Overview

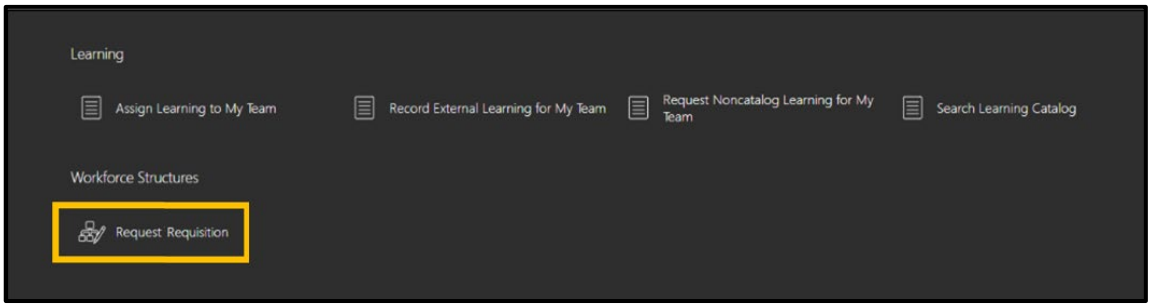
The purpose of this job aid is to guide departmental initiators through the new in-system process of requesting a student requisition. When requesting a backfill or a new position to be added to the team, a student requisition must be submitted. This applies to students on an hourly, part-time basis.

Important Reminders

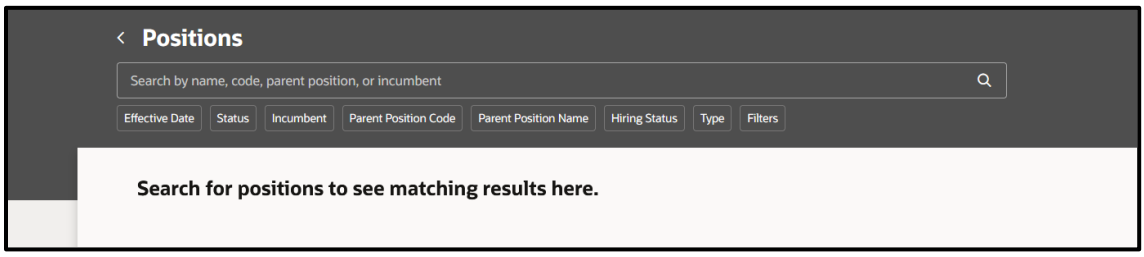
- To find a position code, please follow this guide. For any questions regarding position codes or if this is your first time hiring for a student position, please reach out to Student_Employment@baylor.edu.
- If you need to make a subsequent request using the same position code, you can select the same position code that is differentiated by a dash and a number (see page 2 for reference).
- If you think multiple job requisitions are required using the same position code, please contact Student_Employment@baylor.edu to confirm whether an additional requisition is necessary.
- Any fields not highlighted or referenced in this job aid are **not** required.
- You will receive a bell notification in Ignite once your requisition is approved.
- This process is not connected to PPM or LD Schedules. These will need to be submitted separately when an employee is hired.

Request Position Change Process

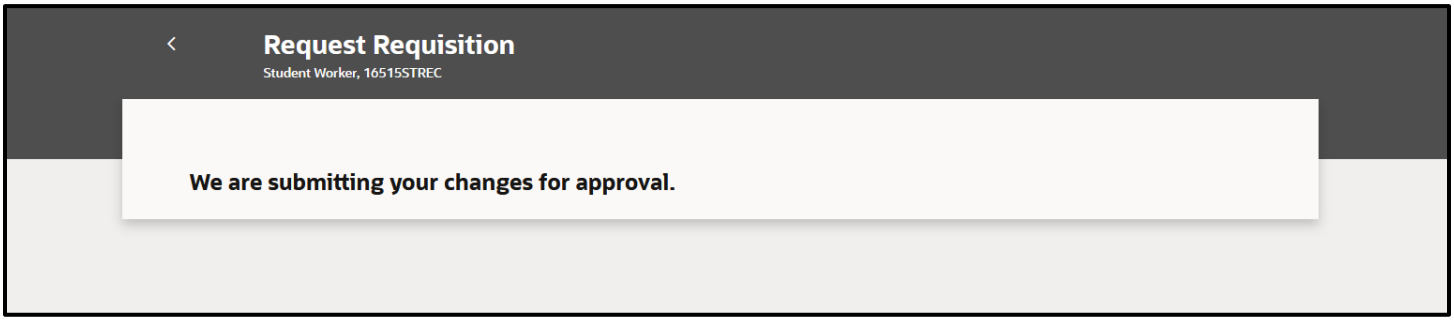
1. Navigate to the **My Team** Tab on your Ignite Home Page.
    a. Select **Show More** under your Quick Actions List.
    b. At the bottom, select the **Request Requisition** transaction.

