

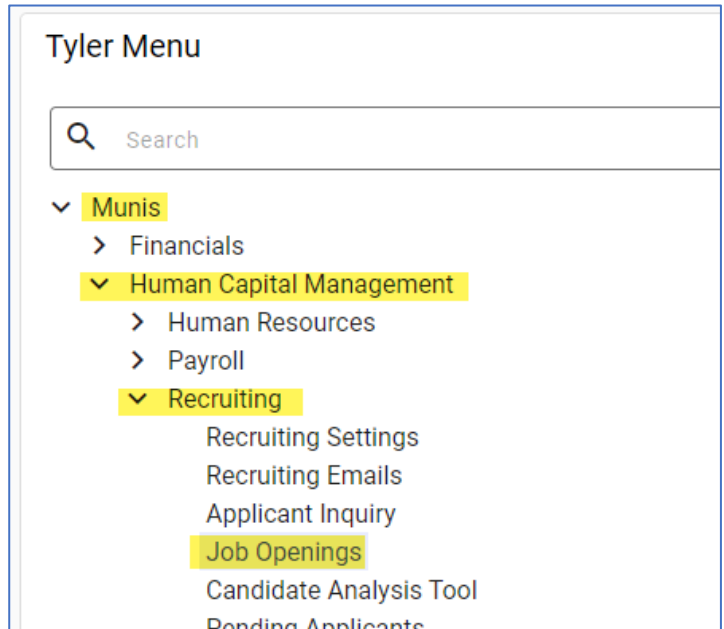
Entering an Employment Requisition – Munis 2019.3

1. Once logging into Munis, from the dashboard, access the Tyler Menu and locate Job Openings. The menu can be found by:

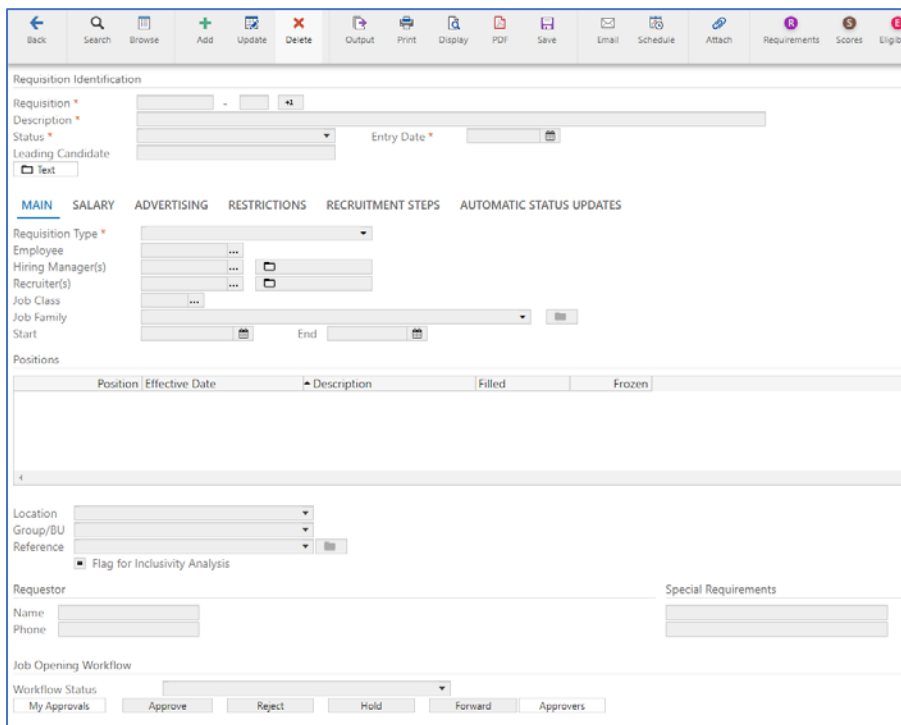
From the Tyler Menu, select the following:

- Human Capital Management
- Recruiting
- Job Openings

Note Reclassifications and/or Reallocations* require prior City Council and City Manager approval prior to entry.



