

Lawson Career Management FANS Administrator Training Manual



Infor Rich Client

Product Version: 10.0.3.6..5629 2013-03-13 00:53:06

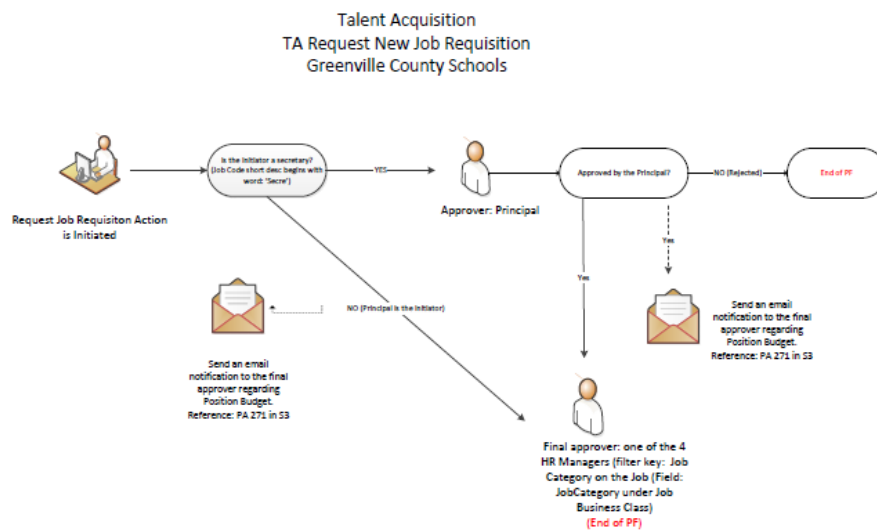
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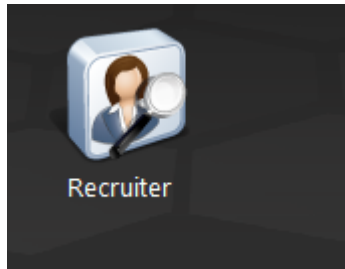
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Requisition Process Approval Flow



Creating a Position Requisition

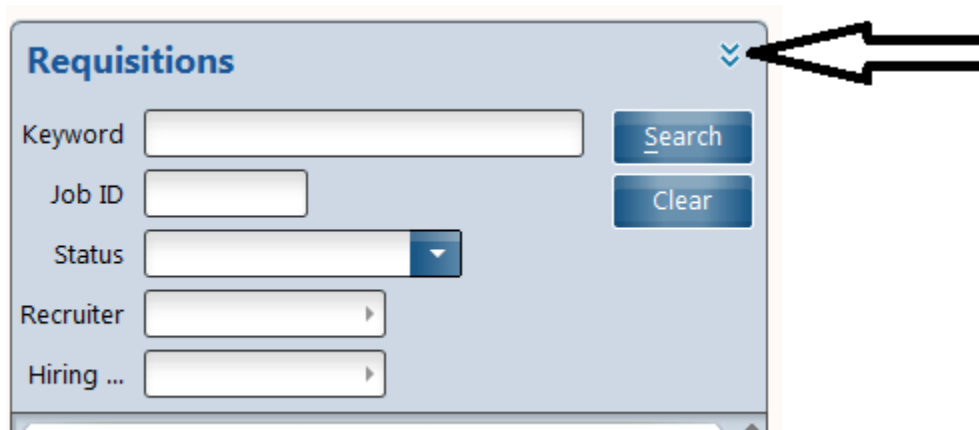
Double click on Recruiter



Double click on Requisitions

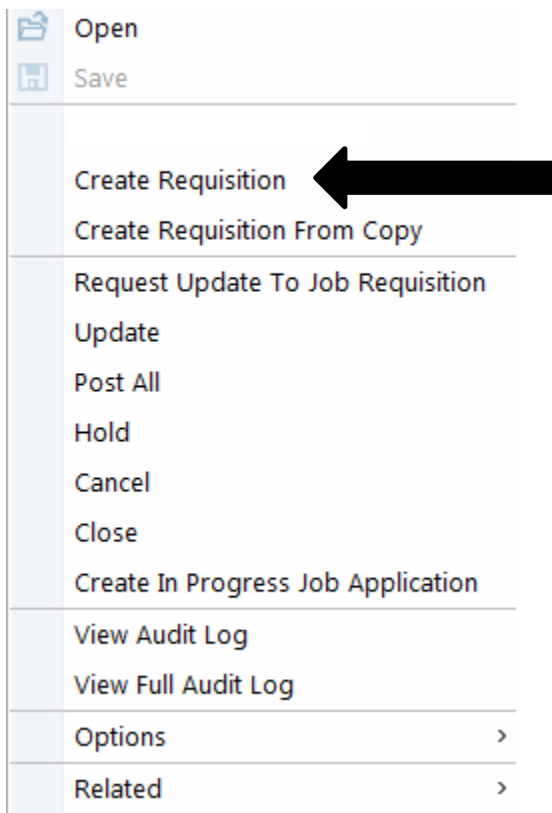


To begin creating a requisition, click on the double down arrow:



The screenshot shows a web form titled "Requisitions". In the top right corner of the form, there is a small blue double down arrow icon. A large black arrow points to this icon. Below the title, there are several input fields: "Keyword" (a text box), "Job ID" (a text box), "Status" (a dropdown menu), "Recruiter" (a text box with a right arrow), and "Hiring ..." (a text box with a right arrow). To the right of these fields are two buttons: "Search" and "Clear".

Click on Create Requisition.



The screenshot shows a dropdown menu with the following options: "Open", "Save", "Create Requisition", "Create Requisition From Copy", "Request Update To Job Requisition", "Update", "Post All", "Hold", "Cancel", "Close", "Create In Progress Job Application", "View Audit Log", "View Full Audit Log", "Options", and "Related". A large black arrow points to the "Create Requisition" option.

Complete the required fields as follows:

-Date Needed—The opening date to begin recruiting for the position. (This date does not coincide with the effective date for a New Hire, Transfer, etc.)

The screenshot shows the top portion of a 'Job Requisition' form. The title bar is blue with the text 'Job Requisition' and a close button. Below the title bar is a menu bar with 'Actions', 'Options', and 'Related' menus, followed by several icons. The main form area has a light beige background. At the top, there are three fields: 'Status' (a dropdown), 'Date Needed' (a date picker), and 'Open Date' (a date picker). To the right of these is a 'Total Days Open' field. Below these fields are two checkboxes: 'Confidential Requisition' and 'Priority Requisition'. A vertical tab bar on the left shows 'Requisition' as the selected tab. The main content area is titled 'Position Information' and contains several fields: '*Position Code' (a search box with a magnifying glass icon), 'Organization Unit' (a dropdown), 'Cost Center' (a dropdown), 'Location' (a dropdown), '*Category' (a dropdown), 'Relationship To Organization' (a dropdown), 'Work Schedule' (a dropdown), 'Work Type' (a dropdown), 'Standard Hours' (a text box), 'Bargaining Unit' (a dropdown), and 'Union' (a dropdown). There is also a 'Pool' checkbox next to the 'Cost Center' field.

-Position Information: Click on the search box to pull up all position codes:

This screenshot is a close-up of the 'Position Information' section of the form. A large black arrow points to the search box for '*Position Code'. The search box is a long, light gray rectangle with a small magnifying glass icon on the left. Below it are other fields: 'Organization Unit' (a dropdown), 'Cost Center' (a dropdown), 'Location' (a dropdown), '*Category' (a dropdown), 'Relationship To Organization' (a dropdown), 'Work Schedule' (a dropdown), 'Work Type' (a dropdown), 'Standard Hours' (a text box), 'Bargaining Unit' (a dropdown), and 'Union' (a dropdown). There is also a 'Pool' checkbox next to the 'Cost Center' field.

In order to search for a Position , it is best to enter text in the Short Description field. You can enter the Position Code or Location Code followed by the * and click enter.

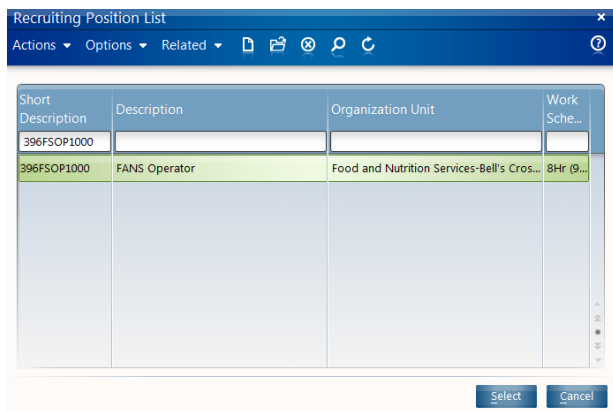
For example: 396FSOP1000* or 396*

This will bring up the position that you entered or it will bring up all positions at the location that you entered.

Short Description	Description	Organization Unit	Work Schedule
333*			
333ADMIN1...	Admin Assistant	Sara Collins Elementary	
333AORTH2...	Aide ORTHO	Sara Collins Elementary	
333IPLTE1000	Interim Plant Engineer	Building Services-Sara Collins Elementa...	
333SCHN10...	School Nurse	Sara Collins Elementary	
333TINTR22...	TEACH-Intervention	Sara Collins Elementary	
333TINVP22...	Teach Intervention Primary	Sara Collins Elementary	
333TRCSP26...	Teach RCS Fed Primary	Sara Collins Elementary	

If you only entered the location, you will need to search for the position code for which you are creating the requisition. Once found, you can either double click on the position code or highlight it and click Select to make your selection.

Below shows searching by the position code and *. Again, you must select this position for your requisition by either double clicking it or by highlighting it and clicking the Select button.



You will now notice certain fields have automatically populated based on the position code you selected. You must now complete several additional fields.

-Cost Center—leave blank

-Pool- If the position has been identified as a pool position, you will need to check the box for pools. (Used only by Human Resources). The FANS Administrator will **NOT** be creating pool positions.

*Position Code	<input type="text" value="518"/>	<input type="text" value="School Nurse"/>
	<input type="text" value="333SCHN1000"/>	
Organization Unit	<input type="text" value="631"/>	
Cost Center	<input type="text"/>	<input type="checkbox"/> Pool
Location	<input type="text" value="333"/>	*Category <input type="text"/>
Relationship To Organization	<input type="text"/>	Work Schedule <input type="text"/>
Work Type	<input type="text"/>	Standard Hours <input type="text"/>
Bargaining Unit	<input type="text"/>	Union <input type="text"/>

-Category-**YOU MUST** enter a position category in order for the requisition to route to the correct HR Hiring Manager for approval and to list on the posting for the position. If you do not enter a category on the requisition, it will not go through the proper approval process.

Position Categories

Actions ▾ Options ▾ Related ▾ [Icons]

Position Category	Description
ADMINISTRATIVE	Administrative
AFSCH/HRLEM	AFTERSCHOOL/HOURLY
AIDE	Aide
BUILDING SERVICES	Building Services
CLERICAL/BOOKKEEP	Clerical/BOOKKEEP
FANS	Food and Nutrition Services
NURSING	Nursing

Select Cancel

-Relationship to Organization-Use Board for Board Members only; use Employee for all others

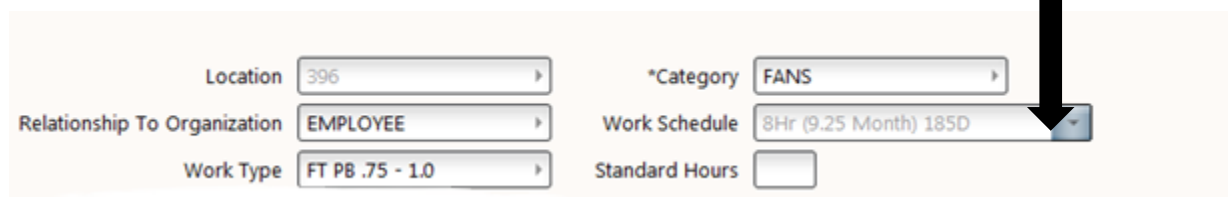
Relationships To Organization

Actions ▾ Options ▾ Related ▾ [Icons]

Relationship To Organiz...	Description	Relati...	Candidate Display Indicator	Active
BOARD	Board Member	Other	Exclude For Both	Yes
EMPLOYEE	Employee	Employee		Yes

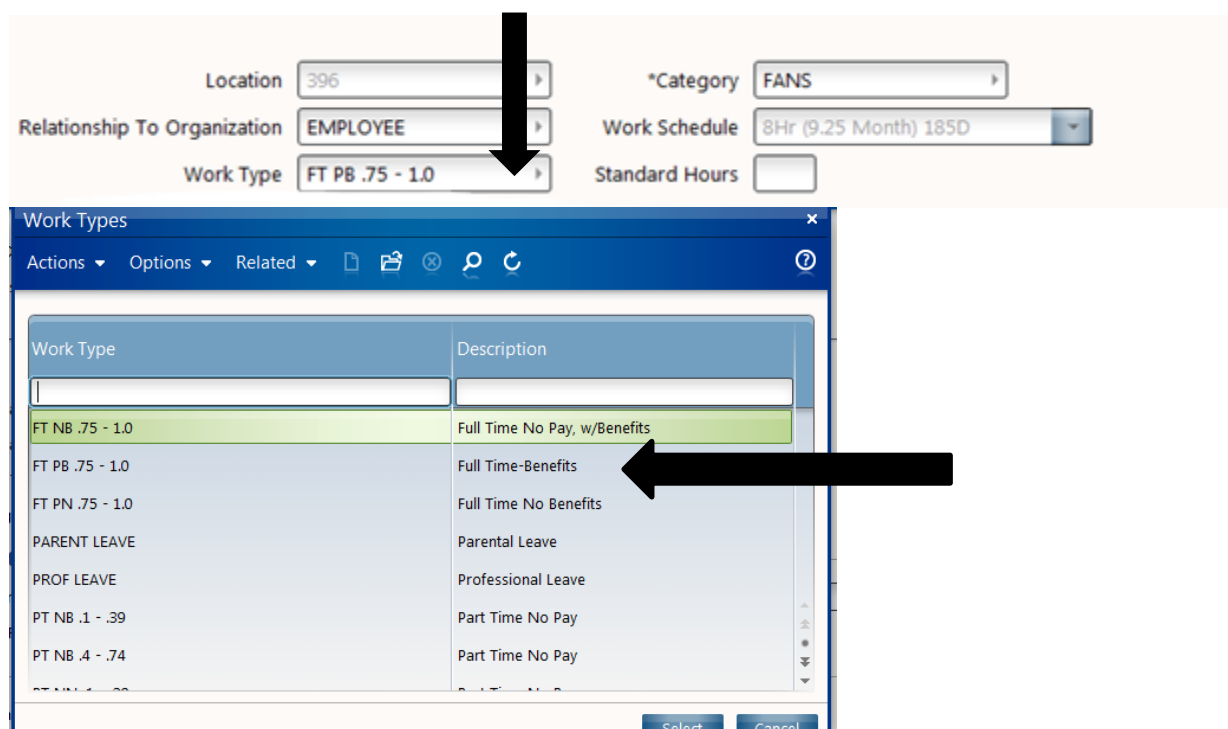
Select Cancel

-Work Schedule- The work schedule will default from the position.



Location: 396
 *Category: FANS
 Relationship To Organization: EMPLOYEE
 Work Schedule: 8Hr (9.25 Month) 185D
 Work Type: FT PB .75 - 1.0
 Standard Hours:

-Work Type: Corresponds to the FTE for the position. Click on the arrow in the field for a drop down menu of choices.