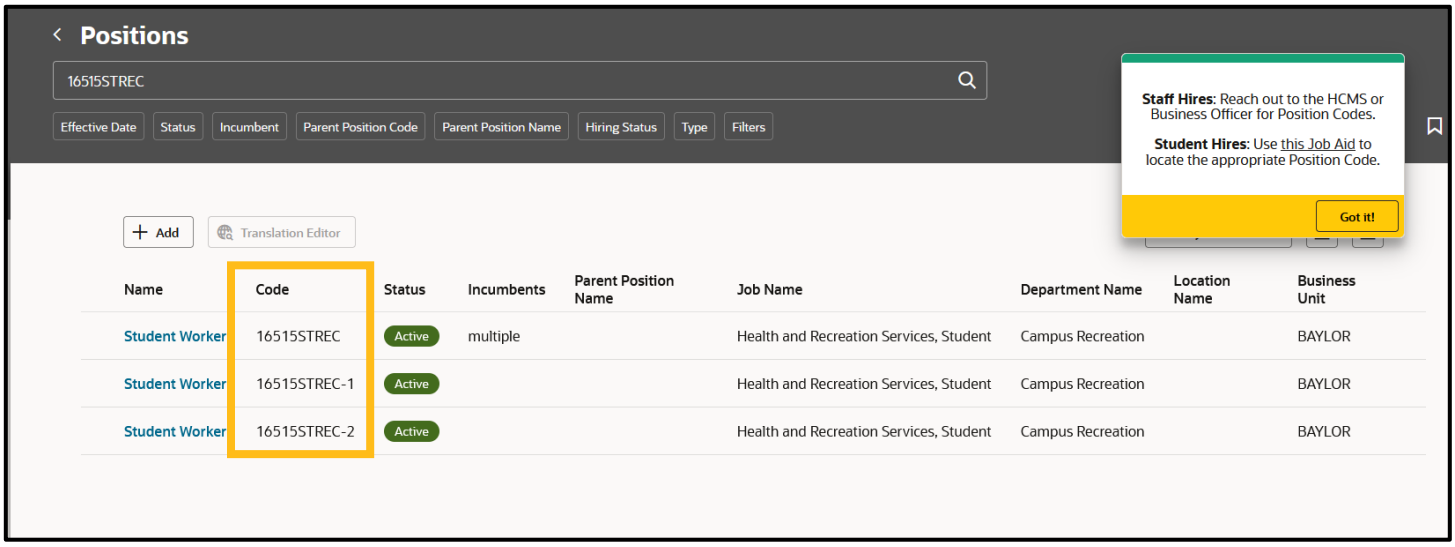


2. **Search** for the position by the position code.
    a. To find a position code, please follow this guide.



3. If you receive the notice below when selecting a position code, click the back arrow and choose a different position code.
    a. There will be multiple duplicated position codes differentiated by a dash and a number (i.e. 12345STOPS-3). If there are none available, please contact Student Employment to create one.

