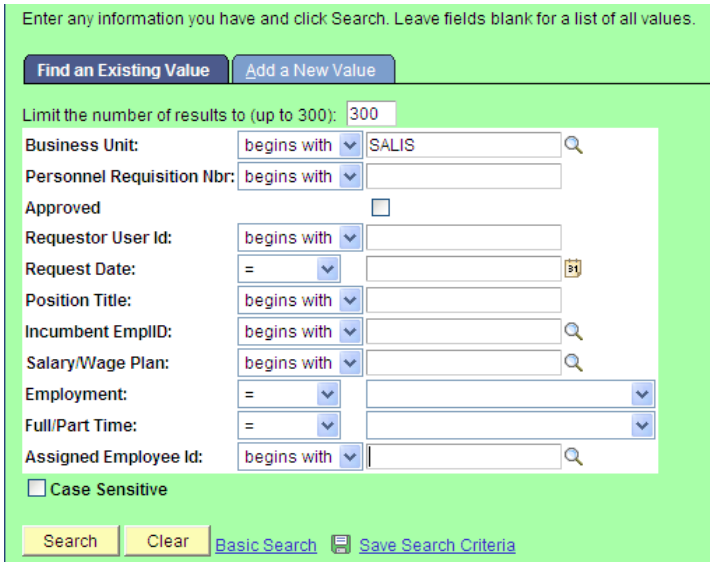
Salisbury University
Personnel Electronic Requisition (SUPER)
Staff Position Instructions
November 2015

Note: Access to the online requisition's *Position Details page* and the *Position Approvals page* is limited to the Requestor (the individual submitting the request online), the Approvers as entered on the *Position Approvals page*, the Budget Officer, and the HR Staff.

INITIAL REQUEST AND ROUTING OF APPROVALS

To Submit a Personnel Requisition ("Request to Fill")

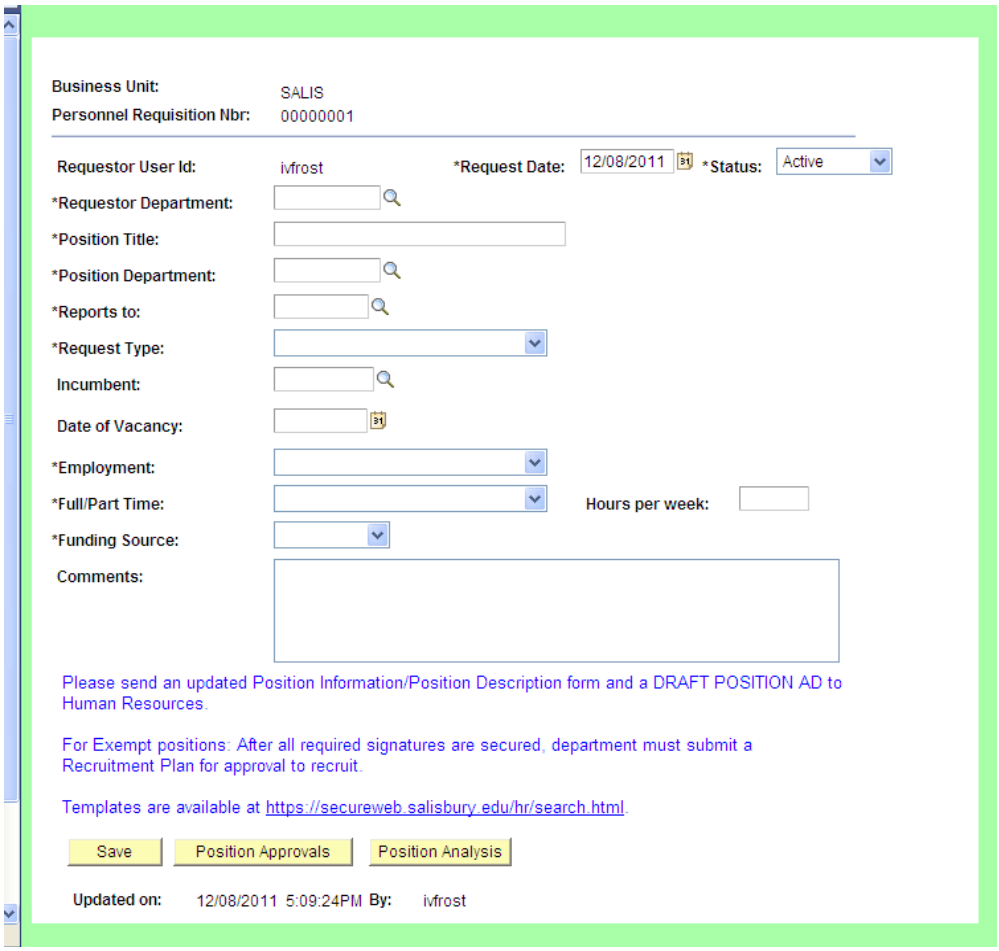
To submit or view a personnel requisition for a staff position, log on to GullNet and navigate to *SU Custom>Human Resources>Personnel Requisitions>Staff Position Requests*



Previous Requests: To view a previously submitted request, enter the *Personnel Requisition Nbr* OR click on the **Search** button and select the requisition from the displayed list.