2. This will bring you to the Job Openings screen for requisitions.

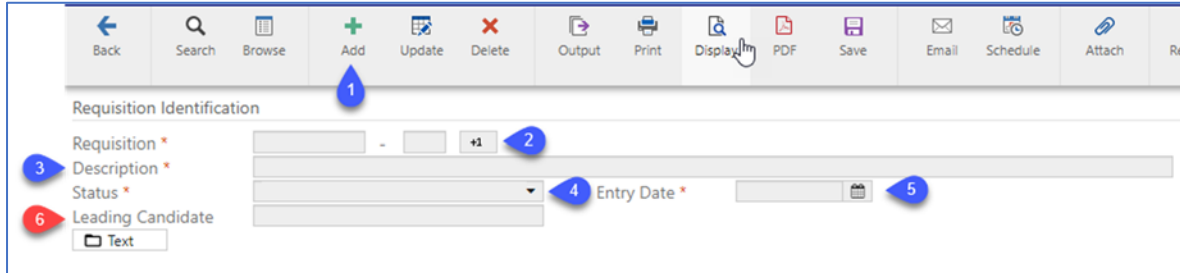


Entering an Employment Requisition – Munis 2019.3

The Job Opening screen is divided into multiple sections, Requisition Identification Main & Salary Tabs, Requestor, and Job Opening Workflow.

Requisition Identification.

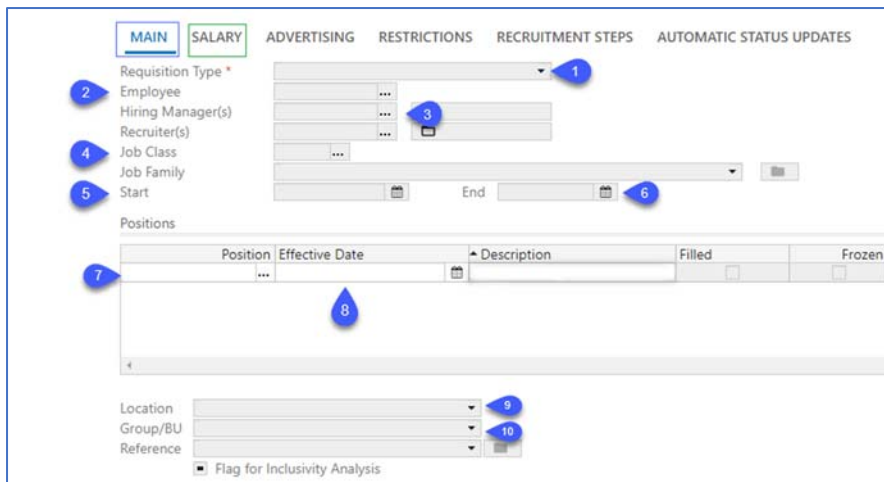
This area assigns a requisition number, provides a description area, Status. (Leading Candidate is not used when submitting a new requisition)



1. Click on the Add button
2. Requisition: Click on the “1+” button to assign the Requisition number. Munis will auto generate a new requisition number (Example: 64241 – 1)
3. Description: This area is used to add important information i.e., underfilling at a lower level, Permanent Part-time, Interim, replacement for John Doe, reclassification from Accountant II to Senior Accountant, etc. (Note this field can hold up to 95 characters)
4. Status: Choose the status of “New” when entering a requisition
5. Entry Date: This date will auto populate based on the date you entered the new requisition
6. Lead Candidate: *For HR purposes only. Do not use.*

The second section is the Main and Salary tabs. This area defines the details of the Requisition, including salary information.