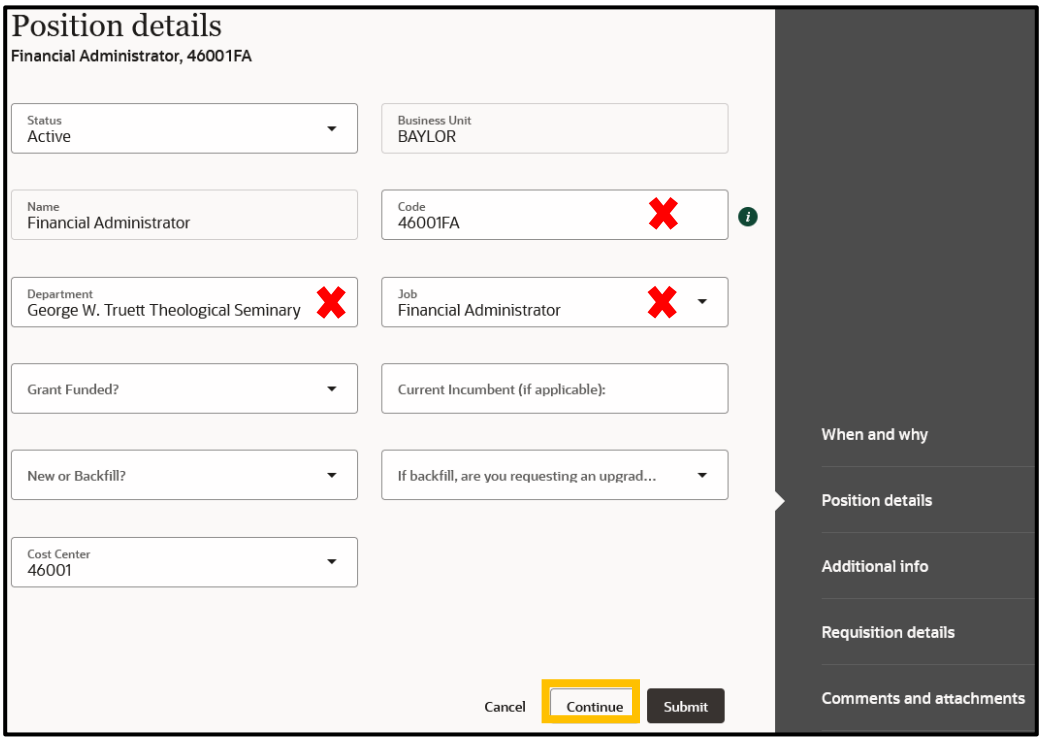




4. Enter the position change **start date** and the **reason** (if needed) for the request. Then select **Continue**.
    a. Position change start date should be today's date or the student's first day of employment, depending on whichever date comes first.
    b. Reason for the request should be **Backfill** or **New**.
        i. **Backfill Position** if existing job requisition.
        ii. **New Position** if brand new job requisition.