New Requests: To initiate a new request, click on the Add a New Value tab

Click the **Add** button and the next Requisition Nbr. will be assigned



Position Details page

Requestor Department: This will be populated with the Requestor's Department Code (this is only used for security access)

Position Title: Enter the requested position title

Position Department: Enter the department account code the position is charged to OR click on the "look-up" icon to search for the department/account code by description (= department name)

Reports To: Enter the supervisor's Empl ID OR click on the "look-up" icon to search by name

Request Type: Select desired position type from the drop-down menu:

- Contingent Backfill for Vacated PIN – when a PIN hire has not been approved and a contingent contract has been approved temporarily
- New Position – for a newly created position (PIN or Contingent) without a previous incumbent
- One-for-One Replacement – For a replacement with no change in title/classification
- One-for-One w/ Reclassification – For a replacement with a requested change in title/classification (requires justification, position analysis, new PD and a position audit)
- Other/Conversion – Use for any other request

Incumbent: Enter the (previous or current) incumbent's Empl ID OR click the "look-up" icon to search for the Empl ID by name

Date of Vacancy: The date the incumbent will or has vacated the position

Employment: Select the appropriate employment type from the drop-down menu

- Contingent I = Contingent I Category is defined as an agreement (contract) that is for a term of six months or less and 19 hours or less a week
- Contingent I - Seasonal = Fulltime or Parttime Contingent I positions that are of a seasonal or intermittent nature (e.g., academic semesters, or other approved periods)
- Contingent II = Contingent II Category is defined as written agreement (contract) is for more than six months, but no more than 12 consecutive months; and is on a fulltime basis or on a part-time basis of 50% or more of fulltime employment; and is not seasonal or intermittent in nature and is eligible for possible retirement and/or benefit subsidies. Contract limit is 2 years (unless externally funded) and requires additional approvals.
- PIN = State-funded position

Full/Part Time: Select the appropriate status from the drop-down menu.

- Full-time = expected to work a minimum of 40 hours per week, or more
- Part-time = less than 40 hours per week. Requested number of hours per week will be entered in the "Hours per Week" field.
- Seasonal/Intermittent = For full-time positions that are of a seasonal or intermittent nature (e.g., academic semesters, or other approved periods). The hours per week will be entered in the "Hours per Week" field.

Funding Source: Select the appropriate funding source from the drop-down menu

- Auxilliary – position will be supported by auxilliary funds
- Grant – position will be supported by Grant funds
- Self – position will be supported by funds generated by the department
- State – position is State funded; PIN line

Comments: Enter any pertinent comments or notes (e.g., justification, additional details, or clarification)

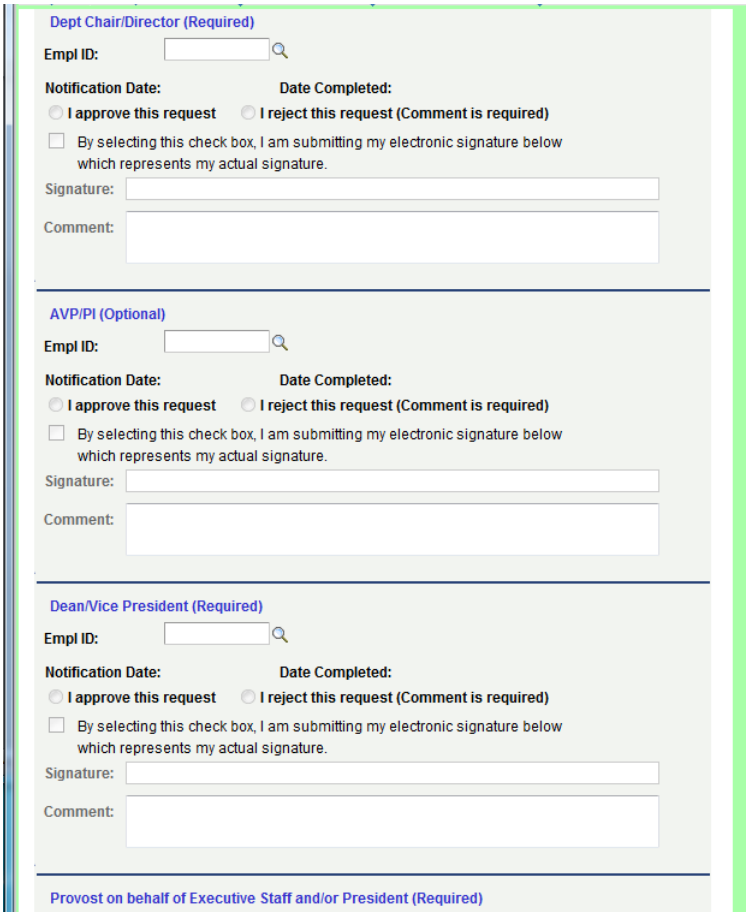
☆Click **Save** before continuing on to the Position Approvals page