Main Tab



| Position | Effective Date | Description | Filled | Frozen |
|----------|----------------|-------------|--------------------------|--------------------------|
| ... | ... | ... | <input type="checkbox"/> | <input type="checkbox"/> |

Entering an Employment Requisition – Munis 2019.3

1. Requisition Type: There are three options to choose from, please select one
 - a. New Position- Position that was added to the budget and yet to be filled
 - b. Vacant Position- Used for Term, Provisional, Grant funded, Part-Time, reallocations, and reclassifications
 - c. Replacement- Position that was previously filled (or anticipated vacancy) and currently included in the budget
2. Employee: If this is a replacement, enter the ID number of the employee who is being replaced, otherwise leave blank
3. Hiring Manager: Enter Department Head
4. Job Class: Enter the Job Classification
5. Start Date: Enter the anticipated start date of the hire (HR will update once the recruitment is started.)
6. End Date: Enter 12/31/9999 (HR will update once the position is filled.)
7. Position: Enter the Position Control Number (PCN). If you do not have this, contact HR or Budget.
8. Position Effective date: Leave the default date that appears.
9. Location: Enter the location/department (Will default based on Job Class)
10. Group/BU: Enter the Bargaining Unit (Will default based on Job Class)

Salary Tab



1. Grade: Will default based on the Job Class/PCN entry from the Main tab
2. Step: Enter the Step the employee will be paid at or leave it blank to keep a range. *(Note: Prior HR Director approval is required for any offer above mid range)*
3. Rate/Salary: This will default as a range based on the Grade/Job Class. If you want a specific “Step”, enter it as described above in #2.
4. Self Service Salary: *For HR purposes only. Do not use.*
5. Status: Enter the correct Status. i.e., F.T.S Probationary, Part-Time Group III, Etc.
6. Org: Will default based on the PCN entry from the Main tab
7. Object: Will default based on the PCN entry from the Main tab

Entering an Employment Requisition – Munis 2019.3

Requestor and Special Requirements

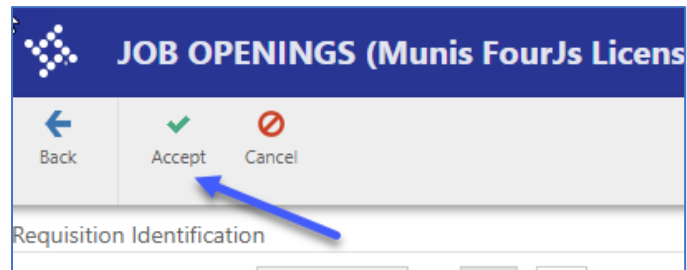
Located on the Main tab, this section is used to identify who entered the requisition.

| Requestor | | Special Requirements | |
|-----------|----------------------|----------------------|----------------------|
| Name | <input type="text"/> | | <input type="text"/> |
| Phone | <input type="text"/> | | <input type="text"/> |

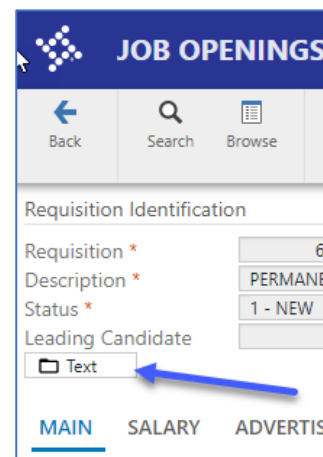
1. Requestor: Enter the Name and phone/ext. for the person entering the requisition
2. Special Requirements: Use this area to note City Council and City Manager approval for Reallocations and/or Recertifications is included in attachments.

Saving the Requisition

To save the newly entered requisition click on the Accept button located on the top .