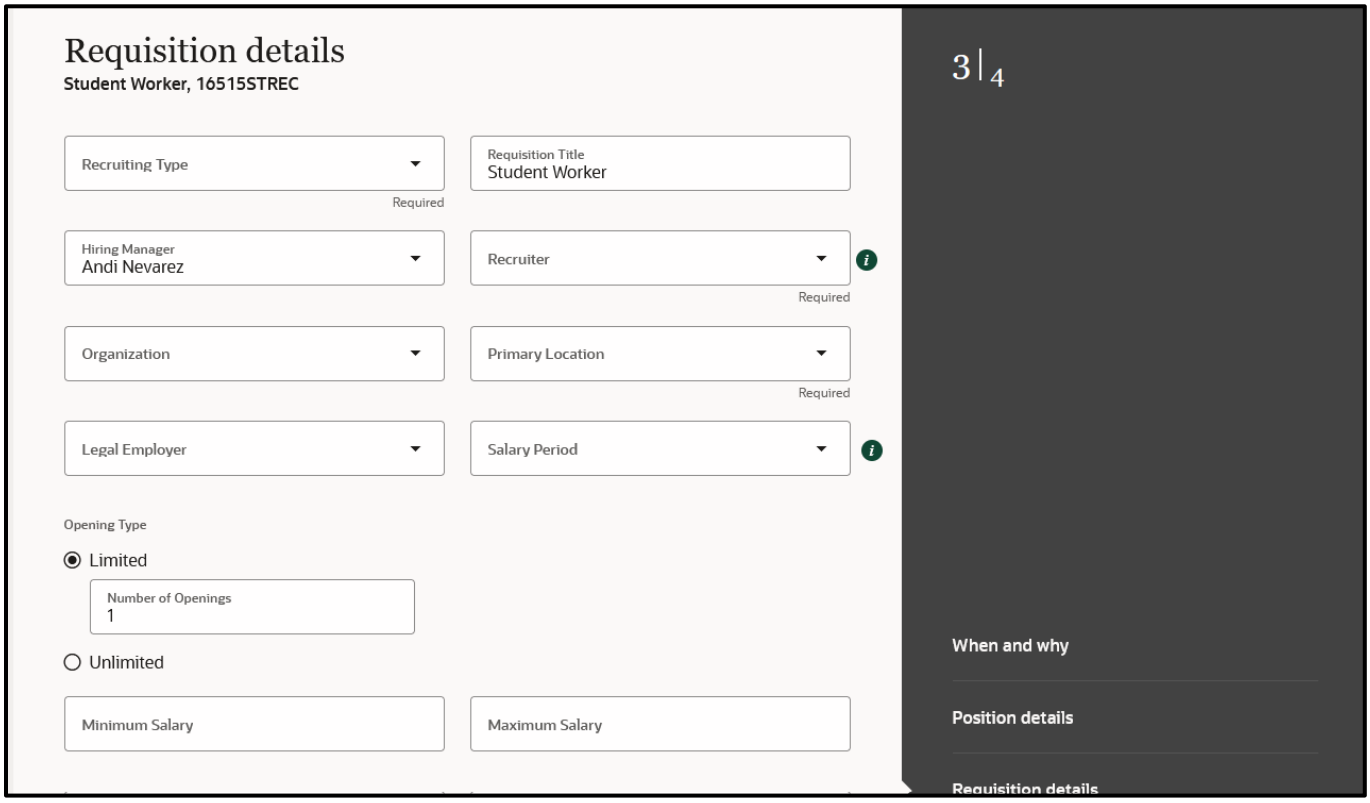


5. Fill in the required **Position Details**.
    a. Do **NOT** edit **Code**, **Department**, or **Job** fields. If changes to these fields are required, please contact Student_Employment@baylor.edu.
    b. Select the Department Code from the **Cost Center** field drop-down.
        i. Any detailed costing should be added to the Comments and Attachments Section.
    c. All other fields should be left blank.
    d. Select **Continue**.

