Create Job Requisition: Temporary/Casual (STARS)

Objective: This guide is to be used for completing the following tasks for hiring Temporary/Casual Workers:

- Create Workday Job Requisition

- View Workday Job Requisition

- View Workday Job Requisition Number

Process Overview: Requisitions are initiated in Workday and routed for budgetary approval in Workday. Once approved, the requisition feeds into STARS where you will be required to enter supplemental posting information.

*Refer to the training guide **Finalize STARS Job Posting: Temporary/Casual** after submitting your requisition.*

All bargaining unit Administrative and Technical temporary requisitions must route through IEP, YTSS, and New Haven Works for sourcing. For this reason requisitions for these temporary positions must be initiated using an "Employee" worker type requisition. For Managerial, Professional and excluded Admin and Technical positions you can submit either an employee requisition (if paid by Yale) or a contingent worker requisition (if vendor paid).

Refer to the Create Job Requisition for Service and Maintenance L35 when hiring L35 casuals.

Note: If the position will reside outside of Connecticut, check Out of State Work Arrangements to determine if the outside of state location is already approved. If the state is not listed or if the position resides anywhere outside of USA, prior approval of location is required before submitting a job requisition.

Create Workday Job Requisition

From the Workday Landing Page:

1. Click in the Search bar, type **Create Job Requisition**, and hit enter.
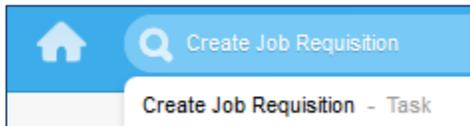
2. If appropriate, click **Copy Details from Existing Job Requisition**

Note: You will be able to view and select any requisition that was created in your associated Supervisory Orgs.

3. Confirm/Select **Supervisory Organization**.

Note: If you wish to create a requisition for a **Supervisory Organization** that does not exist, contact the Employee Service Center for assistance in creating a new **Supervisory Organization**.

4. Select either **Create New Position** or **For Existing Position.**

Note: An existing position is one that already exists in your Supervisory Organization.

5. For **Worker Type**, select **Employee**.

6. Click **OK** to proceed to the **Recruiting Information** page.

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Note: If you choose to copy details from an existing job requisition or use an existing position for this requisition, select fields on the following pages will pre-populate. Review all fields and edit as needed using the guidance provided in this guide.

Note: If you selected the incorrect **Supervisory Organization** or **Worker Type**, you will not be able to change the information that appears in subsequent screens. You must start over if this is the case.

7. For **Number of Openings**, edit if more than one.

Note: This field does not exist if you are creating a requisition for an existing position.

8. Click the **Pen on Paper** icon to edit the information.

9. For **Reason,** enter the appropriate reason using the list of Reason Codes. If **Reason** is **Replacement**, enter the appropriate information in **Replacement For.**

10. Skip **Recruiting Instruction**.

11. For **Recruiting Start Date**, enter the earliest date on which the recruiting process will begin.

12. For **Target Hire Date**, enter the earliest date on which a candidate can be hired based on the posting policy for university recruitment.

Note: This date will determine the earliest possible start date—please plan accordingly.

13. For **Target End Date**, enter the date on which the employee is expected to work.

14. Click **Next** to proceed to the **Job** page.

15. Click the **Pen on Paper** icon to edit the information.

16. For **Job Posting Title**, enter the "directory/vanity/business title."

Note: This will be visible to the candidate on the gateway. Please use proper capitalization.

17. Skip **Justification***.*

18. For **Job Profile,** enter the University "generic" job title.

 Note: For administrative support or technician positions, contact your HRG to see if your position is excluded from the bargaining unit. If so, select the appropriate **Job Profile** that is marked (*).

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19. Skip **Job Description Summary** and **Job Description** (changes are not sent to STARS).

20. For **Worker Sub-Type**, select **Worker Types** option and select **Temporary/Casual (Fixed Term)**.

21. For **Time Type**, select **Full Time** or **Part Time**.

22. For **Primary Location,** enter building location/street address, or choose Off Campus within Connecticut, Outside of Connecticut, or Outside of USA, if appropriate.