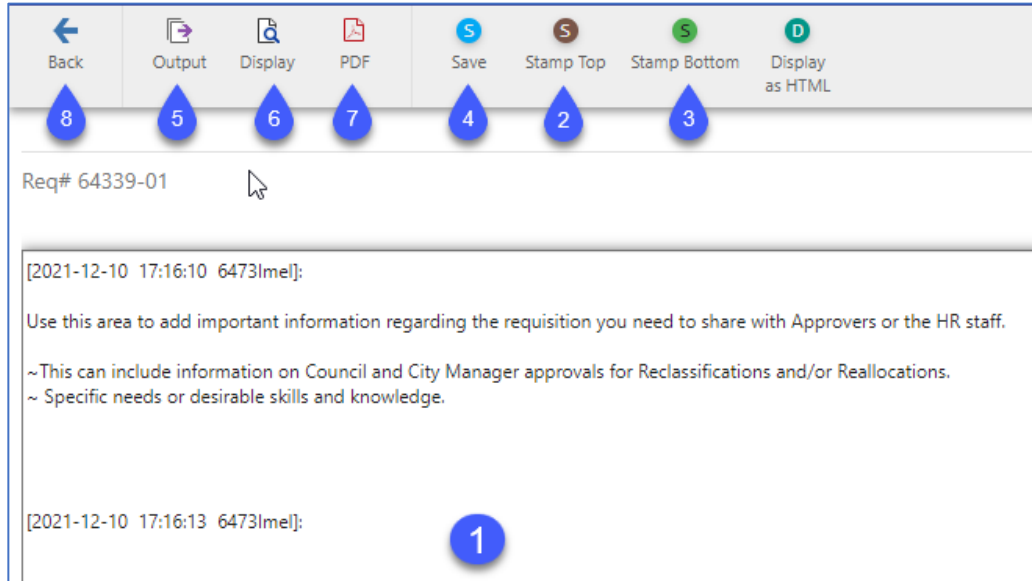


Once the requisition has been saved, the Text button will be accessible. Click the Text button to open the Text window.



Entering an Employment Requisition – Munis 2019.3

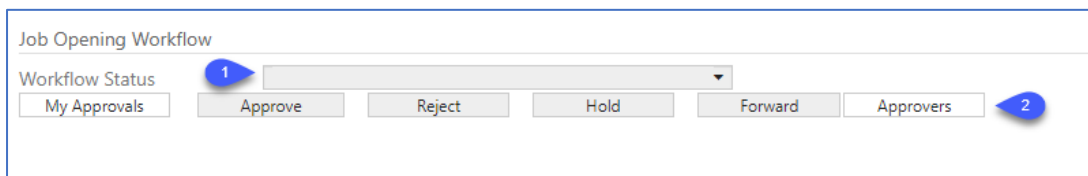
A new dialog box will open. You can add important information to share with Approvers and/or HR staff.



1. This area is used to enter important information regarding the requisition that needs to be shared with Approvers and HR Staff.
2. Will add a date and time stamp at top of the text area
3. Will add a date and time stamp at the bottom of the text area
4. Clicking Save will save the information entered
5. Output allows you to print the text information
6. Display will put the text information into a report format
7. PDF will put the data into a PDF format.
8. Back will take you back to the Job Order window

Job Opening Workflow

Located at the very bottom of the Job Openings window, this area identifies the status of the requisition and where it is in the approval process. This area is populated once the requisition is released into the approval Workflow.