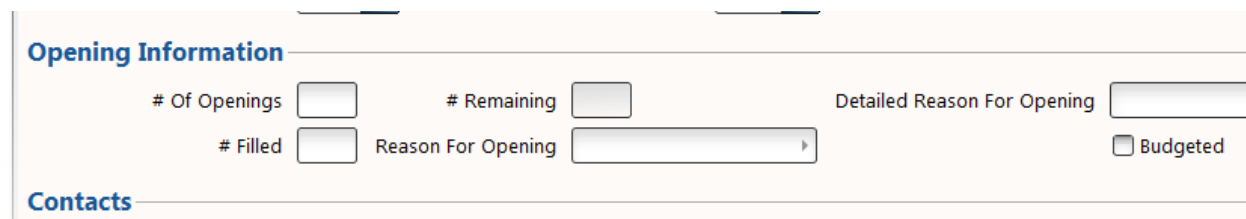
Location: 396
 *Category: FANS
 Relationship To Organization: EMPLOYEE
 Work Schedule: 8Hr (9.25 Month) 185D
 Work Type: FT PB .75 - 1.0
 Standard Hours:

Work Types

Work Type	Description
FT NB .75 - 1.0	Full Time No Pay, w/Benefits
FT PB .75 - 1.0	Full Time-Benefits
FT PN .75 - 1.0	Full Time No Benefits
PARENT LEAVE	Parental Leave
PROF LEAVE	Professional Leave
PT NB .1 - .39	Part Time No Pay
PT NB .4 - .74	Part Time No Pay

Select Cancel

-Opening Information: Optional—Do not have to enter information here.



Opening Information

Of Openings: # Remaining: Detailed Reason For Opening:
 # Filled: Reason For Opening: ☐ Budgeted

Contacts

-Contacts: You have to enter the following fields in order for the requisition to follow the correct approval process:

-Hiring Manger

-Recruiter

To search for the Hiring Manager or the recruiter, click on the arrow in the field. You can search by the employee number or the last name, first name.

Contacts

Direct Manager	<input type="text"/>	
Hiring Manager	<input type="text"/>	Hiring Manager -Enter the Area Manager for the location as the Hiring Manager for Food Service. Approvals will route to the Hiring Manager for approvals first, then route to HR.
HR Contact	<input type="text"/>	
Recruiter	<input type="text"/>	Recruiter -For School Locations, this should be the School Secretary. For Departments, this should be the designated Secretary of that department.
Alternate Recruiter	<input type="text"/>	
Approver 1	<input type="text"/>	
Approver 2	<input type="text"/>	
Approver 3	<input type="text"/>	

****All other fields in the Contacts section can be left blank.**

Click on the name of the Hiring Manager or Recruiter needed and either double click to select it, or highlight the name and click the Select button.

The Resources dialog box has a search section with the following fields:

- Keyword:
- Employment ID:
- Last Name:
- First Name:
- Organization Unit:
- Location:
- Position:
- Employment:
- Education:
- Credential:

Buttons: Search, Clear

Name	Em...	Description	Primar...	Primar...	Location	W...
Mouse, Mickey	111220...	Employee				
A-Islam, Bilalah F.	109644	Employee				
Aaron, Anna E.	112390	Employee				
Aartun, Valerie W.	122546	Employee				

Buttons: Select, Cancel

Once the Hiring Manager and the Recruiter fields have been entered. Click Save (disc icon).

The Lawson HR system interface shows the Job Requisition form. The top bar includes the Lawson logo, user name (Carisa Graham), and a search bar. The main title is *Job Requisition. Below the title bar is a menu with Actions, Options, and Related. The form fields include:

- Status:
- Date Needed: 02/08/2013
- Open Date:
- Total Days Open:
- Confidential Requisition: ☐
- Priority Requisition: ☐

The Opening Information section includes:

- # Of Openings:
- # Remaining:
- Detailed Reason For Opening:
- # Filled:
- Reason For Opening:
- Budgeted: ☐

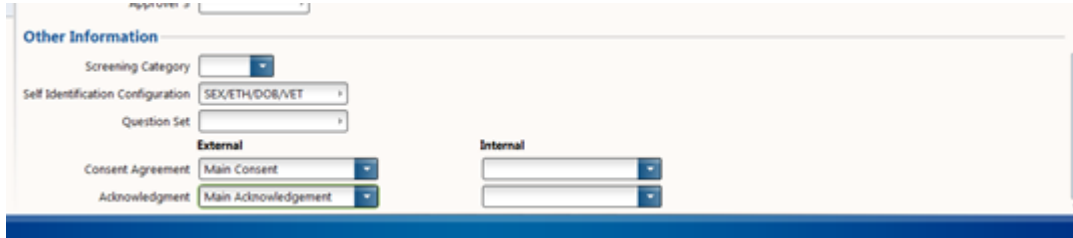
The Contacts section includes:

- Direct Manager:
- Hiring Manager: 111131
- HR Contact:
- Recruiter: 8075
- Alternate Recruiter:
- Approver 1:
- Approver 2:
- Approver 3:

An arrow points to the Save button (disc icon) in the top bar.

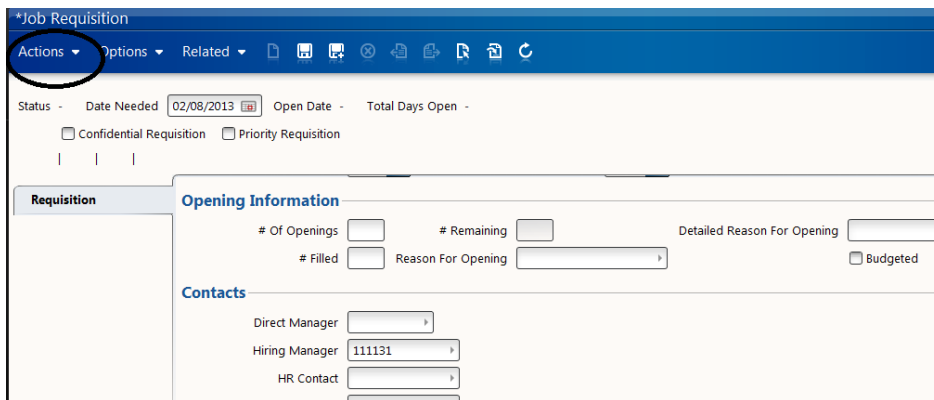
Other Information

This information will default on the requisition. Do not change or alter this information. The Self Identification configuration is used for EEOC verification. The Consent and Acknowledgement Agreements are used for background check information on all external applications.



Now you must request approval for the requisition. ****BEFORE you request approval for the requisition, you will need to review the requisition in its entirety. Make sure that the names for the hiring manager and recruiter are CORRECT BEFORE YOU REQUEST APPROVAL. If they are not, the approval flow will route incorrectly. If entered incorrectly and the approval has already been requested, you will need to create a new requisition.**

Go to Actions:



Save

Request Approval

Delete

Select

Define

Previous Record

Next Record

View Audit Log

View Full Audit Log



Click on Request Approval option. This will follow the approval process that will route to the Manager (Principal/Supervisor) then to the appropriate Human Resources Manager.

Once you have requested approval, the requisition's status should change to- Approval Requested. You must now wait for the requisition to be reviewed and approved by the appropriate people before you can post it "live" to begin officially recruiting for candidates.

Job Requisition #228 - School Clerk

Actions Options Related

Status: **Approval Requested** | Date Needed: 02/08/2013 | Open Date: | Total Days Open: |

Position And Job Details

Requisition

Location: 333 | *Category: CLERICAL/BOOKKEEP

Relationship To Organization: EMPLOYEE | Work Schedule: 200 Days - 10 Months

Work Type: FT PB 75 - 1.0 | Standard Hours: |

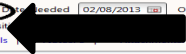
Bargaining Unit: | Union: |

Opening Information

Of Openings: 1 | # Remaining: 1 | Detailed Reason For Opening: |

Filled: | Reason For Opening: |

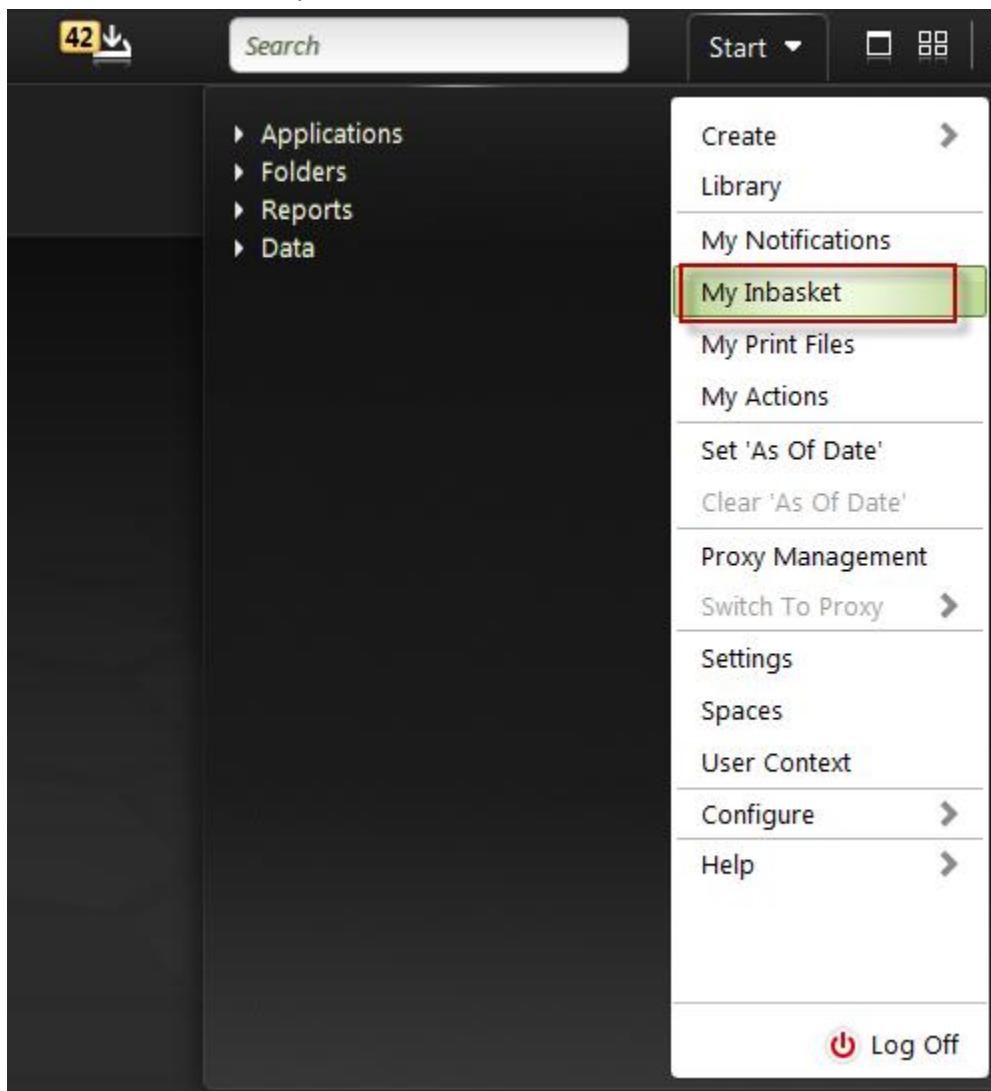
☐ Budgeted



How to Approve a Requisition/Hire/Rehire/Transfer Request in Inbasket

Principal/Hiring Manager

Click on Start > Select My Inbasket:



Highlight the desired action request and double click on the record.

Task							Work Item Count
HR Manager							21
W. Michael Humbert							

Work Items							Work Items
Work Unit	Description	Start Date	Due Date	Filter Value	Originator	Authenticated Originator	
20	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/02/2012 12:19:37 PM			kallen	kallen	
26	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/02/2012 04:56:17 PM			kallen	kallen	
27	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/02/2012 05:09:19 PM			kallen	kallen	
28	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/03/2012 08:24:51 AM			kallen	kallen	
29	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/03/2012 09:13:11 AM			kallen	kallen	

The action request form will display. Select the appropriate action (Approve/Return/Reject)

RequestToHireScott HFor#1 - Aide 4 Year Kindergarten

Options
Related

Requested By
Katie Allen

Requester Work Phone

Requester Email
sdaniel@greenville.k12.sc.us
Send Email

Effective Date
10/03/2012

Reason

If this candidate is being rehired, select an Employment ID or enter a legacy employment number

Employment ID

Work Assignment Option

Name

Title (Mr Mrs Ms, etc)

First Name
Scott

Middle Name

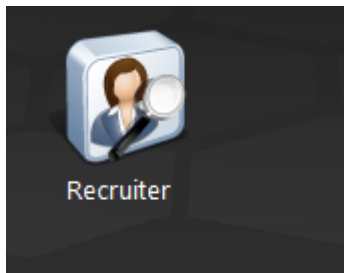
Approve
Reject
Return
Save As Draft
Cancel

Posting a Requisition

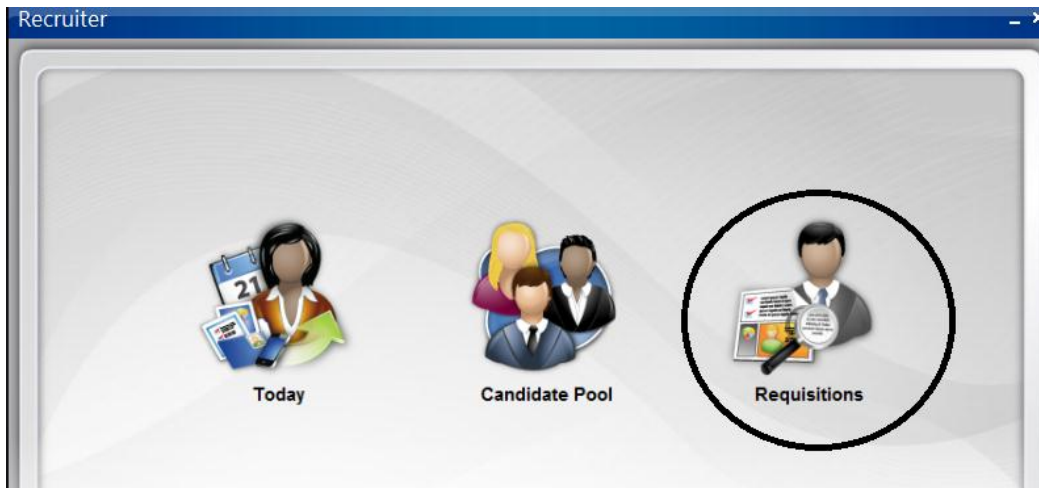
LTM-Posting a Requisition

Once a requisition has gone through the approval process in LTM, the position can then be posted either Internally , Externally, Confidentially, or Internally and Externally.

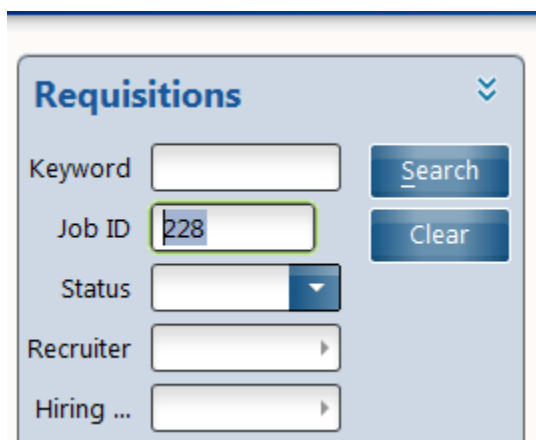
Double click on Recruiter



Double click on Requisitions

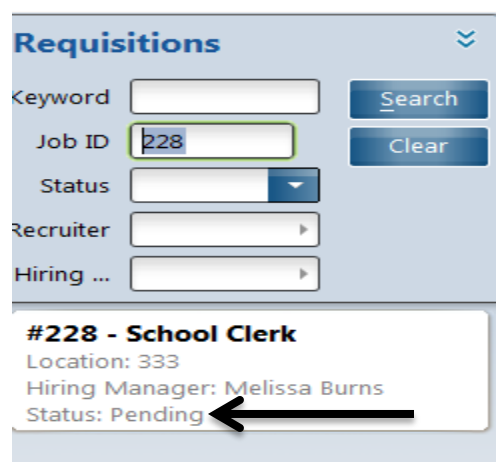


Search for the Requisition by Job ID and click enter or search.