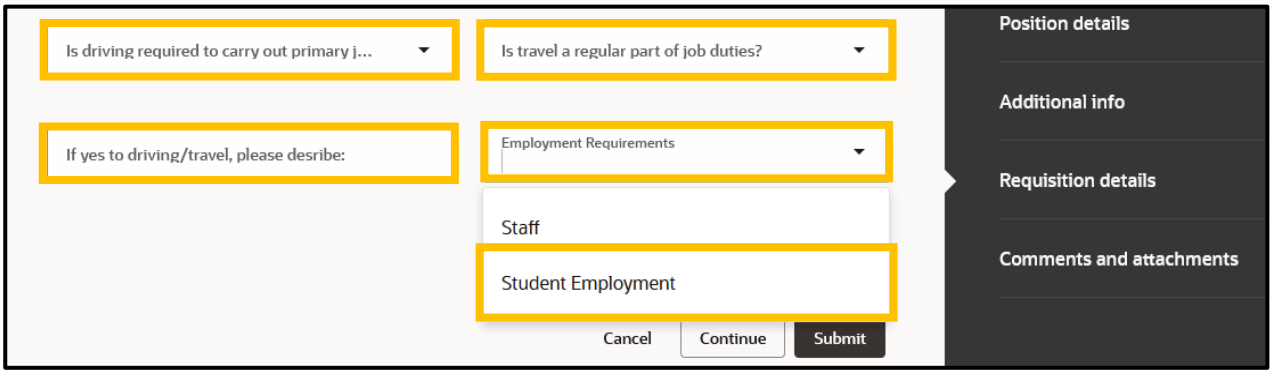


6. Fill in ***only the fields indicated in this job aid*** for **Requisition Details**.
    a. **Recruiting Type** should always be Student.
    b. **Requisition Title** should be either:
        i. **Student Worker – "title of job"**
        ii. **Graduate Student Employee Biweekly – "title of job"**
    c. **Hiring Manager** will be the employee overseeing the hiring process and tracking student onboarding.
    d. **Recruiter** should be **Franklin Karr**.
    e. **Organization** will always be ACADEMIC, BAYLOR UNIVERSITY.
    f. **Primary Location** should be Waco, Dallas, or Houston, depending on the location of the school.
    g. **Legal Employer** should be **Baylor University.**
    h. **Salary Period** should be Per Hour.
    i. Under **Opening Type,** the **Unlimited** field is disabled. Enter the desired "Number of Openings" under the **Limited** field.
    j. **Minimum Salary** and **Maximum Salary** will be the determined pay rate range. If it is just one pay rate and no range, enter the same number for both minimum and maximum.

    ***Please note that all budget decisions will be finalized by the Business Officer. If you are unsure of your budget, contact your Business Officer.**

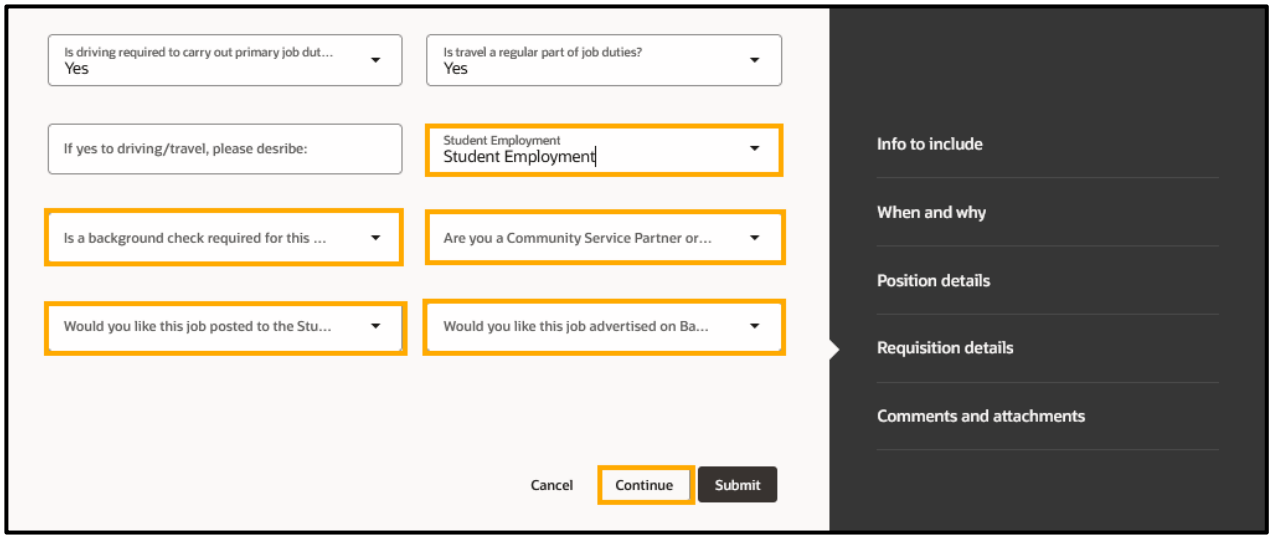


k. Answer Yes or No: **Is driving required to carry out primary job duties?**
l. Answer Yes or No: **Is travel a regular part of job duties?**
m. You must select **Student Employment** from the **Employment Requirements** drop-down.