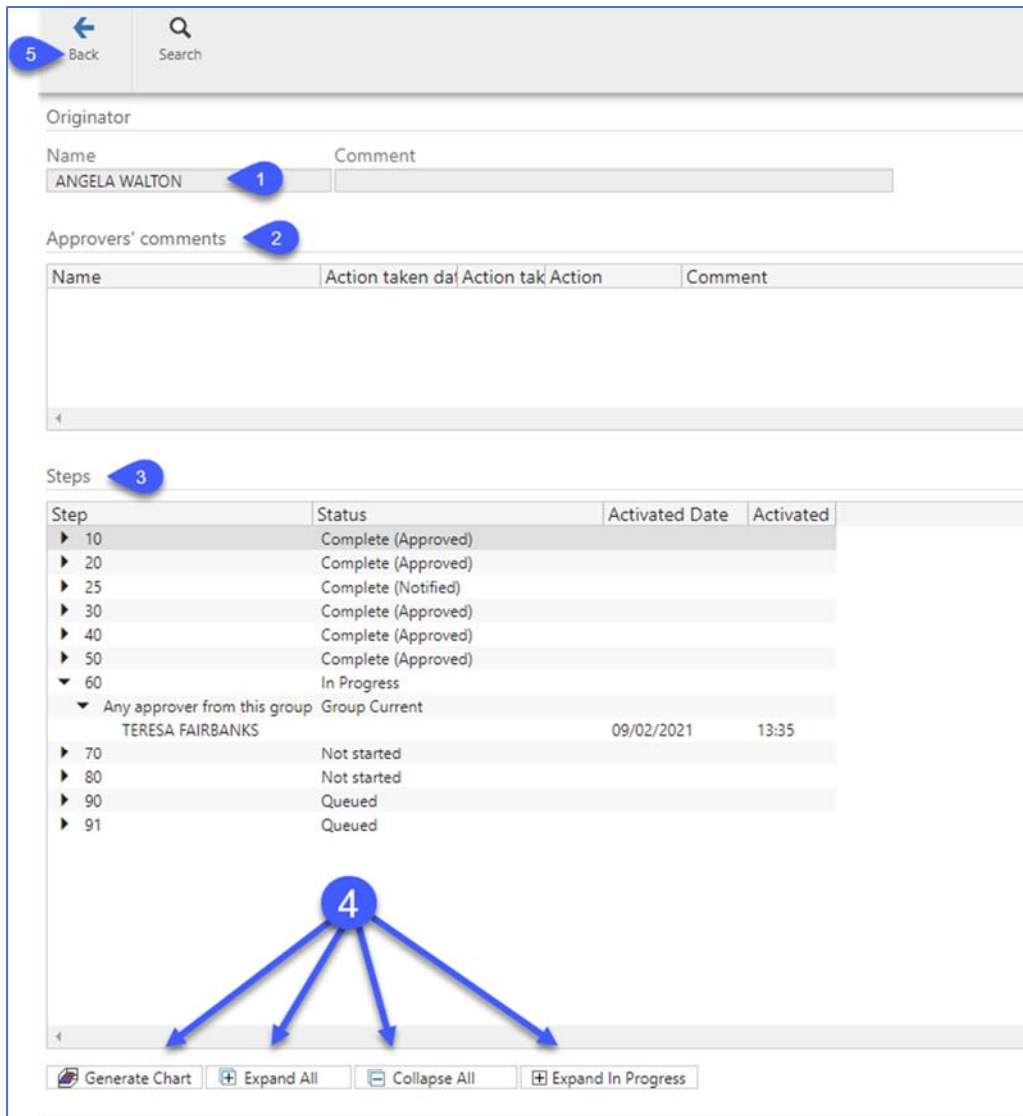


Entering an Employment Requisition – Munis 2019.3

1. The status includes:
 - a. N- Not Released: Requisition is saved but has not been released into workflow for approval
 - b. X- In Progress: Requisition is in the approval workflow
 - c. H- Hold: Requisition has been placed on hold by an Approver
 - d. R- Rejected: Requisition has been rejected by and Approver
 - e. Y- Approved: Requisition has been fully approved.
2. Approvers: Clicking the Approvers button opens the Work Flow Status window. This area is where you can track where the requisition is in the approval process.

Workflow Status

This area provides a real time look at where the requisition is in the approval process.