The screenshot shows a web form titled "Requisitions" with a search interface. It includes input fields for "Keyword", "Job ID" (containing the number "228"), "Status", "Recruiter", and "Hiring ...". To the right of the "Job ID" field, there are two buttons: "Search" and "Clear". The "Job ID" field is highlighted with a green border.

The Status of the Job Requisition after the approval process will be changed to PENDING.











The screenshot shows the same "Requisitions" search form, but now it displays the details for the selected requisition. Below the search fields, there is a section titled "#228 - School Clerk" with the following information: "Location: 333", "Hiring Manager: Melissa Burns", and "Status: Pending". A black arrow points to the "Status: Pending" text.


Double click on the Requisition to open it.

Before you can post any requisition, the requisition **MUST be in an open status.** If the job requisition is not in an open status, you will not be able to post the requisition. To change the requisition status to OPEN:

Click on the drop down arrow on the Action Tab.

Job Requisition #228 - School Clerk

Actions ▾ Options ▾ Related ▾        


Status **Pending** Date Needed  Open Date - Total Days Open -

☐ Confidential Requisition ☐ Priority Requisition

[Position And Job Details](#) | [Notes: 0](#) | [Attachments: 0](#) | [Expenses: 0.00](#)

Requisition **Position Information**

Click on Open from the drop down menu.

 Save


Request Update To Job Requisition


Create Job Postings


Open ←


Hold

Delete

 Select

 Define

 Previous Record









 Next Record


View Audit Log

View Full Audit Log

The Job Status will now change to Open.

Job Requisition #228 - School Clerk

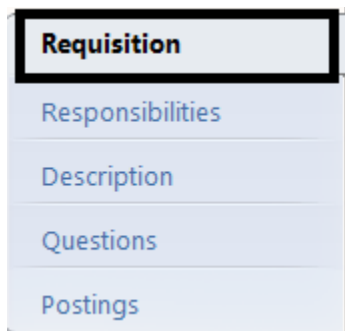
Actions ▾ Options ▾ Related ▾        

Status **Open** Date Needed  Open Date **02/08/2013** Total Days Open -

☐ Confidential Requisition ☐ Priority Requisition

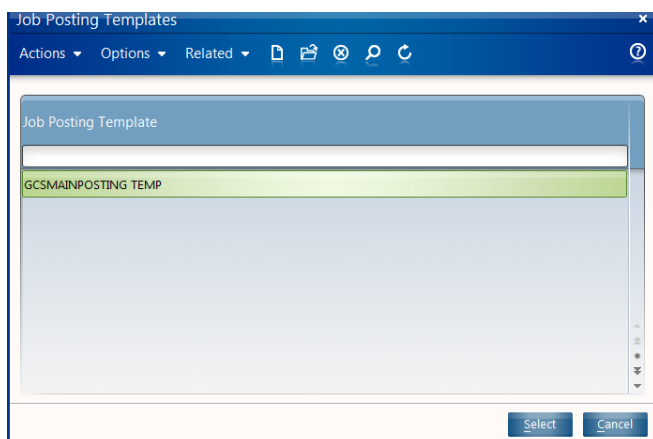
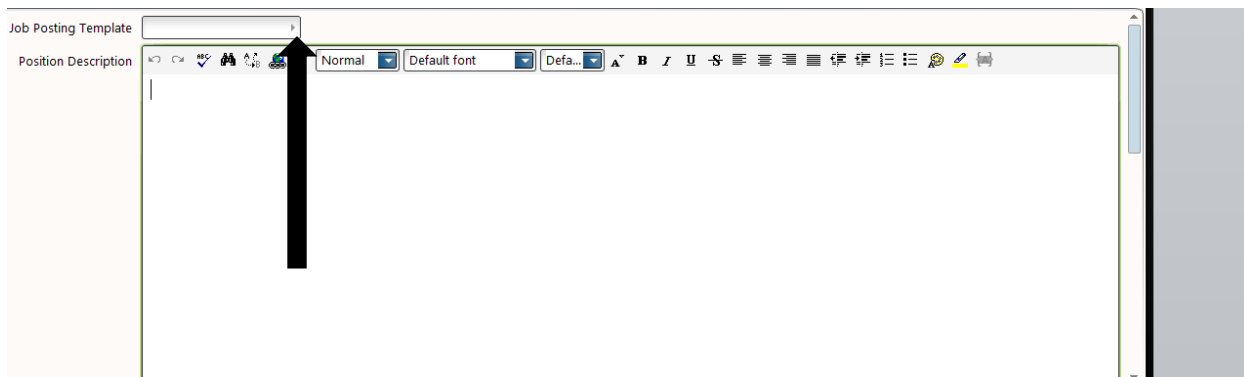
[Position And Job Details](#) | [Notes: 0](#) | [Attachments: 0](#) | [Expenses: 0.00](#)

Next, you will need to complete a few things in the Description, Questions, and Postings sections. You do NOT have to enter anything in the Responsibilities section.

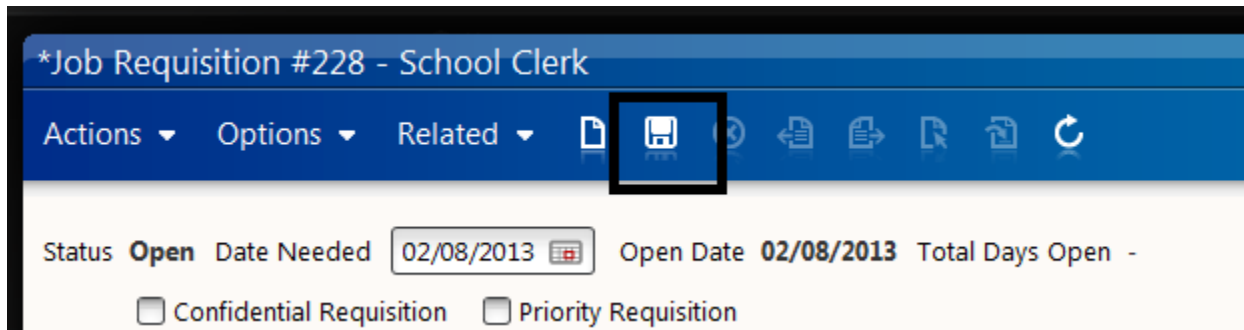


-Description-click on this section.

Click on the arrow next to the job posting template (The only option is to display the current default for GCS). Choose the default template and click Select.



Now click Save (disc icon) at the top of the screen. If a basic job description was attached to the profile, it will display after you click Save.



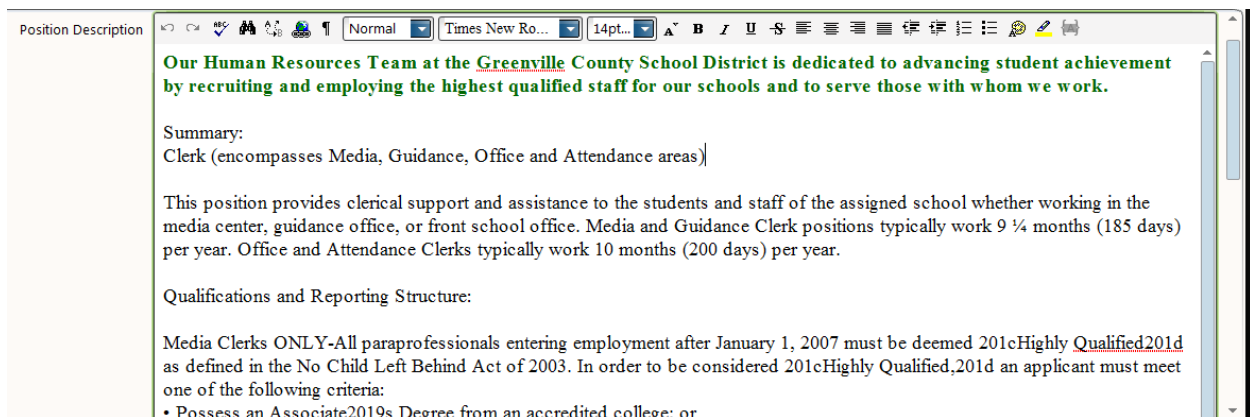
*Job Requisition #228 - School Clerk

Actions ▾ Options ▾ Related ▾ [Save] [Cancel] [Previous] [Next] [Print] [Refresh]

Status **Open** Date Needed Open Date **02/08/2013** Total Days Open -

☐ Confidential Requisition ☐ Priority Requisition

The information for the job description will default to the requisition. This information will be displayed on the posting.



Position Description

Our Human Resources Team at the Greenville County School District is dedicated to advancing student achievement by recruiting and employing the highest qualified staff for our schools and to serve those with whom we work.

Summary:
Clerk (encompasses Media, Guidance, Office and Attendance areas)

This position provides clerical support and assistance to the students and staff of the assigned school whether working in the media center, guidance office, or front school office. Media and Guidance Clerk positions typically work 9 ¼ months (185 days) per year. Office and Attendance Clerks typically work 10 months (200 days) per year.

Qualifications and Reporting Structure:

Media Clerks ONLY-All paraprofessionals entering employment after January 1, 2007 must be deemed 201cHighly Qualified201d as defined in the No Child Left Behind Act of 2003. In order to be considered 201cHighly Qualified,201d an applicant must meet one of the following criteria:

- Possess an Associate2019s Degree from an accredited college; or

-Questions-***If you are posting the requisition, you MUST attach the questions that have been approved by HR to the requisition. This is an important step in gathering information on the application. Questions are set up in the Categories:

Question Set	Description
AIDE SET	Question Set For Aides
AP/AA POOL	AP/AA Pool
BLDG SRV SET	Question Set For Building Service Position
FANS OP SET	Question Set For FANS OP Position
GENERAL	General Questions For All Candidates
NURSE SET	Question Set For Nurse
ONLINE QUESTIONS	Questions to ask online
PLTENG SET	Question Set For Plant Engineer Position
SECRETARY SET	Question Set For Secretaries
SUB-TEACH SET	Question Set For Substitute Teacher
TEACHER SET	Question Set For Teacher
TRANSPORTATION SET	Question Set For Transportation Positions

Questions should be attached according to the type of position that is being posted. If you are posting a requisition for the External Site, you MUST attach the General Question set, followed by the question set for the position.

Requisition

Responsibilities

Description

Questions

Postings

Click on the arrow with the sheet icon to see the options for Questions sets.

Actions

Options

Related

Question

Online Applicati...

Question Type

Respo Requ

Select the question set for the position that you are posting. If the position you are posting is a 012FANOP1000-Food Service Operator, you will choose the FANS OP SET. However, if you are posting the position externally, you will also choose the GENERAL Question Set. To select your question set, either double click on the one you want or highlight it and click on the Attach Question Set To Job

Requisition button.

Question Set	Description	Ques...	Screening Questions...
AIDE SET	Question Set For Aides	7	Yes
AP/AA POOL	AP/AA Pool	1	Yes
BLDG SRV SET	Question Set For Building Service Position	9	Yes
FANS OP SET	Question Set For FANS OP Position	7	Yes
GENERAL	General Questions For All Candidates	4	Yes
NURSE SET	Question Set For Nurse	6	Yes
ONLINE QUESTIONS	Questions to ask online	4	No
PLTENG SET	Question Set For Plant Engineer Position	7	Yes

Attach Question Set To Job Requisition Close

Once you attach the question set, you will be asked to enter the effective date. This is the effective date for the question set. The question set effective date should be the same as the requisition date. Click OK when you have completed this scree. Repeat the directions if you need to add multiple question sets.

Enter Required Information For This Action

*Effective Date

OK Cancel

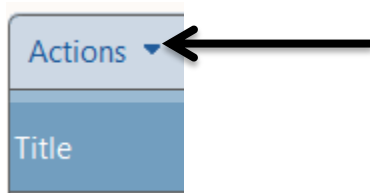
-Postings:



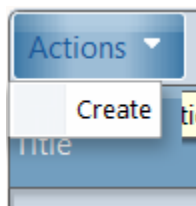
Directions for FANS Job Postings:

- Pool positions are set up for external candidates. POOL positions are set up by HR only.
- Specific jobs, such as the Floor Tech or Area Manager, should be posted internally and externally.
- Requisitions for operator, rover, MGR and ASST MGR, should be posted internally only, pools should not be checked and neither should confidential. These are for internal candidates to apply as well as for attaching a candidate from the pool.

Click on the drop down arrow next to Actions.



Click on Create.



Now you must complete a few more fields-Job Board, Posting Begin Date and Posting End Date.

-Job Board- Select one of the following options: Confidential, External, or Internal (see below for details about each option).

Confidential- Will not be displayed on the external or internal candidate sites. This will be used for school postings that are drawing candidates from a pool position.

External- Displays the requisition on the external candidate site. All pool positions will be posted externally. ****If you do not want any transfers or internal employees to apply for the position, post the requisition as external only.**

Internal- Displays the requisition on the internal candidate site. Specific positions can be only posted internally if advised by the hiring manager. *****If you only want current employees to apply for the position, post the requisition as internal only.**

External and Internal- Position will be posted and viewed both internally and externally. ****To post a position both externally and internally you will have to create two separate postings; one for Internal**


and one for external. **If you want to consider both internal (current employees) and external applicants, post the requisition both internal and external.

-Posting Begin Date and the Posting End Date **If you do not select an end date, the posting will remain active indefinitely. Postings must be displayed for a minimum of 3 business days.

-Category-Will default from the requisition

-Location-Enter the location for the opening. Click on the arrow for the location listing.

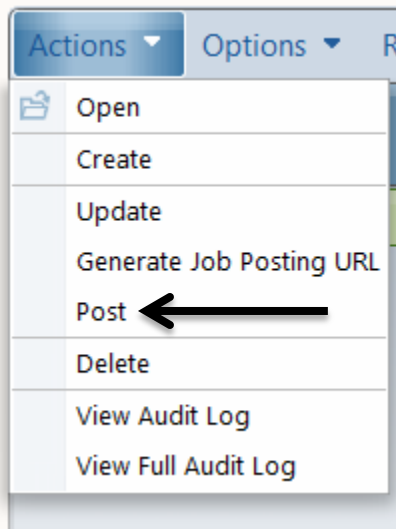
All other fields can be left blank.

Click  and then “x” out of this screen.