Note: If Outside of Connecticut, check [Out of State Work Arrangements](#) to determine if outside of state location is already approved. If the state is not listed or if position resides anywhere outside of USA, prior approval of location is required before moving forward. Please select **Save for Later** at the bottom of your screen and contact your [HRG](#) to begin the approval process. Once approval of out of state or USA location is obtained, proceed with your requisition as follows:

23. Skip **Additional Locations**.

24. **Scheduled Weekly Hours** will default to 40; make changes if necessary.

25. Skip **Work Shift.**

26. Click **Next** to proceed to the **Qualifications** page.

Qualifications
Education
Language
Certifications
Work Experience
Competencies
Responsibilities
Skills
Training Details

27. Review **Qualifications** to ensure information is correct.

Note: If the information displayed is incorrect, go **Back** to ensure you have entered the correct **Job Profile.**

28. Click next to proceed to **Summary** page.

29. Review all information to ensure that it is correct. If you wish to make any additional edits, click the **Pen on Paper** icon or click **Guide Me** to return to a specific page.

Note: Any **Comments** entered will become part of a permanent record viewable by others.

30. Click **Submit**.

31. Click **Done** if you wish to return to the Home page.

Note: Upon submission, the job requisition will get routed appropriately to the next reviewer. To view the approval process after submitting, click **Details and Process**, and select the **Process** tab. A job requisition number will not be created until all approvals have taken place.

After Staff, Temporary/Casual, and Postdoc requisitions have been approved in Workday, STARS will populate a job posting with the same job requisition number and send out a communication to the Workday Requisition Creator to collect the supplemental information.

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All Administrative and Technical temporary requisitions will route through IEP, YTSS, and New Haven Works for sourcing. Departments can only submit Managerial, Professional and excluded Admin. & Technical positions on a Contingent requisition.
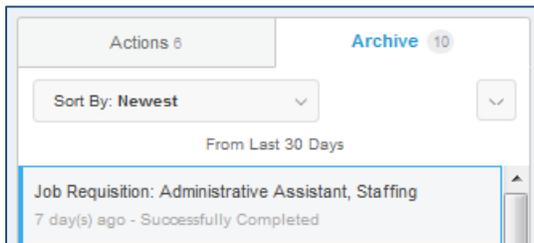
Refer to the training guide ***Finalize STARS Job Posting: Temporary/Casual*** after submitting your requisition.

View Workday Job Requisition

1. To **View Your Workday Requisition**, including its details or the remaining process, click the **Profile Picture** icon
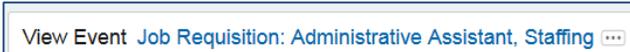
   while on any page.

2. Click **Inbox.**

3. Click the **Archive** tab.

4. If you want to view additional details, select the appropriate job requisition in the **Archive** tab.

5. Click the job requisition hyperlink on the right to access your requisition's details.

6. If you would like to view the remaining steps in the process, click the **Process** tab.

Note: If you would like to **edit** or **cancel** your requisition, please contact your Recruiter.

View Workday Job Requisition Number

1. A Workday Job Requisition Number will only appear if the requisition has received final approval in Workday. If final approval has been granted, follow the instructions for **View Workday Job Requisition**. The job requisition number will appear in the **Details** tab as pictured below.
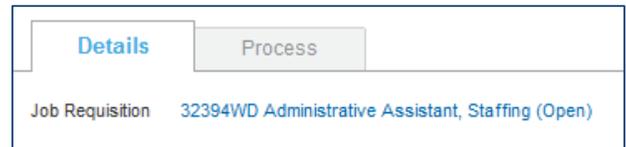
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REASON CODES			
Reason Category	**Reason**	**Description**	**Managers Can View**
Temp Requisition (STARS)	*Leave of Absence (LOA)*	Create a temp job requisition due to a Leave of Absence (LOA)	Y
	Non-LOA Absence	Create a temp job requisition due to a non-Leave of Absence (LOA) absence	Y
	Position Vacancy	Create a temp job requisition for a vacant position	Y
	Retiree Transition	Create a temp job requisition to hire a recently retired employee	Y
	Seasonal Need	Create a temp job requisition for a seasonal need	Y
	Special Project	Create a temp job requisition for a special project	Y