5 Back Search

Originator

| Name | Comment |
|---------------|---------|
| ANGELA WALTON | |

1

Approvers' comments

2

| Name | Action taken date | Action taken | Action | Comment |
|------|-------------------|--------------|--------|---------|
| | | | | |

3

Steps

| Step | Status | Activated Date | Activated |
|--|---------------------|----------------|-----------|
| ▶ 10 | Complete (Approved) | | |
| ▶ 20 | Complete (Approved) | | |
| ▶ 25 | Complete (Notified) | | |
| ▶ 30 | Complete (Approved) | | |
| ▶ 40 | Complete (Approved) | | |
| ▶ 50 | Complete (Approved) | | |
| ▼ 60 | In Progress | | |
| Any approver from this group Group Current | | | |
| TERESA FAIRBANKS | | | |
| | | 09/02/2021 | 13:35 |
| ▶ 70 | Not started | | |
| ▶ 80 | Not started | | |
| ▶ 90 | Queued | | |
| ▶ 91 | Queued | | |

4

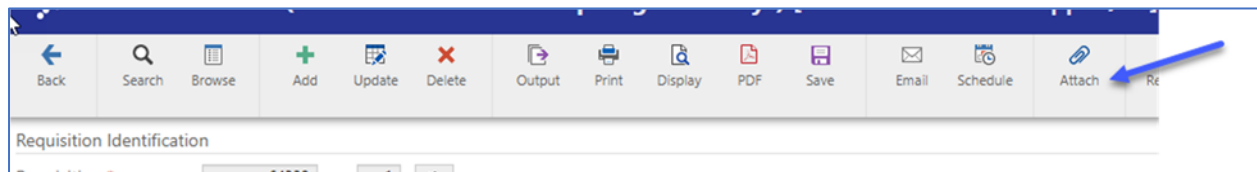
Generate Chart Expand All Collapse All Expand In Progress

Entering an Employment Requisition – Munis 2019.3

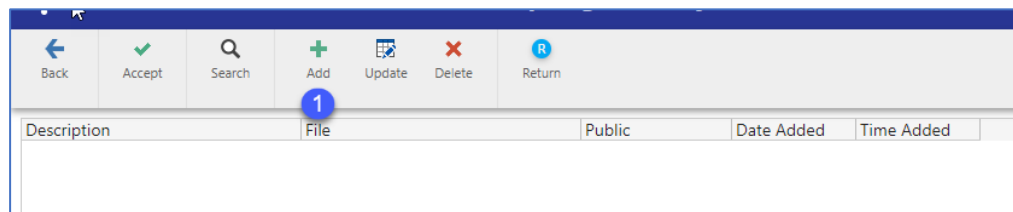
1. Originator is the person who entered the Requisition into Munis
2. Any comments Approves made during the approval process will show here
3. Steps will show the dates Approvers were notified of the needed approval and the date they approved
4. These buttons will allow you to view the approval flow in a chart, expand and contract the entire list or only show the current active Approver.
5. Once done reviewing, click the Back button at the top to return to the Job Openings main screen.

*Attachments

Attachments allows you to add the required documents to the requisition which prove a reclassification and/or reallocation has been approved by City Council and the City Manager.

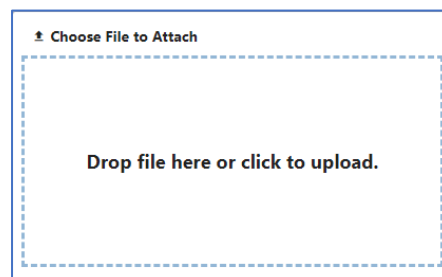


To access the Attachments area click on the Attach button at the top of the window. The Attachment screen will appear.



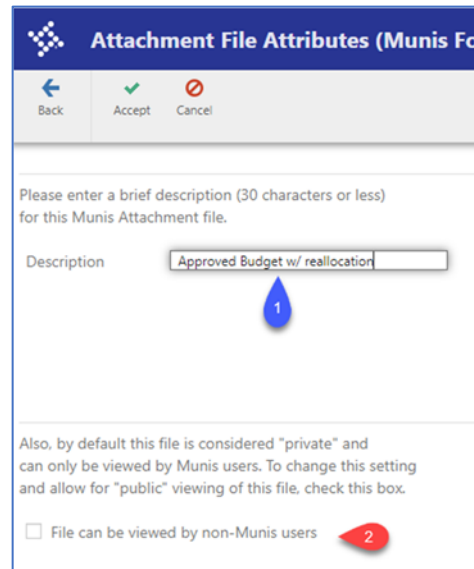
1. To add an attachment, click the Add button at the top of the window.