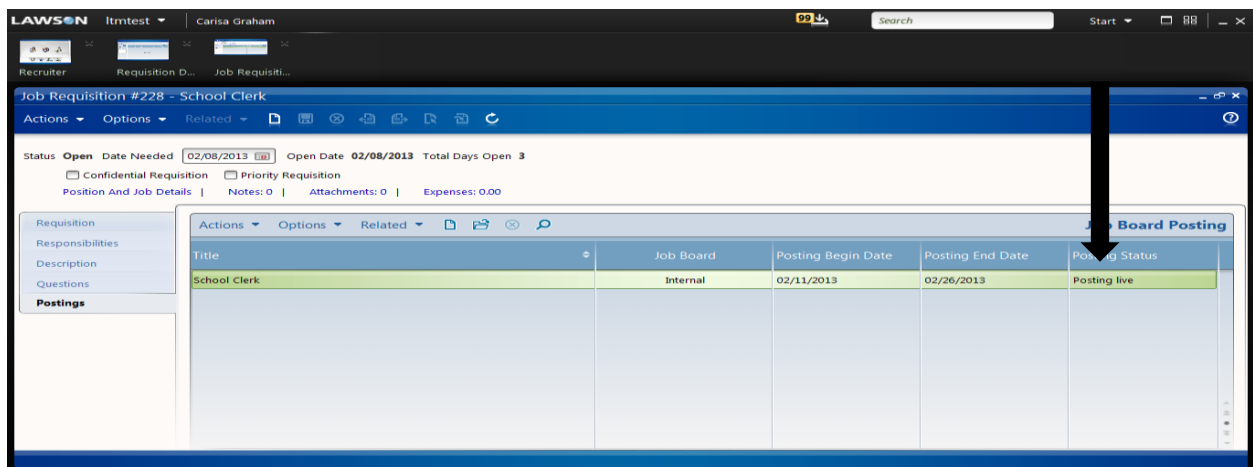
*** Now select the requisition (it will be highlighted green), then go to Actions above the job posting that was selected and select the drop down arrow.

Job Board Posting					
Title	Job Board	Posting Begin Date	Posting End Date	Posting Status	
School Clerk	Internal	02/11/2013	02/26/2013	Not posted	

Choose the Post option.

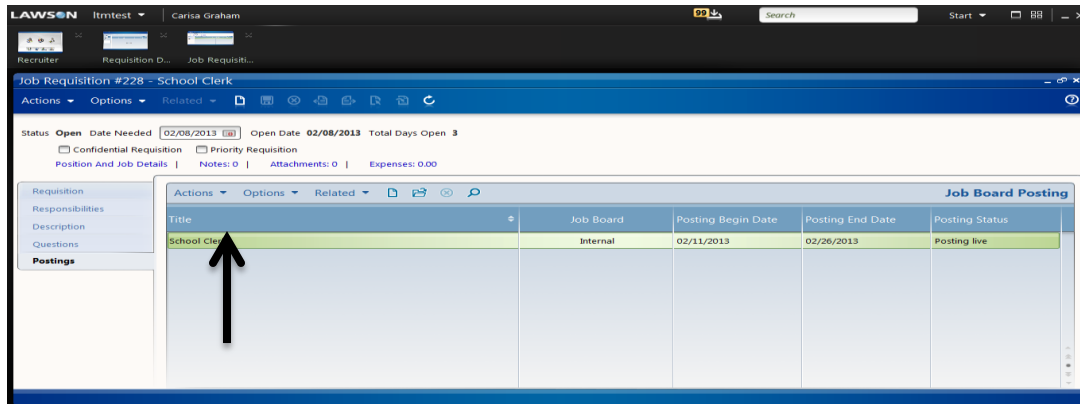


The status of the posting will change to Posting Live.

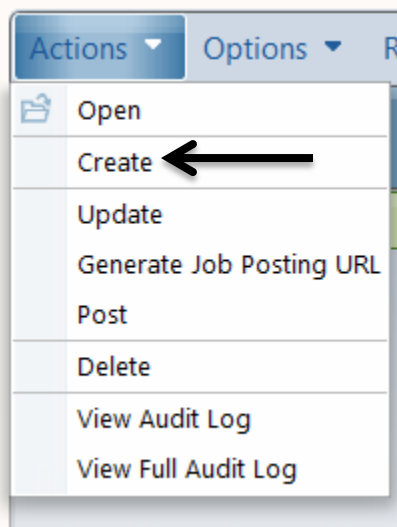


**If you are posting the requisition externally, you will need to follow the same steps to create the external job posting. You will not have to attach the questions again; however, you will have to generate the external job posting.









Click on Actions.



Click on Create from the drop down menu.




Select the Job Board and the Posting Begin and Posting End Date. You can post the external requisition with different dates than the internal posting.


Actions ▾ Options ▾ Related ▾        




Edit Posting View Posting


Job Requisition **228** Posting Status -
 Posting - Posting Rule -

*Job Board **External**


Posting Begin Date **02/08/2013** Posting End Date 

Category **CLERICAL/BOOKKEEP**
 Sub Category 

Minimum Salary  Maximum Salary  

Location **GCSD:SW:Sara Collins** 

[Details](#)

Click  and exit out of the requisition.

You will follow the same steps as above to create the external posting. See the *** above and repeat the steps to post the external requisition.

Once the requisition is live, you will see the two postings. Your requisition is now visible to candidates (if you chose to post externally or internally).

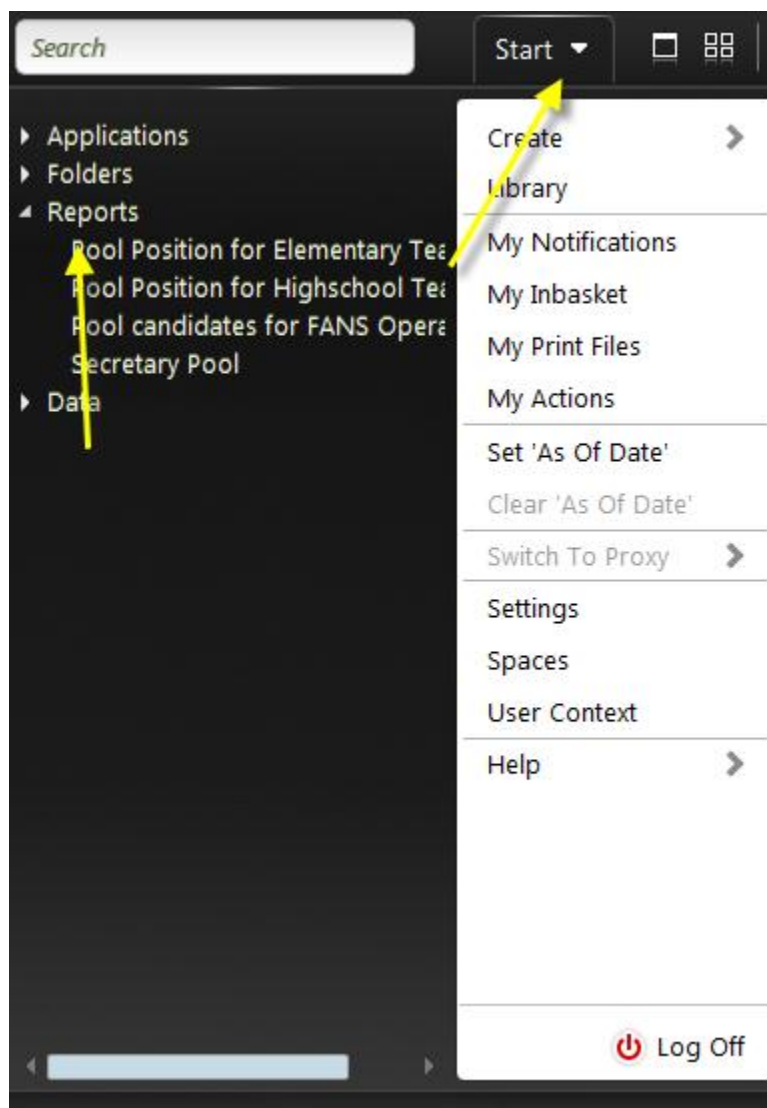
Job Board Posting					
Title	Job Board	Posting Begin Date	Posting End Date	Posting Status	
School Clerk	Internal	02/11/2013	02/26/2013	Posting live	
School Clerk	External	02/11/2013	02/26/2013	Posting live	

Reviewing Qualified Candidate Report

These reports are actually created by 'real recruiters'. These are the list of qualified candidates for pool positions.

Start>Reports

Select the report that corresponds to the position that you want to fill:



Double click on the desired report and all of the qualified applicants will appear on the report.

Pool Position for Elementary Teacher						
Name	Percent Fit	Rank	Applicati...	Selection Process	Type	Source
Kyle Geeves	0.00%		10/22/2012	Qualify	External	Greenville County School's
Katlyn Shaw	0.00%		10/22/2012	Qualify	External	Greenville County School's
Jim Hughes	0.00%		10/22/2012	Qualify	External	Greenville County School's
Angie Show	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Suzanne Gervais	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Anne Parent	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Nancy Tessier	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Kim Lee	0.00%		10/25/2012	Qualify	External	Greenville County School's Website

- Open
- Save
- Attach Candidate To Another Requisition
- View Audit Log
- View Full Audit Log
- Options
- Related

Entering Candidate Correspondence, Notes, and Interview Details

Go into Recruiter>Requisition. Type in the Job ID for the Requisition you want to work with and hit enter. Click on the Requisition and you should see all of the candidates who have been attached to this requisition listed to the right. Once you have found the candidate that you want to send correspondence to or make notes on you should double click on their name from the list to open their profile.

The screenshot shows the 'Requisition Dashboard' for Job ID 228. On the left, there's a search bar with '228' entered and a 'Search' button. Below the search bar, it says '#228 - School Clerk' with details: Location: 333, Hiring Manager: Melissa Burns, Status: Open. The main area shows a table of candidates. The first candidate is Mary Hearne, Rank: Hire, Type: External, Source: Greenville County School's Website. The table has columns: Name, Rank, Selection Process, Type, Source, Bac..., Elig..., Ref..., Wor....

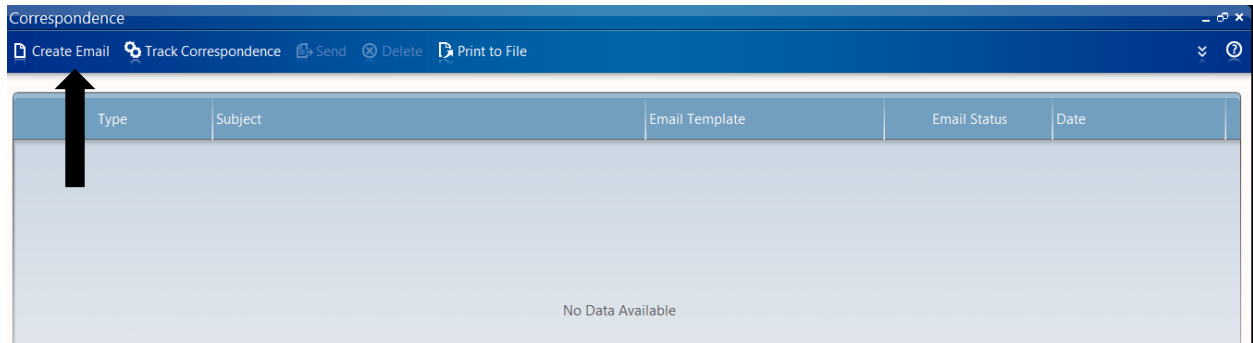
Name	Rank	Selection Process	Type	Source	Bac...	Elig...	Ref...	Wor...
Mary Hearne	Hire	External	Greenville County School's Website	Yes	Yes	NA	Yes	

Click on Correspondence to begin adding candidate correspondence.

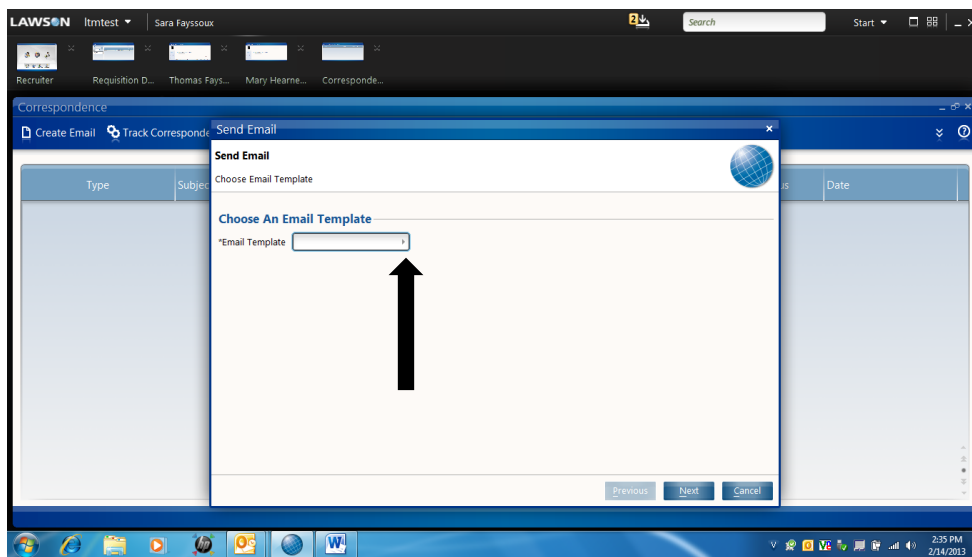
The screenshot shows the candidate profile for Mary Hearne (29471) School Clerk. The 'Correspondence' tab is selected. The profile includes a photo, name, email (mhearne1@charter.net), phone (864-561-3888), and source (Greenville County School's Website). The 'Application Status' section shows a table with columns: Screen, Date Entered, Date Left, Days. The first row shows 'Hire' with 'Date Entered' 02/13/2013, 'Date Left' 02/14/2013, and 'Days' 1.

Screen	Date Entered	Date Left	Days
Hire	02/13/2013	02/14/2013	1

Then select Create Email to begin drafting an email to the candidate.

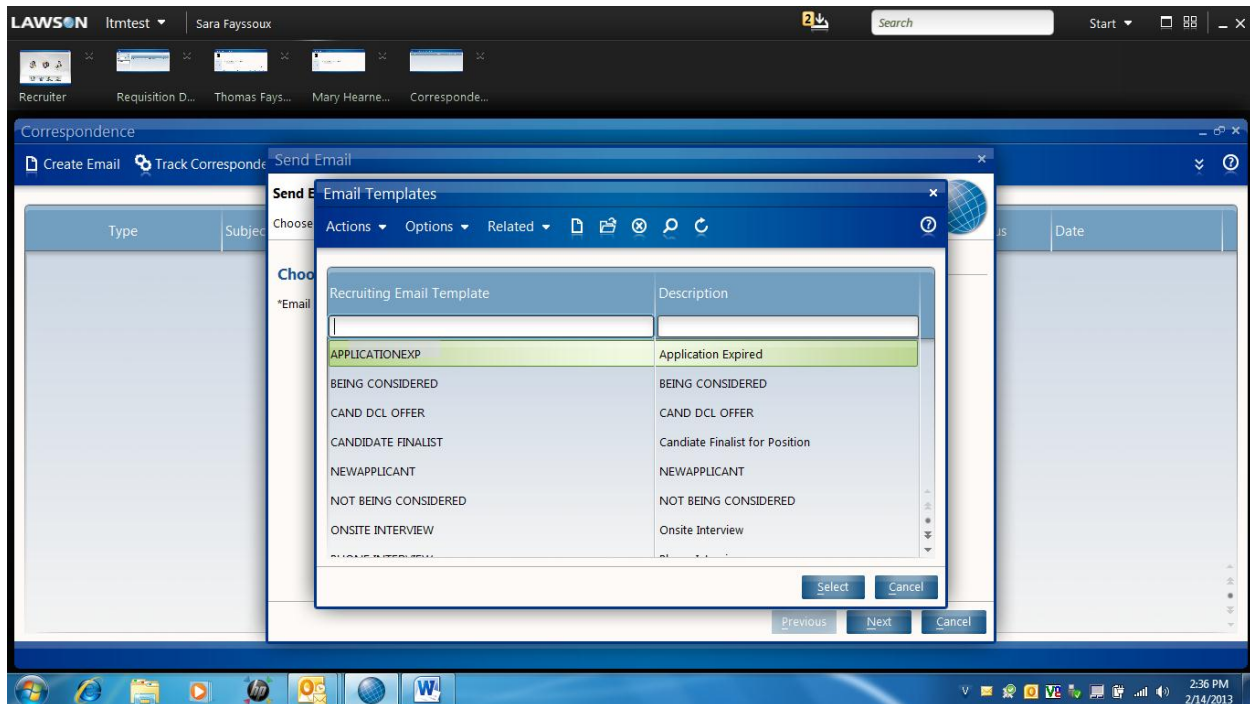


From this screen, you will select an email template to use. Click on the arrow in the Email Template field to view your options.