Note the following instructions:

Please send an updated Position Information/Position Description form to Human Resources for classification. You may find these forms at the following link under Position Description Forms (PD or PI) at http://www.salisbury.edu/hr/Current-Employees/toolkit.html#PD_or_PI

Position Approvals Page

The purpose of this page is to set up the routing of approvals.



Enter the Empl ID for each of the approval levels OR click on the "look-up" icon to search for the Empl ID by name. The AVP/PI approval level is optional and may be skipped.

1. Department Chair/Director (Required) = Hiring Manager
2. AVP/PI (Optional) = Associate VP or Principal Investigator, if applicable
3. Dean/Vice President (Required)
4. Grant Office/Dean of Graduate Studies & Research, if applicable
   OR
5. Provost on behalf of Executive Staff and/or President (Required). The Provost's Empl. ID will be prepopulated when required.

After the Empl. IDs have been entered, click the **Submit Request for Approval** button.

If you are NOT ready to submit, click the **Save** button to return to this page at a later date to submit the request.

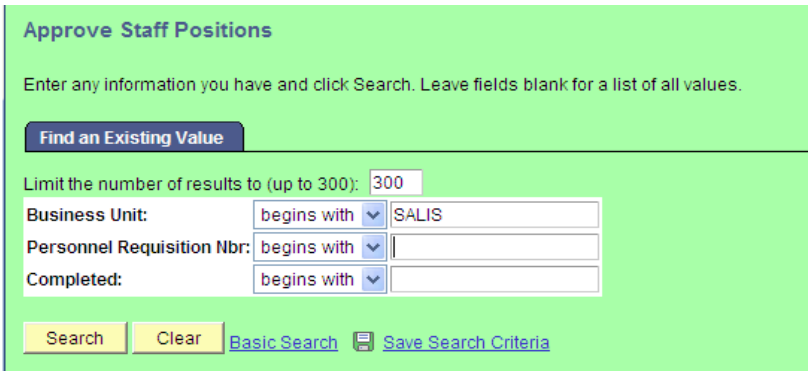
After submitting the request, the designated Department Chair/Director/Associate VP will receive an automatic email informing him/her that a request has been submitted and to request his/her online approval of the personnel requisition. Subsequent emails will be sent to the next person in the line of approvals.

When submitting a request, an email notification is also sent to Human Resources and the Budget Officer requesting the completion of the Position Analysis page (see pages 6 & 7).

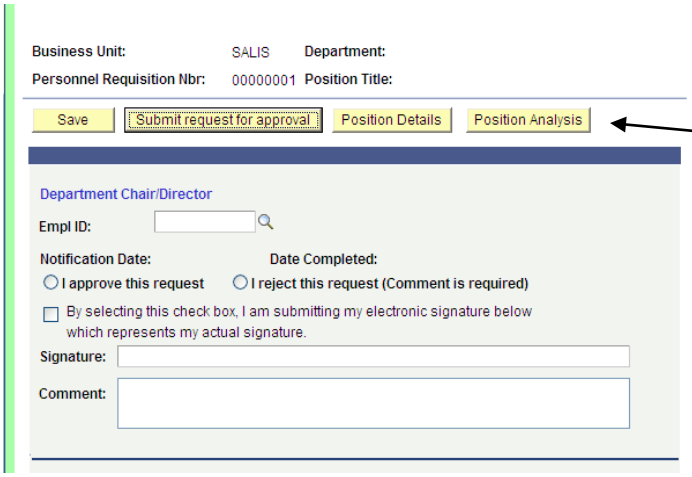
APPROVALS

Approval of a Request

After receipt of the email notifying you that your approval has been requested for a requisition, log on to GullNet and navigate to *SU Custom>Human Resources>Personnel Requisitions* and select *Approve Staff Positions*



Enter the Personnel Requisition Nbr. OR click on **Search** and select the requisition from the displayed list.