This will open a new pop up that will allow you to drop the file or click to upload a file.



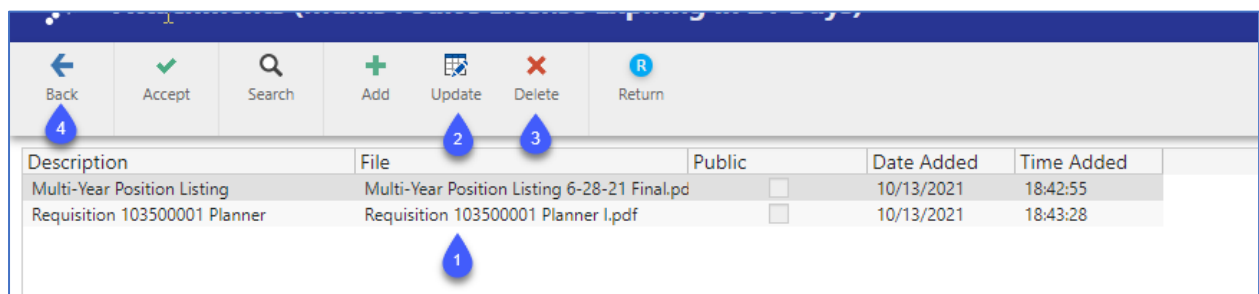
Entering an Employment Requisition – Munis 2019.3

The following window will appear.



1. Enter a description of the attachment here.
2. Do not check off the box.
3. Click Accept to save and close
4. Click Back to close without saving

You will be taken back the main attachments screen and the document(s) saved will be listed. You can double click on the attachment to view.



| Description | File | Public | Date Added | Time Added |
|-------------------------------|--|--------------------------|------------|------------|
| Multi-Year Position Listing | Multi-Year Position Listing 6-28-21 Final.pd | <input type="checkbox"/> | 10/13/2021 | 18:42:55 |
| Requisition 103500001 Planner | Requisition 103500001 Planner I.pdf | <input type="checkbox"/> | 10/13/2021 | 18:43:28 |

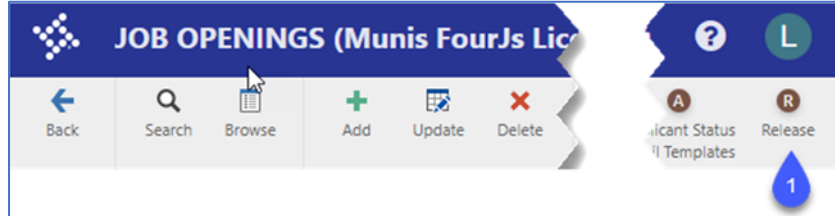
1. Accept: Double click on the file name to open and view the document, or double click on the file name to open it
2. Click Update to update the document Description
3. Click Delete to remove the document
4. Click Back to return to the Job Openings Main screen.

Click the Back button to return to the Job Openings Main screen.

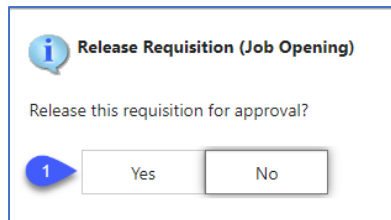
Entering an Employment Requisition – Munis 2019.3

Releasing the requisition for approval

To start the approval process you will need to Release the requisition into the approval workflow.



1. Click the Release button is located on the far left of the button ribbon. A pop-up window will appear.



1. Click Yes to Release or No to cancel the Release.

Once released the Workflow status will change from N- Not Released to X- In Progress