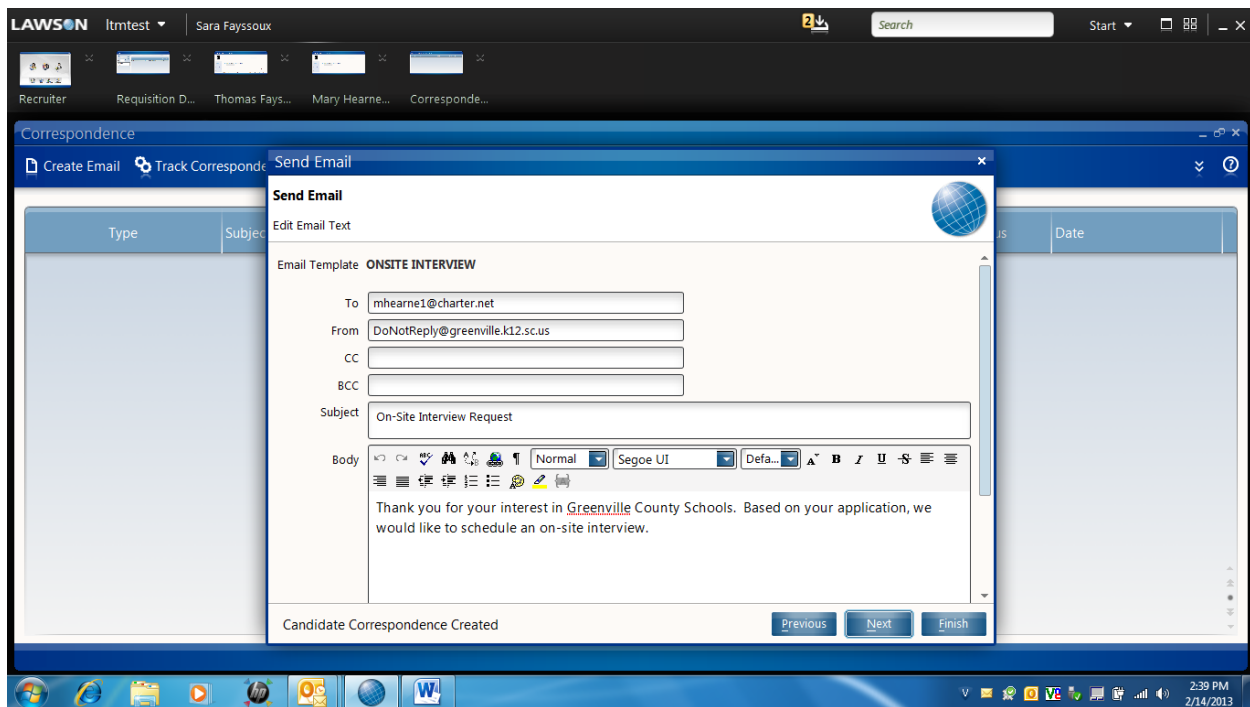


Below is a partial listing of email templates. Choose the one needed and click Select. You will then return to the screen regarding email templates. Click Next to continue.

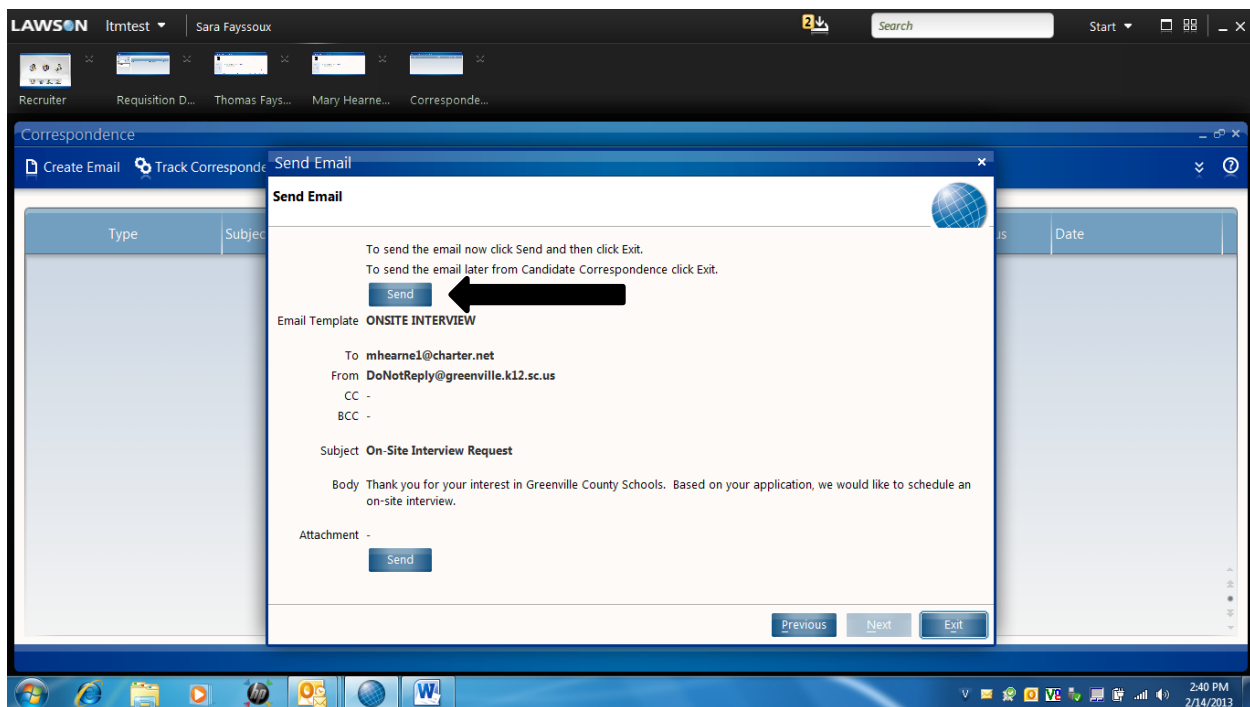
*Please note: you can edit the email to customize it as necessary.



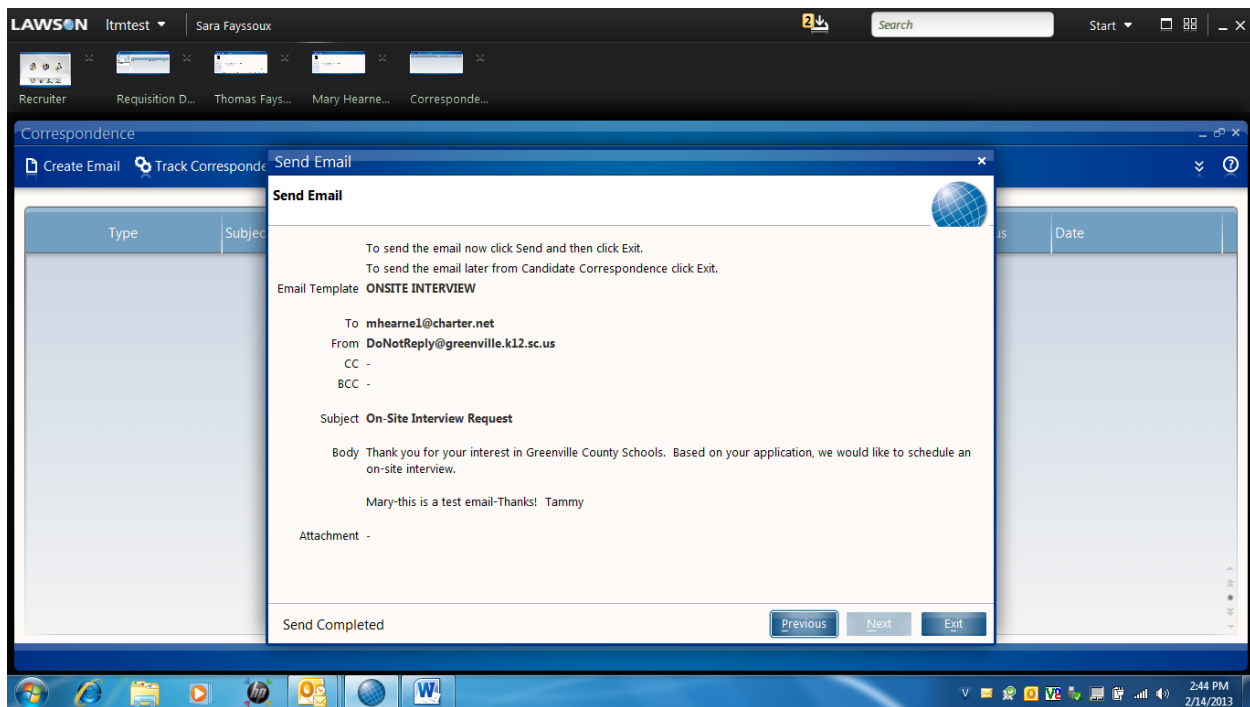
The Email screen will pop up at this time. Complete as necessary, making any changes needed to the body of the email to customize it to your needs. Once done, click Next.



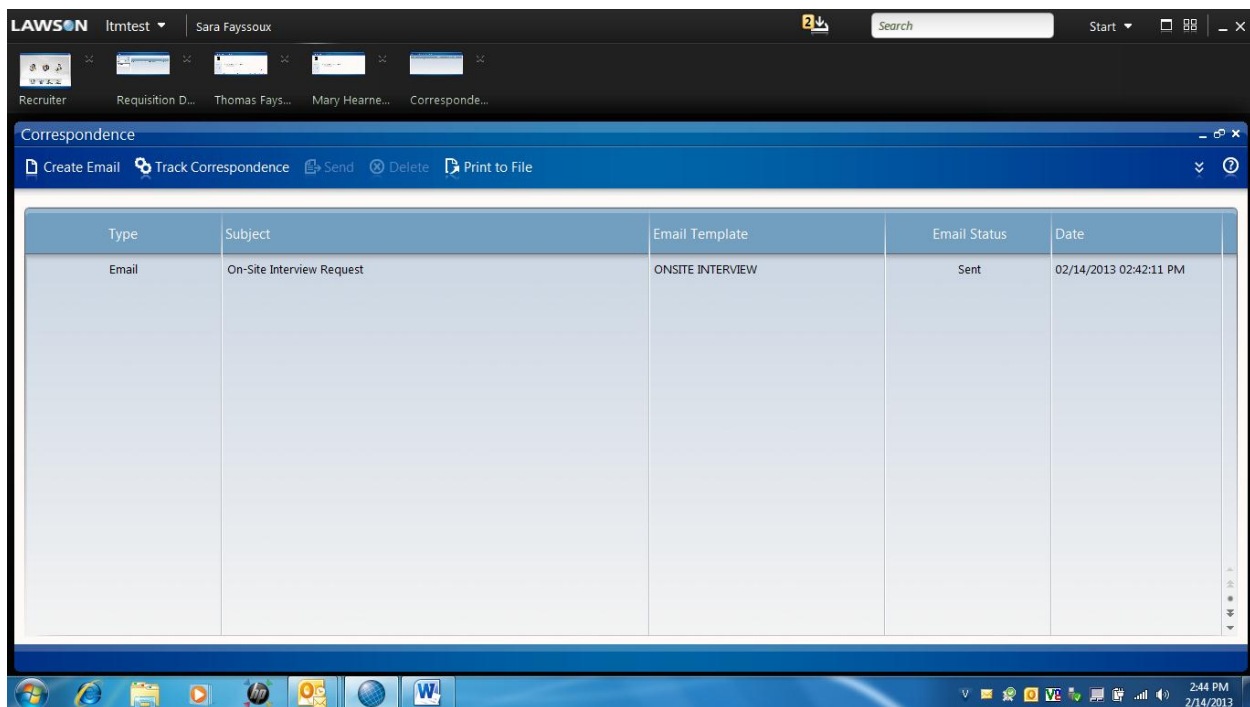
You will now see this screen. You can click Previous to go back and edit your email message further or you can click Send once you have reviewed the summary on the screen.



You will see a message at the bottom of the screen that says Send Completed. Click Exit.



You should now see the correspondence you just sent, listed below. Click the “x” to exit this screen and return to the candidate profile.



You can also click on the Correspondence tab from the side menu bar to access the screens we just reviewed.

Mary Hearne(29471) School Clerk

Actions ▾ Options ▾ Related ▾

Mary Hearne (External)
 mhearne1@charter.net
 Greenville, SC 29609

864-561-3888 - Mobile

Source: Greenville County School's Website
 Percent Fit: 0.00%

Resume | Correspondence: 0 | Interviews: 0 | Screenings: 0 | Notes: 0 | Attachments: 0 | Positions Applied To: 2

Correspondence

Type	Subject	Email Template	Email Status	Date
No Data Available				

To add notes to a candidate's profile click on the Notes section.

Mary Hearne(29471) School Clerk

Actions ▾ Options ▾ Related ▾

Mary Hearne (External)
 mhearne1@charter.net
 Greenville, SC 29609

864-561-3888 - Mobile

Source: Greenville County School's Website
 Percent Fit: 0.00%

Resume | Correspondence: 1 | Interviews: 0 | Screenings: 0 | Notes: 0 | Attachments: 0 | Positions Applied To: 2

Details

Source: Greenville County School's W... Rank: Job ID: 228

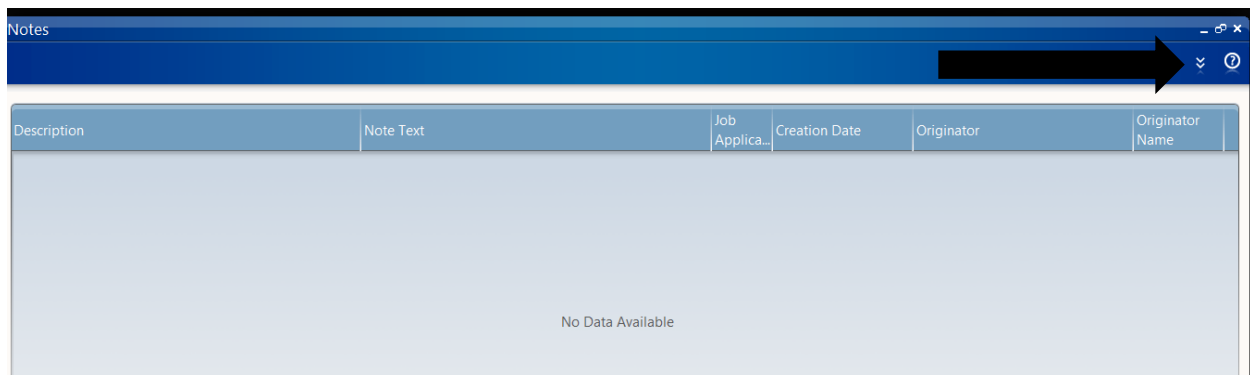
Specific Source: Referring Source:

