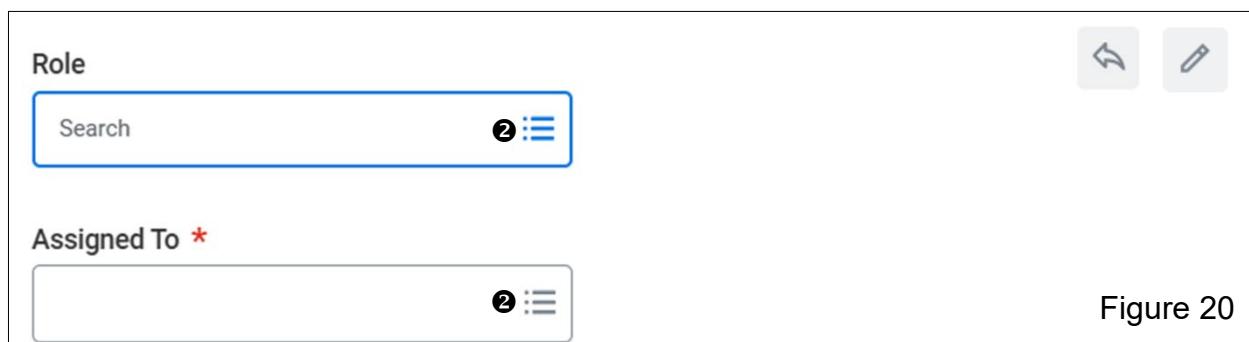
Figure 19

**13.** Under **Role ②**, click on the drop-down menu which is the three bars on the left side of the box. Choose **Primary Recruiter** and click it. Under **Assigned To ③**, type in the hiring manager's name or click on the drop-down menu and find the name and click on it.

**Please Note:** Multiple people can be added to the Primary Recruiter role by clicking **Add ①** in **Figure 21**. Keep in mind if multiple people are involved in the recruitment process, they will receive tasks for the hiring process if not removed.

To remove an individual, go to the job aid called **Edit Job Requisition**.

Click **Next** to move to the next tab, **Summary**.



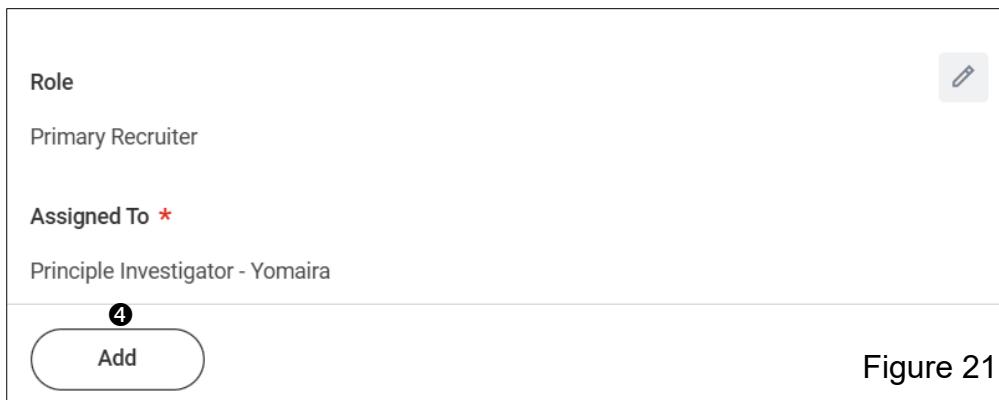
Role

Search ②

Assigned To \*

②

Figure 20



Role

Primary Recruiter

Assigned To \*

Principle Investigator - Yomaira

④

Add

Figure 21

**14. Summary:** Review all information entered in previous steps before submitting.

Click **Submit**, pop-up box will appear as shown below in **Figure 22**. Your next step is to click on **Complete Questionnaire ①**, then follow the instructions to complete the questionnaire seen in **Figure 23** below.

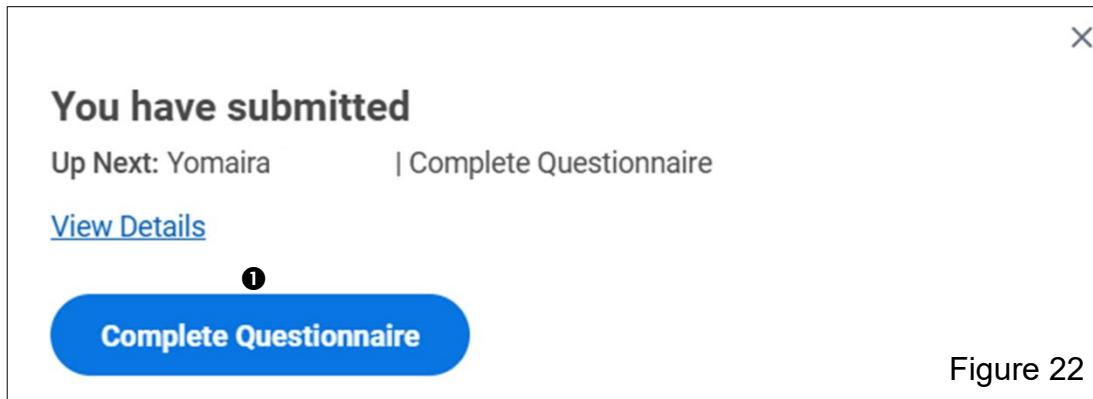


Figure 22

**15.** Check the appropriate boxes from the drop-down menu **②**. Once you have completed the questionnaire, click **Submit ③**. A **You have submitted** pop-up window will appear as seen in **Figure 24** on **Page 15**.

Figure 23

16. You have now successfully created a Job Requisition.

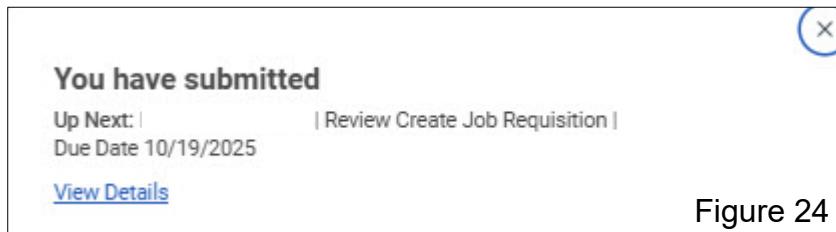


Figure 24

The RF Recruiting Analysts will now review the job requisition. Once the RF Recruiting Analysts has reviewed and approved the requisition information, it will be reviewed by the RF Grant Manager.

**Please Note:** If you are located at Hunter College or LaGuardia Community College, this will be routed to the Grants Officer first before the RF Recruiting Analysts.