The Position Analysis page may be viewed for additional information (click the **Position Analysis** button either at the top or bottom of the Approvals page). See **page 6 & 7** for additional information about the **Position Analysis page**. An email notification is sent to all parties once the Position Analysis page has been completed.

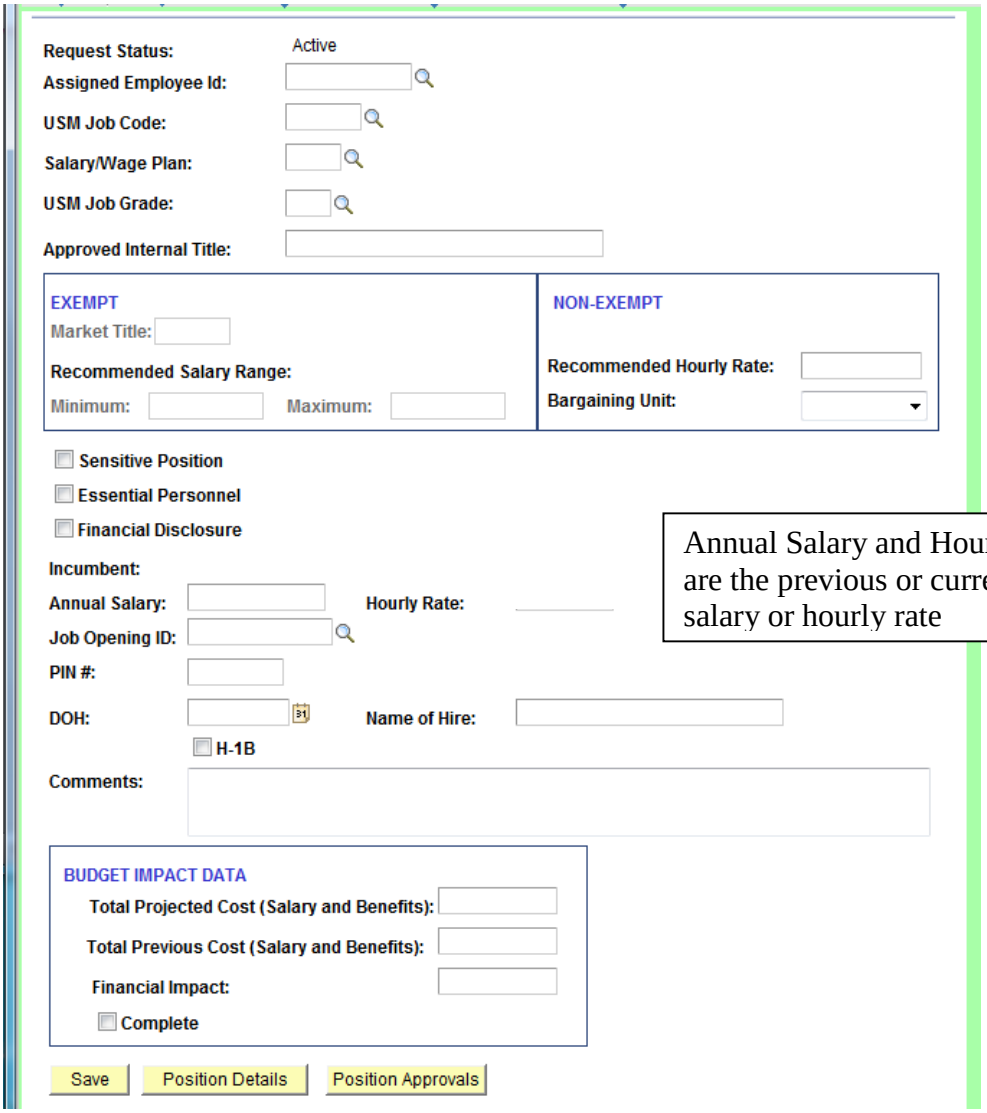
On the Position Approval page, scroll to the approval level and either "Approve" or "Reject," click the checkbox, and enter your electronic signature. If so desired, comments may be entered to clarify/explain a decision or place a request on hold. ☆ Click **Save**.

After your approval has been saved an electronic email will be sent to the next level approver (if any) requesting his/her approval.

Note: *Provost Approval* -- the Provost will sign off on the Position Request once the position has been discussed and approved by the Executive Staff and the President.

Position Analysis page

Access to this page is limited to the Approvers, Budget Officer and HR Staff.



Annual Salary and Hourly Rate displayed are the previous or current incumbent's final salary or hourly rate

Assigned Empl ID: HR Staff member (identified by Empl. ID) who is performing the position analysis.

The approval at the Dean/Vice President or Provost level may be pended until the Position Analysis page has been completed.

The Requestor and all Approvers may view the request pages at any time. An email notification is sent to the Approvers once the Position Analysis page has been completed and saved.