Application Status

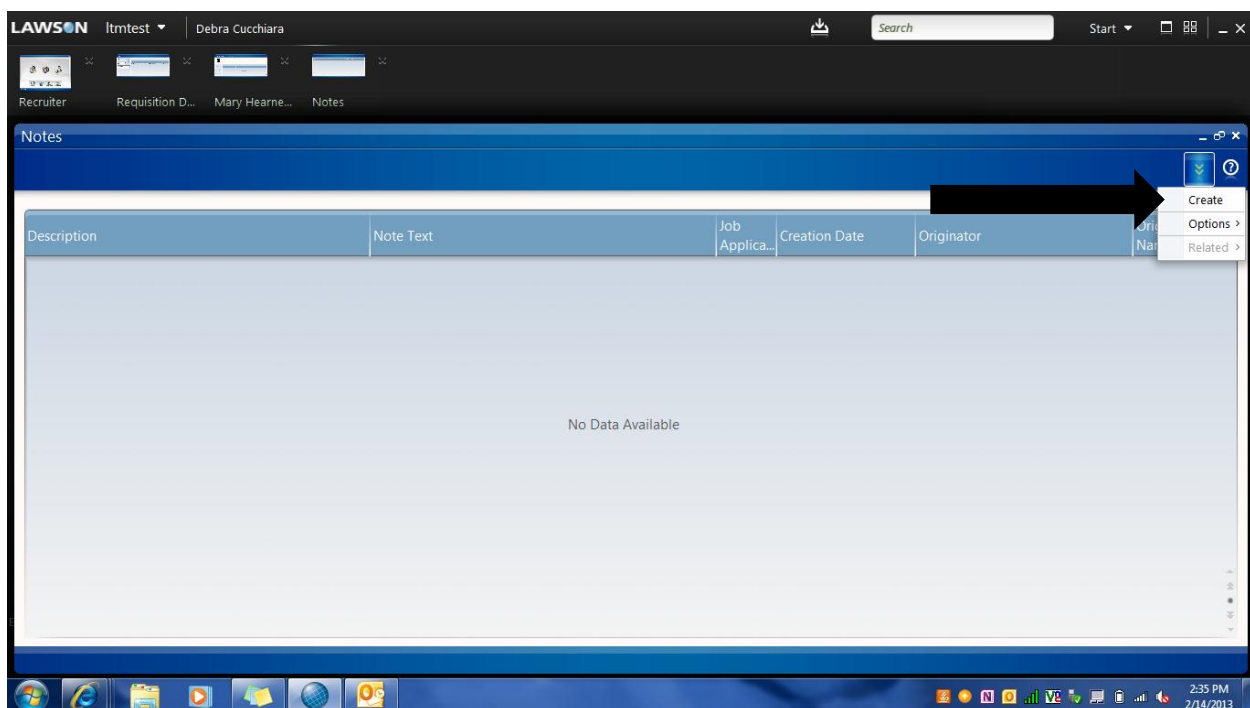
	Date Entered	Date Left	Days
Screen	02/13/2013	02/14/2013	1
Hire	02/14/2013		

Fit Analysis

You will need to click on the double down arrows (top right of the screen) to access your options.



Choose Create from the drop down menu options.



Type in a Description that clearly identifies the purpose for the Note (i.e. Candidate Update, etc.). Then type your notes in the Note Text section. Click Save (disc icon) when done. Please note: this Notes section should be used for things OTHER THAN Interview notes as there is a specific section for entering details about Interviews and interview notes.

LAWSOON Itmtest Debra Cucchiara

Search Start

Recruiter Requisition D... Mary Hearne... Notes Notes For M...

Notes For Mary Hearne

Actions Options Related

*Candidate 29471 Mary Hearne

Description

Note Text

Creation Date -

Originator -

Originator Name -

2:45 PM 2/14/2013

You should see the Creation Date, Originator, and Originator Name fill in once you have saved it. Then click the “x” to exit out of the screen.

LAWSOON Itmtest Sara Fayssoux

Search Start

Recruiter Requisition D... Thomas Fays... Mary Hearne... Notes Notes For M...

Notes For Mary Hearne

Actions Options Related

*Candidate 29471 Mary Hearne

Job Requisition 228 School Clerk Job Application 1

Description Candidate Update

Note Text She will be traveling out of the country for the month of March

Creation Date 02/14/2013 03:40:37 PM

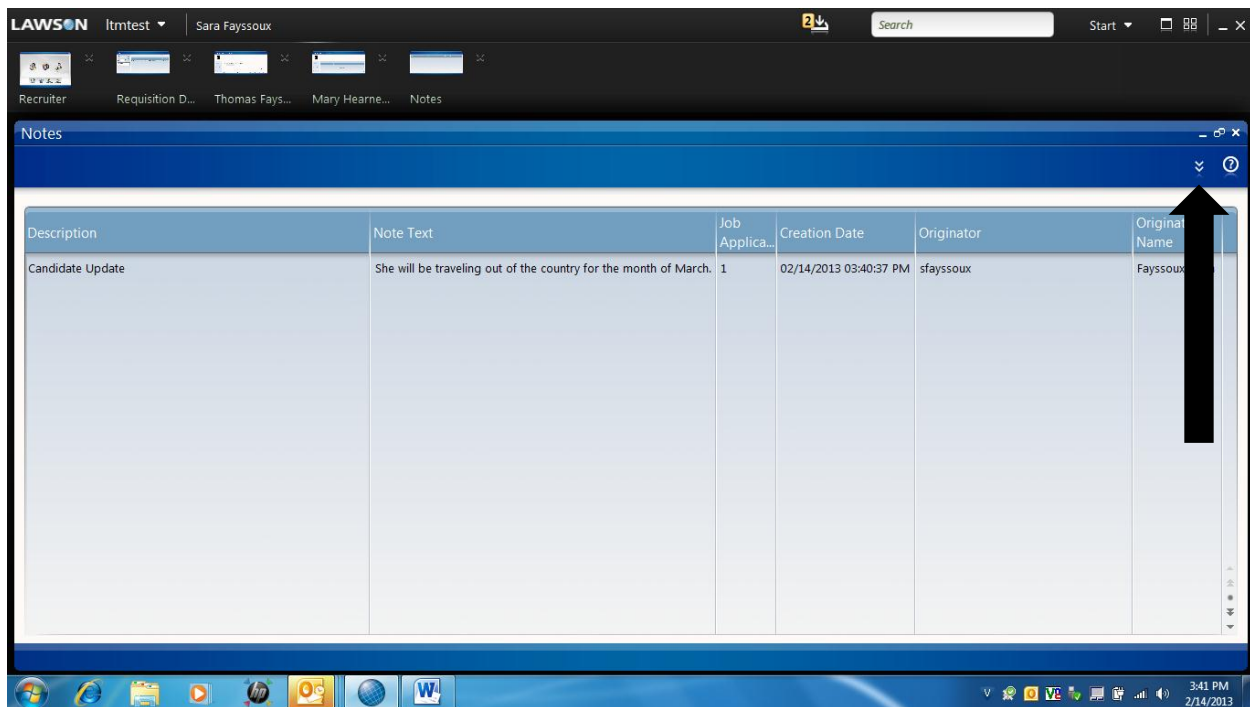
Originator sfayssoux

Originator Name Sara Fayssoux

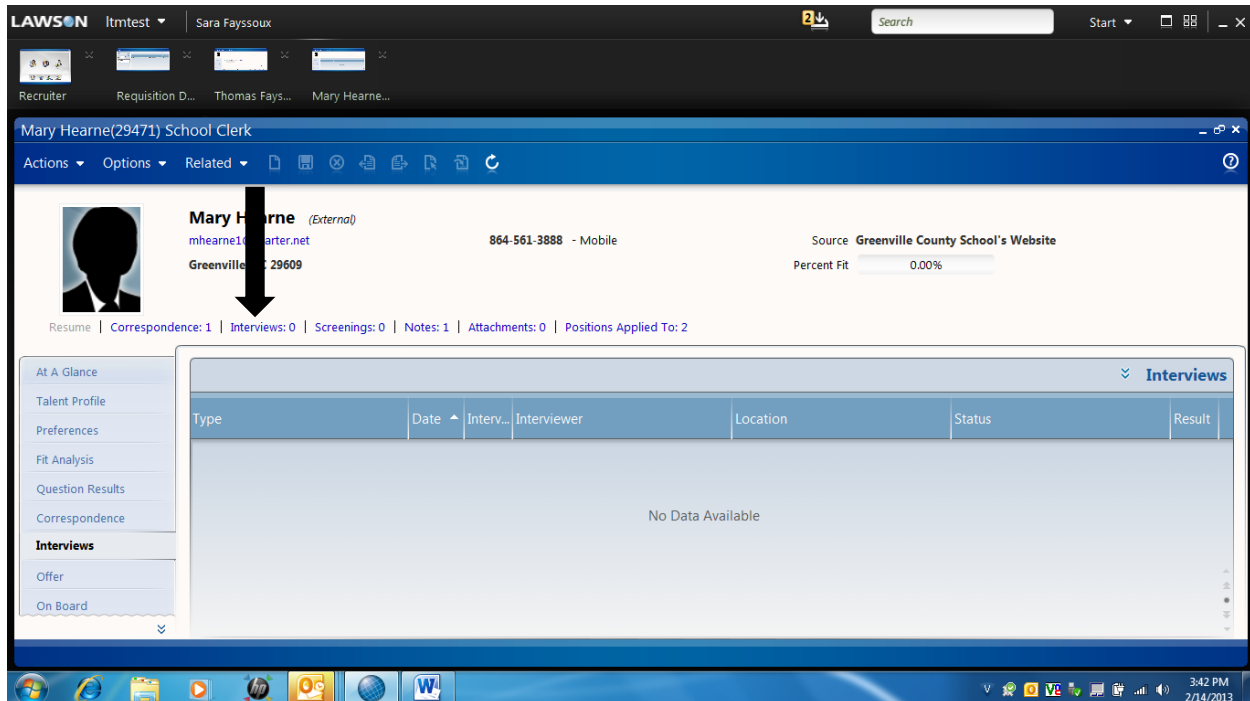
Candidate Note Created

3:40 PM 2/14/2013

You will return to this screen and see your notes added to the list below. If you need to delete this correspondence, highlight it and then click on the double down arrow at the top right corner and select Delete. Click the “x” to get out of the Notes screen.



You can click on Interviews to enter Interview details and notes.



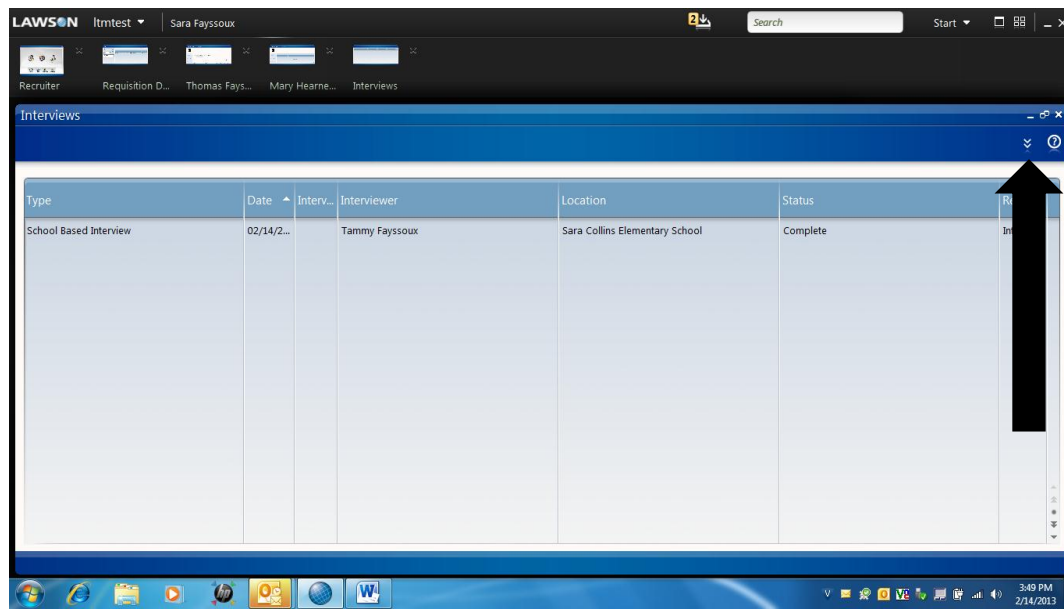
Click the double down arrow in the right hand corner to get the option to create an interview record.

Type	Date	Interv...	Interviewer	Location	Status	Result
No Data Available						

Complete the fields Type, Interview Date, Interviewer, Location, Status, Result and Comments as needed. Drop down options are available for most of these fields by clicking the arrow in the field. Click Save (disc icon) when done. Then click the “x” to get out of the screen.



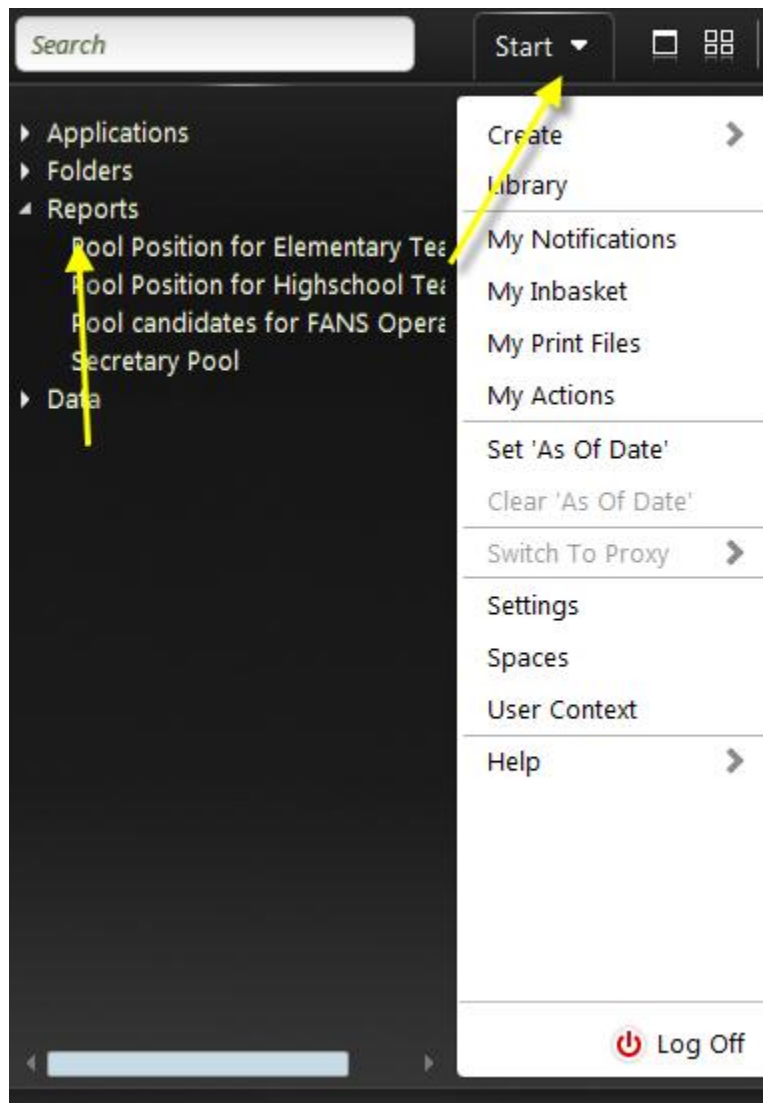
If you need to delete any interview entries, highlight it and then click on the double down arrow at the top right corner and select Delete. Click the “x” to get out of this screen.



How to Attach a Vetted Candidate to Location Requisition

Logon to LTM > click on Start > Expand Reports by clicking on the arrow next to the word Reports.

These reports are actually created by 'HR recruiters'. These are the list of qualified candidates for pool positions.



Double click on the desired report. Highlight the desired candidate and double click on their name to open their candidate profile and review their qualifications, experience, education, etc. Once you have determined which candidates you would like to consider for your opening, select the candidate name and highlight it (to select multiple candidates at one time hold the control key and highlight all of the names you want to attach to your requisition). Then click on the double arrow action (top right corner) and select: Attach Candidate to Another Requisition.