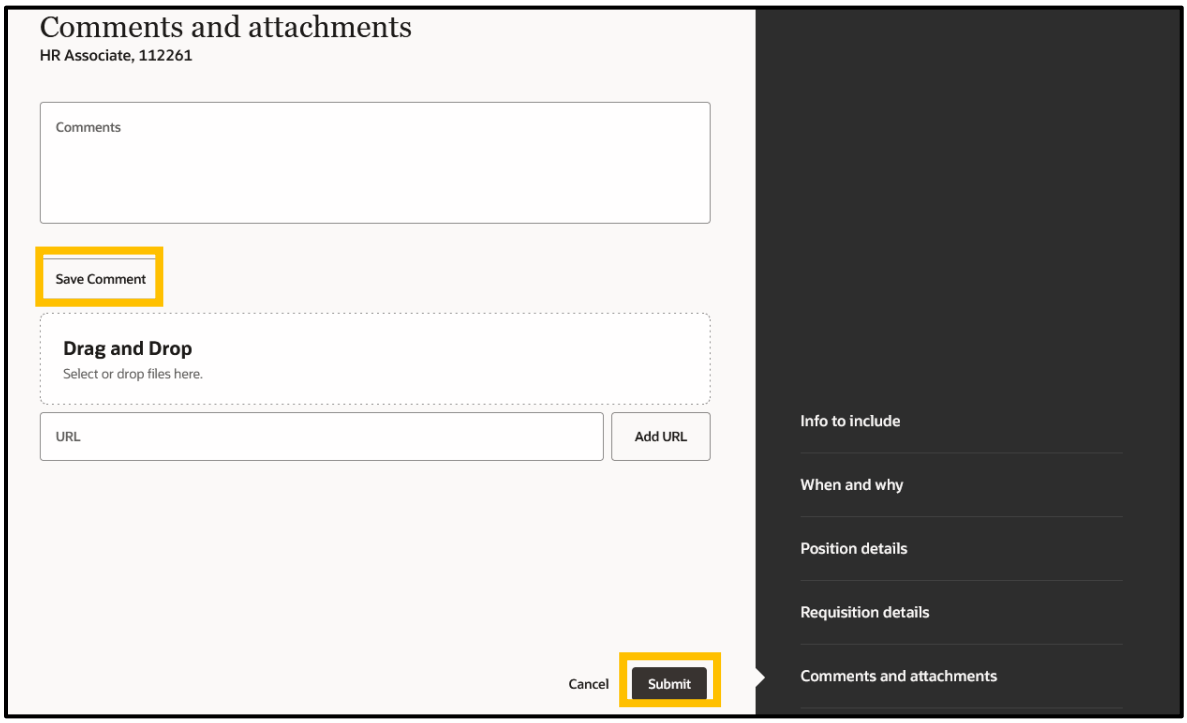


***Four fields will appear upon selecting Student Employment.**

n. If the four additional fields do not appear, please contact Student Employment.
o. Answer Yes or No: **Is a background check required for this position?**
p. Answer Yes or No: **Are you a Community Service Partner or Chartwells?**
q. Answer Yes or No: **Would you like this position posted to the Student Employment Job Board?**
r. Answer Yes or No: **Would you like this job advertised on Baylor Student Employment's Instagram?**
s. Select **Continue**.



7. Add any additional **Comments** or **Attachments**. Use this section to attach the job description and any other pertinent information before submitting.
    a. If any conversations are had outside of the system, include high-level comments regarding those discussions here for record-keeping purposes.
    b. You must click **Save Comment.**
    c. Once completed, click **Submit** in the bottom right-hand corner to complete the process.



Providing Additional Information

1. When Information is Requested in Workflow:
    a. The Initiator of the Transaction and the Person Assigned at the Request Information step will both receive a notification in their Assigned to Me tab.
        i. The **Person Assigned** will have an **Edit** button when opening the notification – this is who information is being requested from, and **who should make edits.**
        ii. The **Initiator** (unless also the Person Assigned) will not have the Edit button – and can **disregard** the notification.
    b. After the **Person Assigned** has provided the requested information, click **Submit**.