Pool Position for Elementary Teacher								
Name	Percent Fit	Rank	Applicati...	Selection Process	Type	Source		
Kyle Geeves	0.00%		10/22/2012	Qualify	External	Greenville County School's		
Katlyn Shaw	0.00%		10/22/2012	Qualify	External	Greenville County School's		
Jim Hughes	0.00%		10/22/2012	Qualify	External	Greenville County School's		
Angie Show	0.00%		10/22/2012	Qualify	External	Greenville County School's Website	2	
Suzanne Gervais	0.00%		10/22/2012	Qualify	External	Greenville County School's Website	1	
Anne Parent	0.00%		10/22/2012	Qualify	External	Greenville County School's Website	1	
Nancy Tessier	0.00%		10/22/2012	Qualify	External	Greenville County School's Website	1	
Kim Lee	0.00%		10/25/2012	Qualify	External	Greenville County School's Website	1	

Populate the form accordingly. First, you must fill in the Job Requisition field. Click on the arrow in the Job Requisition field to get the search menu.

Attach Candidate To Another Requisition

Options
Related

Select A Requisition And Posting

*Job Requisition

*Job Posting

*Source

Specific Source

Referring Source

Notify The Candidate

☒ Would You Like To Notify The Candidate About This Position

From

sdaniel@greenville.k12.sc.us

Subject

Here is a job you might be interested in.

Message

OK

Cancel

You can search by status for all open requisitions at your location or scroll through the list of requisitions to find the one to which you want to attach a candidate. Once you find the requisition, highlight it and either double click on it or hit Select.

The screenshot shows the 'Job Requisition' window with a search bar and a table of requisitions. The search bar includes fields for Keyword, Budgeted, Employment Type, Work Type, Open Date, Category, Status, Closed Date, and Reason For Opening. The table lists requisitions with columns for Req #, Title, Loc..., Hiring Manager, and Appli....

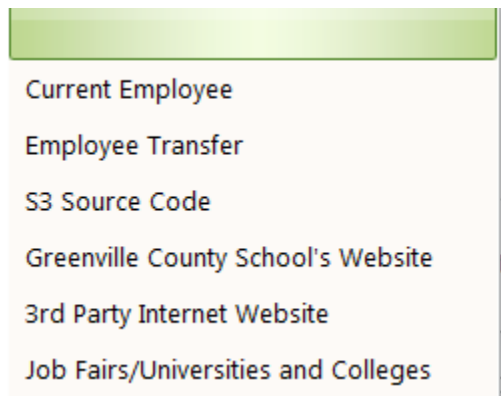
Req #	Title	Loc...	Hiring Manager	Appli...
244	Teach Grade 1-3	GCS...	Reid, Kim M.	
243	Admin Assistant	GCS...	Johnstone, David M.	
242	Aide (One on One)	GCS...	Watson, Reena R.	
241	Bus Driver-Area 4	US:S...	Yoder, Brenda M.	

Next, you must fill in the Job Posting field. If you have posted the requisition both externally and internally, then you will have to attach external candidates to the externally posted requisition and internal candidates to the internally posted requisition. If you only posted the requisition one way (i.e. internal only) you would just attach the candidate to that one requisition. Highlight the job board posting you want to work with and either double click on it or click the Select button.

The screenshot shows the 'Job Board Posting' window with a table of job board postings. The table has columns for HR Organization, Job Requi..., Job Post..., Title, Job Board, Postin..., Postin..., and Post....

HR Organization	Job Requi...	Job Post...	Title	Job Board	Postin...	Postin...	Post...
Greenville County Sc...	228	1	School Clerk	Internal	02/11/...	02/26/...	Post...
Greenville County Sc...	228	2	School Clerk	External	02/11/...	02/26/...	Post...

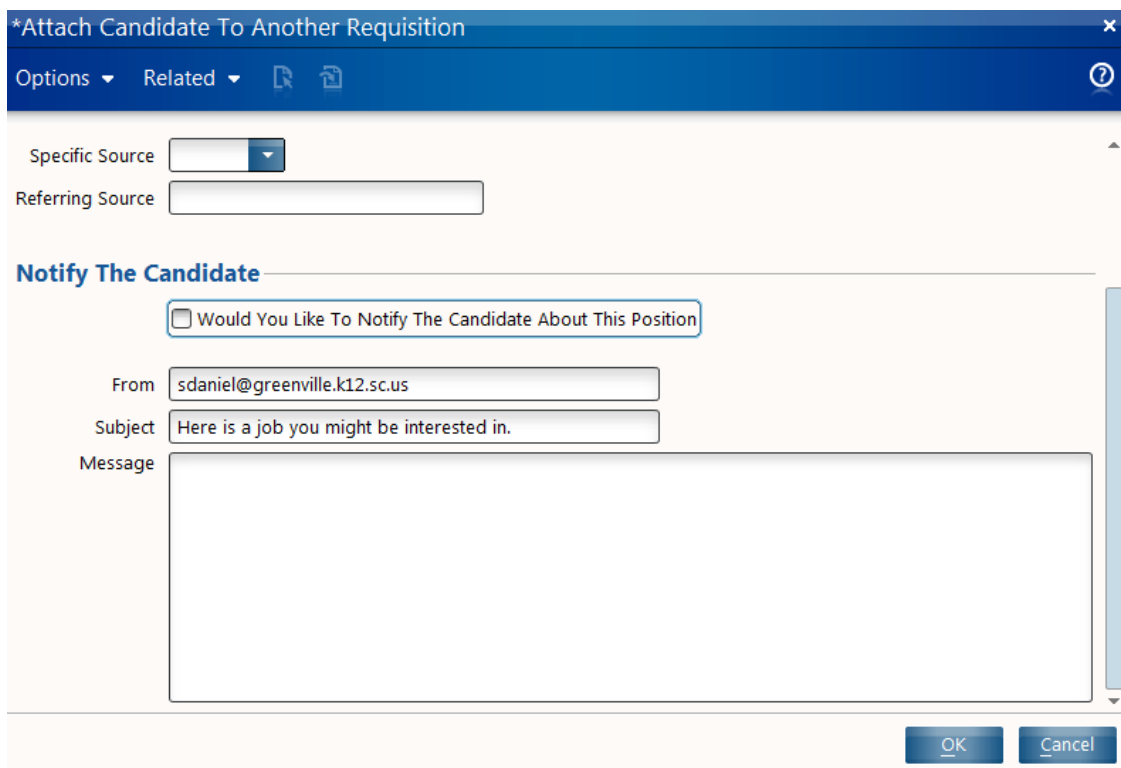
Finally, the Source field needs to be completed. Click on the arrow in this field and choose the applicable source from the options given. If you are not sure about an external candidate, you can select Greenville County School's Website as the source.



A dropdown menu with a green header bar. The menu is open, showing a list of source options. The options are: Current Employee, Employee Transfer, S3 Source Code, Greenville County School's Website, 3rd Party Internet Website, and Job Fairs/Universities and Colleges.

- Current Employee
- Employee Transfer
- S3 Source Code
- Greenville County School's Website
- 3rd Party Internet Website
- Job Fairs/Universities and Colleges

You can leave the Specific Source and Referring Source fields blank. Now uncheck the Notify the Candidate About This Position box and click OK at the bottom.



A dialog box titled "*Attach Candidate To Another Requisition". It has a blue header bar with "Options", "Related", and a help icon. Below the header, there are two input fields: "Specific Source" (a dropdown menu) and "Referring Source" (a text box). Below these fields is a section titled "Notify The Candidate". It contains a checkbox labeled "Would You Like To Notify The Candidate About This Position" which is unchecked. Below the checkbox are two more input fields: "From" (containing "sdaniel@greenville.k12.sc.us") and "Subject" (containing "Here is a job you might be interested in."). Below the subject field is a large text area labeled "Message". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

*Attach Candidate To Another Requisition

Options Related ?

Specific Source [dropdown]

Referring Source [text box]

Notify The Candidate

☐ Would You Like To Notify The Candidate About This Position

From: sdaniel@greenville.k12.sc.us

Subject: Here is a job you might be interested in.

Message: [text area]

OK Cancel

Recommendation for Hire/Rehire

****REMINDER:** Hire action is only available for External Employees/Candidates**

Go to Recruiter > Requisitions > Highlight the desired job requisition. Then go to Screen tab.

Requisition Dashboard

Options ▾ ↻

Requisitions ▾

Keyword Search Clear

Job ID

Status ▾

Recruiter

Hiring ...

#86 - Director, Instructional Tech.
Location: MT ANDERSON
Hiring Manager: Susan Daniel
Status: Approval Requested

#58 - Director, After School
Location: 012
Hiring Manager: Susan Daniel
Status: Approval Requested

#39 - Teach RCS Primary
Location: 020
Hiring Manager: Anna Aaron
Status: Approval Requested

#32 - Aide 4 Year Kindergarten
Location: 012
Hiring Manager: Valerie Aartun
Status: Pending

#19 - Teach 4 Year Kindergarten
Location: 012
Hiring Manager: Bilalah A-Islam
Status: Open

Overview All: 2 New: 0 Screen Out Online: 0 **Screen: 1** Hiring Manager Review: 0 Qualify: 0 Offer: 0 On Board: 0 Hire: 1 Disposition: 0

Name	Percent Fit	Rank	Appl...	Selection Process	Type	Source	App...
Betty Ford	0.00%		10/29/2...	Screen	External	Greenville County School's Website	2

Highlight the candidate of choice. Click on the double arrow action and select: Mark as Applied:

Requisition Dashboard

Options ▾ ↻

Requisitions ▾

Keyword Search Clear

Job ID

Status ▾

Recruiter

Hiring ...

#86 - Director, Instructional Tech.
Location: MT ANDERSON
Hiring Manager: Susan Daniel
Status: Approval Requested

#58 - Director, After School
Location: 012
Hiring Manager: Susan Daniel
Status: Approval Requested

#39 - Teach RCS Primary
Location: 020
Hiring Manager: Anna Aaron
Status: Approval Requested

#32 - Aide 4 Year Kindergarten
Location: 012
Hiring Manager: Valerie Aartun
Status: Pending

#19 - Teach 4 Year Kindergarten
Location: 012
Hiring Manager: Bilalah A-Islam
Status: Open

Overview All: 2 New: 0 Screen Out Online: 0 **Screen: 1** Hiring Manager Review: 0 Qualify: 0 Offer: 0 On Board: 0 Hire: 1 Disposition: 0

Name	Percent Fit	Rank	Appl...	Selection Process	Type	Source	App...
Betty Ford	0.00%		10/29/2...	Screen	External	Greenville County School's	

Candidates For

- Open
- Save
- Mark As Applied**
- View Audit Log
- View Full Audit Log
- Options
- Related

Click on the double arrow action again and this time, select Move To Hire:

The screenshot shows the 'Requisition Dashboard' with the 'Screen: 1' tab selected. The 'Candidates' dropdown menu is open for Betty Ford, and the 'Move To Hire' option is highlighted. A callout box labeled 'Move To Hire' points to this option.

Name	Percent Fit	Rank	Appl...	Selection Process	Type	Source
Betty Ford	0.00%		10/29/2...	Screen	External	Greenville County School's

Click on the HIRE Tab, Highlight the applicant name, click on the double down arrow, select Hire.

The screenshot shows the 'Requisition Dashboard' with the 'Hire: 2' tab selected. The 'Candidates' dropdown menu is open for Betty Ford, and the 'Hire' option is highlighted. A callout box labeled 'HIRE' points to this option.

Name	Percent Fit	Rank	Appl...	Selection Process	Type	Source
Ann King	0.00%		10/29/2...	Hire	Internal	S3 Source Code
Betty Ford	0.00%		10/29/2...	Hire	External	Greenville County School's Web...

Populate the Hire action request form. If the candidate is being rehired, populate the Employment ID field.

RequestToHireAvery Grace OglesbyFor#228 - School Clerk

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be created

Effective Date

Reason GC Reason Code

If this candidate is being rehired, select an Employment ID or enter a legacy en

Employment ID

Work Assignment Option

Assignment Type

Name

Title (Mr Mrs Ms, etc)

Submit Cancel

Effective Date- The date that the Action is being Entered.

Reason: Skip

GC Reason Code-

New Hire

Re- Hire

Inter- Trans

Intra- Trans

Pos- Add

New Hire- Enter **New Hire** if the candidate has never been employed with the district.

Re-Hire-Enter **Re-Hire** if the candidate has been employed with the district and is coming back.

If this candidate is being rehired, select an Employment ID or enter a legacy en

Employment ID

Work Assignment Option

Assignment Type

Name

Employment ID- If the candidate was previously employed with GCS, enter their former employee ID number. If candidate is a New Hire-leave the field blank.

Work Assignment Option-

Update First Work Assignment

Create New Work Assignment

New Hire—If the candidate is a New Hire/Re-hire- Create New Work Assignment

Assignment Type-Skip

Name- This will default to the candidates information:

Name

Title (Mr Mrs Ms, etc)

First Name

Middle Name

Last Name

Suffix

Professional Designation

Preferred First Name

Preferred Last Name

General

*RequestToHireAvery Grace OglesbyFor#228 - School Clerk

Options ▾ Related ▾

Preferred Last Name

General

Home Country

Relationship To Organization

Employee

Relationship Status

Work Type

Full Time-Benefits

☐ Working Remotely

Hire Source

Relationship Status-All of the relationship statuses will show from Lawson if you click on the arrow for the drop down.

Relationship Status

Relationship Status	Description
ACTIVE	Active
ACTIVE-FACES	Active
EXTENDED LEAVE	Extended Leave
LEAVE	Leave
MILITARY EXT LEAVE	Military Extended Leave
MILITARY LEAVE	Military Leave
PARENTAL LEAVE INTERM	Parental Leave Intermittent

The only relationship status that you should choose is **ACTIVE**. Click on the Active Status and choose enter or select. ****Exception-If you are hiring a substitute, the Relationship status should be changed to SUBSTITUTE. Scroll down the list for the substitute status.**

SUBSTITUTE

Substitute

Hire Source- Hire Source will default from the requisition when the candidate was attached to the requisition for hire.

Hire Source

Source Specific Source Referring Source

Personal Information:

Personal Information

Identification Number

Gender

Ethnicity

Disability Type

Nationality Nationality Country

Veteran Code

Religion

Marital Status

Birthdate

Identification: Defaults from the Identification field from the application.





Gender

Ethnicity

Disability Type- Skip

Nationality- Skip

Veteran Code- Options (N/A, NOT A VETERAN, VETERAN)

Veteran Types		
Actions ▾ Options ▾ Related ▾    		
Veteran Type	Country	Description
N/A	US	NOT APPLICABLE
NOT A VETERAN	US	Not a Veteran
VETERAN	US	VETERAN

Religion- Skip

Marital Status-Skip

Birthdate-Skip

Date-

Start Date- Enter the Tentative Start Date for the Applicant.

Dates

Start Date

Work Assignment-Work Assignment information will default from the requisition:

Work Assignment

Position	4022	School Clerk
	333CLK1000	
Job	41	Clerk
	CLERK	
Organization Unit	631	Sara Collins Elementary
	333	
Legal Entity		
Location	333	

Manager Information- This will be blank. You will not have to enter anything in this area for the manager. All of the manager information comes from the position once the interface transfers the requisition from LTM to Lawson.

Manager Information	
Direct Manager	<input type="text"/>
Dotted-Line Manager	<input type="text"/>
Assignment Is Manager	<input type="text"/>

Pay Information:

Pay Information	
Pay Rate Type	<input type="text"/>
Pay Frequency	<input type="text"/>
Full Time Equivalent	<input type="text"/>
Full Time Annual Hours	<input type="text"/>

Pay Rate Type: Hourly

Pay Frequency: Semi Monthly

Full Time Equivalent- Enter the FTE for the candidate that is being hired/re-hired. **If you are hiring a substitute, the FTE should be left blank.**

Full Time Annual Hours-Skip

Address- This is the candidate address

Address

Country	<input type="text" value="US"/> <input type="text" value="United States"/>
Street Address	<input type="text" value="32 Rock Garden Lane"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
City	<input type="text" value="Greenville"/>
State / Province	<input type="text" value="SC"/>
Post Code	<input type="text" value="29609"/>
County / District	<input type="text" value="Greenville"/>



Contact Information: This will display the candidate contact email from the application. Skip this section.

Contact Information

Contact Email Address	<input type="text" value="mhearne1@charter.net"/>
-----------------------	---

Attachments: If the candidate has attachments that you would like to submit, they can be attached in this section. If not, Skip this section.

RequestToHireMary HearneFor#228 - School Clerk

Options ▾ Related ▾  

Alternate Email Address

☐ Preferred Email Contact

☐ Used As Work Email

Attachments

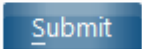
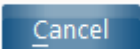
Type Of Attachment File

Type Of Attachment File

Type Of Attachment File

Comment

Once you have completed the Hire action and you are ready to submit the action for approval, click on

the  icon. If you click on the  icon, the action will not be submitted and you will have to perform the action again for the hire action.

Recommendation for Transfer

Please note: The transfer action is only available for Internal Employees/Candidates

Go to Recruiter Process Board > Requisitions > Highlight the desired job requisition: Go to Screen tab:

Requisition Dashboard

Options ▾ ↻

Requisitions ▾

Keyword Search

Job ID Clear

Status

Recruiter

Hiring ...

#86 - Director, Instructional Tech.
Location: MT ANDERSON
Hiring Manager: Susan Daniel
Status: Approval Requested

#58 - Director, After School
Location: 012
Hiring Manager: Susan Daniel
Status: Approval Requested

#39 - Teach RCS Primary
Location: 020
Hiring Manager: Anna Aaron
Status: Approval Requested

#32 - Aide 4 Year Kindergarten
Location: 012
Hiring Manager: Valerie Aartun
Status: Pending

#19 - Teach 4 Year Kindergarten
Location: 012
Hiring Manager: Bilalah A-Islam
Status: Open

Overview All: 1 New: 0 Screen Out Online: 0 **Screen: 1** Hiring Manager Review: 0 Qualify: 0 Offer: 0 On Board: 0 Hire: 0 Disposition: 0

Name	Percent Fit	Rank	Appl...	Selection Process	Type	Source	App...
Ann King	0.00%		10/29/2...	Screen	Internal	S3 Source Code	1

If you moved the applicant from a pool position and attached the applicant to your own requisition, click on the double arrow action and select: Mark as Applied. If the applicant applied directly to the requisition (and not a pool) then you DO NOT have to do this step-you will NOT have the option of "Move to Applied."

Requisition Dashboard

Options ▾ ↻

Requisitions ▾

Keyword Search

Job ID Clear

Status

Recruiter

Hiring ...

#86 - Director, Instructional Tech.
Location: MT ANDERSON
Hiring Manager: Susan Daniel
Status: Approval Requested

#58 - Director, After School
Location: 012
Hiring Manager: Susan Daniel
Status: Approval Requested

#39 - Teach RCS Primary
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Status: Approval Requested

#32 - Aide 4 Year Kindergarten
Location: 012
Hiring Manager: Valerie Aartun
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#19 - Teach 4 Year Kindergarten
Location: 012
Hiring Manager: Bilalah A-Islam
Status: Open

Overview All: 1 New: 0 Screen Out Online: 0 **Screen: 1** Hiring Manager Review: 0 Qualify: 0 Offer: 0 On Board: 0 Hire: 0 Disposition: 0

Name	Percent Fit	Rank	Appl...	Selection Process	Type	Source	App...
Ann King	0.00%		10/29/2...	Screen	Internal	S3 Source Code	1

Candidates For

- Open
- Save
- Mark As Applied**
- View Audit Log
- View Full Audit Log
- Options
- Related

Click on the double arrow action again and this time, select Move To Hire:




Click on Hire Tab. Please note your screen may only show the first 5 or so tabs so you may need to click the double arrows up near the last visible tab to expand your view to include the Hire Tab. Click on the double arrow action, highlight the employee that you are going to transfer (employee should be highlighted in Green) and select Transfer:

The screenshot shows the 'requisition Dashboard' interface. On the left, there's a 'Requisitions' sidebar with search filters (Keyword, Job ID, Status, Recruiter, Hiring) and a list of requisitions. The main area displays a table of requisitions with columns: Name, Percent Fit, Rank, Appl., Selection Process, Type, Source, and Date. The first row is highlighted in green, showing 'Ann King' with a 0.00% fit. A red arrow points to the 'Transfer' option in the context menu that appears when clicking the double arrow icon in the 'Date' column. The context menu also includes 'Open', 'View Audit Log', 'Options', and 'Related'.

Name	Percent Fit	Rank	Appl.	Selection Process	Type	Source	Date
Ann King	0.00%		10/29/2...	Hire	Internal	S3 Source Code	

Populate the Request to Transfer action request form.

Request To Transfer Donna Cothran For #240 - Clerk Student Support

Options ▾ Related ▾   

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Reason GC Transfer Reason Code

Employment ID

*Work Assignment Option

General

Home Country

Relationship To Organization

Relationship Status

Work Type

☐ Working Remotely

Work Assignment

Effective Date- Enter the date you want the employee to start working in their new position. **Please note you will need to allow at least 4 business days for HR to approve and process this request.**

Reason: Skip

GC Reason Code-

- New Hire
- Re- Hire
- Inter- Trans
- Intra- Trans
- Pos- Add

Inter- Trans- Transfer Positions Outside of Location (New Location)

Intra-Trans- Transfer Position Inside of Location (Same Location, different position)

Work Assignment Option-

For transfers, select Update Work Assignment

***Request To Transfer Donna Cothran For #240 - Clerk Student Support**

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date 02/28/2013

Reason GC Transfer Reason Code INTER XFER

Employment ID 1124

*Work Assignment Option Update Work Assignment

General

Home Country Update Work Assignment

Relationship To Organization Create New Work Assignment

Relationship Status

Work Type FT PB .75 - 1.0 Full Time-Benefits

☐ Working Remotely

General:

***Request To Transfer Charlotte Thornton For #232 - School Clerk**

Options ▾ Related ▾

General

Home Country

Relationship To Organization EMPLOYEE Employee

Relationship Status ACTIVE Active

Work Type FT NB .75 - 1.0 Full Time No Pay, w/Benefits

☐ Working Remotely

Work Assignment

Position 4402 School Clerk

385CLK1000

Job 41 Description Clerk

CLERK

Organization Unit 640 Lakeview Middle (MS)

385

Submit Cancel

The only relationship status that you should choose is **ACTIVE**. Click on the Active Status and choose enter or select. ****Exception-If you are hiring a substitute, the Relationship status should be changed to SUBSTITUTE. Scroll down the list for the substitute status.**

Relationship Status

Actions Options Related

Relationship Status	Description
ACTIVE	Active
ACTIVE-FACES	Active
EXTENDED LEAVE	Extended Leave
LEAVE	Leave
MILITARY EXT LEAVE	Military Extended Leave
MILITARY LEAVE	Military Leave
PARENT LEAVE INTERM	Parental Leave Intermittent

Work Assignment- Will default from the requisition. Any fields not populated should remain blank.

Work Assignment

Position 4022 School Clerk

333CLK1000

Job 41 Clerk

CLERK

Organization Unit 631 Sara Collins Elementary

333

Legal Entity

Location 333

Manager Information- This will be blank. You will not have to enter anything in this area for the manager. All of the manager information comes from the position once the interface transfers the requisition from LTM to Lawson.

Manager Information	
Direct Manager	<input type="text"/>
Dotted-Line Manager	<input type="text"/>
Assignment Is Manager	<input type="text"/>

Pay Information:

Enter as noted below...

Pay Information	
Pay Rate Type	<input type="text"/>
Pay Frequency	<input type="text"/>
Full Time Equivalent	<input type="text"/>
Full Time Annual Hours	<input type="text"/>

Pay Rate Type: Hourly




Pay Frequency: Semi Monthly

Full Time Equivalent- Enter the FTE for the candidate that is being transferred.

Full Time Annual Hours-Skip

Attachments: If the candidate has attachments that you would like to submit, they can be attached in this section. If not, skip this section.

***Request To Transfer Charlotte Thornton For #232 - School Clerk**

Options ▾ Related ▾   

Pay Rate Type

Pay Frequency

*Full Time Equivalent

Full Time Annual Hours

Attachments

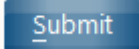
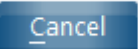
Type Of Attachment File

Type Of Attachment File

Type Of Attachment File

Comments

Once you have completed the Transfer action and you are ready to submit the action for approval, click

on the  icon. If you click on the  icon, the action will not be submitted and you will have to perform the action again for the transfer action.

How to Close Out a Requisition

Once a position has been filled in Lawson Career Management, the requisition should be closed by the Hiring Manager/Secretary/HR Administrator at the location.

Recruiter-Requisition

1. Pull up the Requisition by the number:

Requisition Dashboard

Options

Requisitions

Keyword

Job ID

Status

Recruiter

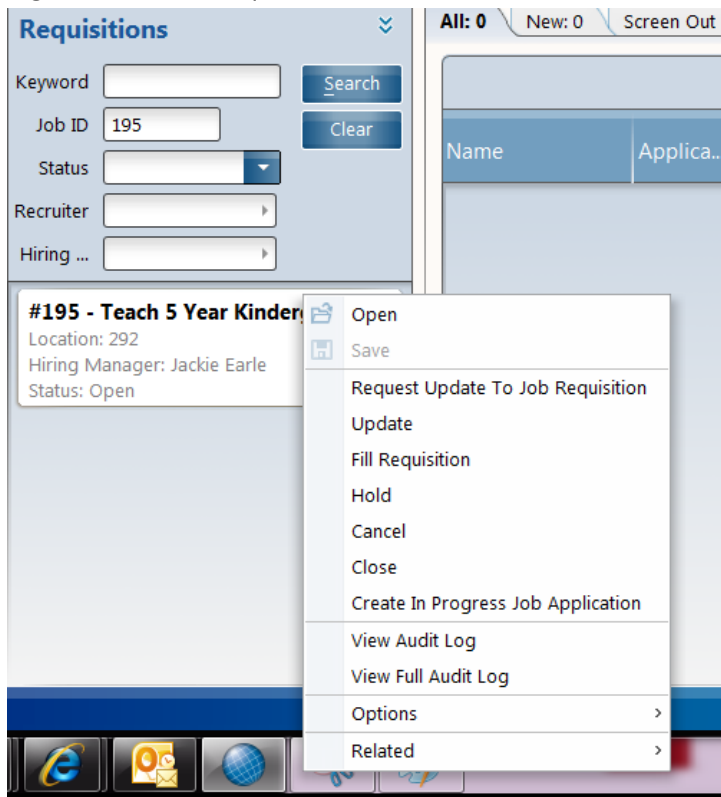
Hiring ...

#195 - Teach 5 Year Kindergarten
Location: 292
Hiring Manager: Jackie Earle
Status: Open

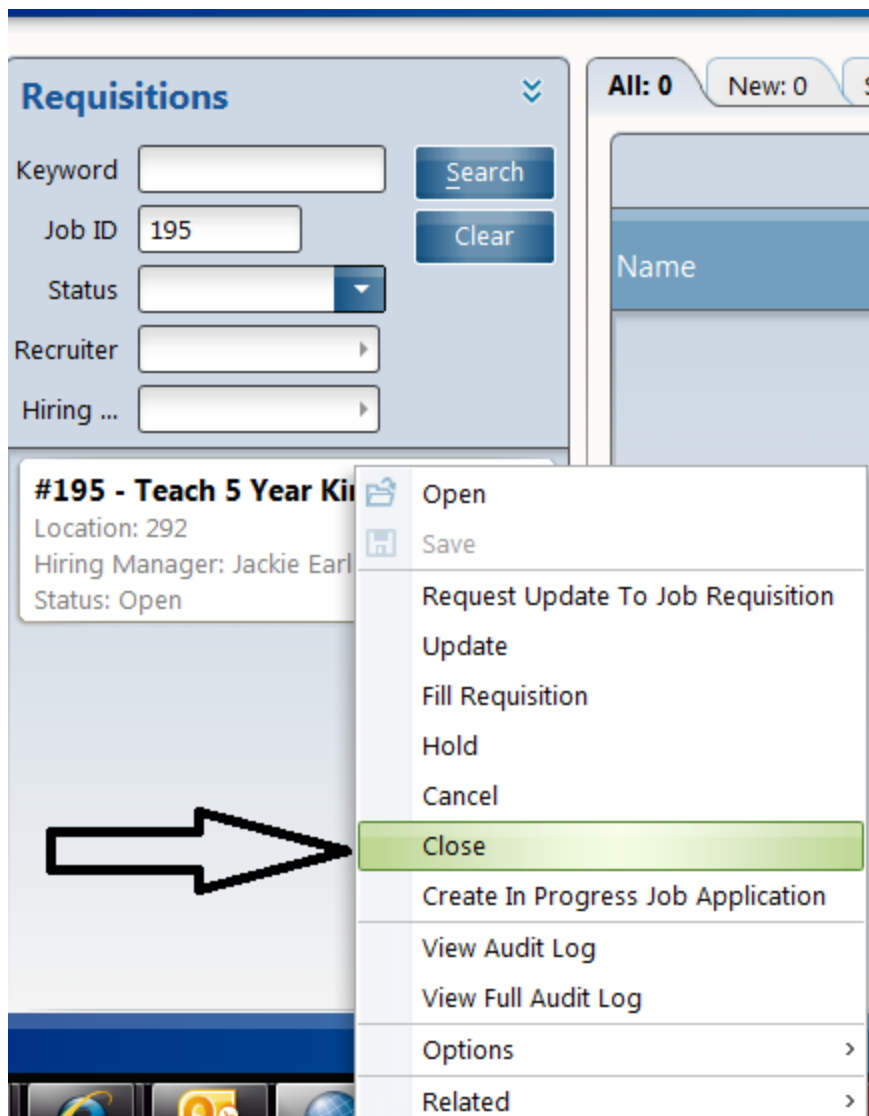
All: 0 New: 0 Screen Out Online: 0 Screen: 0 Hiring Manager Review: 0 Qualify: 0 Offer: 0

Name	Applica...	Rank	Selection Process	Type	Source	Bac...	Elig...	Ref...
No Data Available								

2. Right click on the requisition:



3. Select- Close



The requisition and the postings (if the position is still posted internally/externally) will close on the date that the requisition is closed in Lawson Career Management. The status will change to closed:



The screenshot displays the 'Requisitions' section of the Lawson Career Management system. It features a search interface with fields for 'Keyword', 'Job ID' (containing '195'), 'Status', 'Recruiter', and 'Hiring ...'. To the right of these fields are 'Search' and 'Clear' buttons. Below the search fields, a list of requisitions is shown. The first entry is highlighted and reads: '#195 - Teach 5 Year Kindergarten', 'Location: 292', 'Hiring Manager: Jackie Earle', and 'Status: Closed'. A large black arrow points upwards towards this specific requisition entry.

Once a requisition is closed in Lawson Career Management, you will still be able to submit the hire/transfer/rehire action if this has not been completed.