

Step By Step

Please fill out all information completely. Missing information will delay the approval and announcement process.

1. Log in to <http://yourfuture.sdbor.edu/hr> with your SNAP username and password.
2. Make sure your Current Group is not “NFE Employee or CSA Employee”
 - a. If you need to change your Current Group select “Change User Type” on the left-hand column under ADMIN.

Change User Type

To change your current user type, choose from the user types below that you are a member of, then click **Change Group**.

3. Begin new action – “NFE – 4. Recruit an Existing Position”, select “Start Action”.
 - a. If the position is a new position the PDQ must be entered and processed first under “NFE – 1. Establish a New Position”

NFE - 1. Establish a New Position Start Action	This action is primarily for hiring managers to establish a new NFE position that currently does not exist.
NFE - 2. Institutional Update/Review a Position Start Action	This action is primarily for hiring managers to review current NFE positions and update the position as applicable to the departmental or institutional needs.
NFE - 3. Employee Update/Review a Position Start Action	This action is primarily for NFE employees to review current NFE positions and update the position as applicable to ensure the position of record reflects the current duties performed. In order for this action to work, hiring managers must initiate the action. Written communication is then submitted to the employee for their review and update.
NFE - 4. Recruit an Existing Position Start Action	This action allows the hiring manager to recruit an NFE position that exists without having to go through the workflow of creating or updating a position.
NFE - 6. Temp - Recruit Position Start Action	This action allows the hiring manager to begin recruitment for a temporary NFE position.

4. **Search** for Position Description.

5. **Start Action** on proper Position Description.

NFE - 4. Recruit an Existing Position

Select NFE PD to Begin Action On						
1 Record						
Classification Title	Position Number	Class Code	Organization	Employee Id	Employee Last Name	Last Action
Analyst Start Action View Summary	RE9995	00561	1DOHR1-Human Resources			NFE: Hiring Proposal Updated View History

Search NFE PDs to Begin Action On			
Position Number:	<input type="text" value="re9995"/>	Employee ID Number:	<input type="text"/>
Employee First Name:	<input type="text"/>	Position Classification Title:	Any <input type="button" value="v"/>
Employee Last Name:	<input type="text"/>	Working Title:	<input type="text"/>
<input type="button" value="SEARCH"/>		<input type="button" value="CLEAR RESULTS"/>	

6. **Requisition Form** - fill in all fields completely to avoid delays.

Working Title: Instructions	<input type="text" value="HR/Research Analyst"/>
Employee / Supervisor Proposed Working Title: Instructions	<input type="text"/>
Home Location:	Board of Regents <input type="button" value="v"/>
Physical Location of Position (City): Instructions	Pierre <input type="button" value="v"/>
Organization: Instructions	1DOHR1-Human Resources <input type="button" value="v"/>
Configure	
Text for the Ad: Instructions	Purpose of Position: The fundamental reason this classification exists is to provide professional analysis support in the area of Human Resources and Research. This position will perform
Department Description and Cultural Expectations: Instructions	South Dakota Board of Regents provides governance to the six public universities and two special schools.
Scope of Search:	External (includes Internal) <input type="button" value="v"/>
Advertising Scope:	No Response <input type="button" value="v"/>
If internal, define scope of search:	<input type="text"/>
Advertised Salary:	DOE <input type="text"/>
Appointment Percent: Instructions	100 <input type="text"/>
Action Type: Instructions	Current Vacancy <input type="button" value="v"/>
Appointment Type: Instructions	Regular <input type="button" value="v"/>
Duration of the Term:	12 months <input type="button" value="v"/>
Hours Worked Per Week:	<input type="text"/>
Justification for Position Instructions	<input type="text"/>
Previous Incumbent First Name:	<input type="text"/>
Previous Incumbent Last Name:	<input type="text"/>

- a. **Working Title:** The title for the position

- b. Employee/Supervisor Proposed Working Title: If a change is needed in title. This will be reviewed by HR partners.
- c. Organization: Select organization
- d. Text for Ad: Draft of advertisement to be posted. Include the knowledge, skills and abilities use for screening.
- e. Department Description and Cultural Expectations: Optional information about the department to be included in the online ad posting.
- f. Scope of Search:
 - i. External – open to all applicants
 - ii. Internal – open only to current employees (temporary employees not qualified)
- g. If Internal, Define Scope of Search: This is used to determine what department or organization a person must work in to qualify. Consult your HR partner for more information and restrictions.
- h. Advertised Salary: Salary range that can be offered to candidates. Consult your HR partner for more information.
- i. Appointment Percent: Percentage of time for position.
- j. Action Type:
 - i. Current Vacancy: A current employee is leaving
 - ii. New Position: A new position is being created
 - iii. Replacement: A replacement for an employee on sabbatical or leave of absence, etc,
- k. Appointment Type: Consult your HR partner for more information.
 - i. Regular: Regular employee
 - ii. Temporary: Temporary position
- l. Duration of Term: Months the position works
- m. Justification for Position: ***This field is optional, some campuses may require it for Presidential approval.*** The following is information you may want to include.
 - i. Position Information: Is the position new or are you replacing a previous incumbent?
 - ii. Why you need to fill the position.
 - iii. Why it is critical to fill at this time.
 - iv. Explain if anyone else within the department or division and cover the duties of the position and if not, why.
- n. Previous Incumbent First Name: If applicable, person who last held the position.
- o. Previous Incumbent Last Name: If applicable, person who last held the position.

7. **Available Funding Source**

- a. **Add New Entry** – enter ALL information to avoid delays.
 - i. **Fund**: Enter the FOAPAL string for the fund source.
 - ii. **Organization**: Select the organization
 - iii. **Account**: Enter the FOAPAL string for the account.
 - iv. **Program**: Enter the FOAPAL string for the program.
 - v. **Activity**: Enter the FOAPAL string for the activity.
 - vi. **Available Dollars**: the funds available from this fund source
 - vii. **Percent**: the percentage of the position funded by this source
 - viii. **Hiring Manager Comments**: Comments which will be seen by the Budget Office.
- b. **Add Entry** to enter.
- c. **Repeat** steps a & b until the position is fund sources total 100%.

8. **Personal and Organizational Data**: Review and enter all fields as described.

9. **Purpose of Position**: Review and enter all fields as described.

10. **Problems & Decisions**: Review and enter all fields as described.

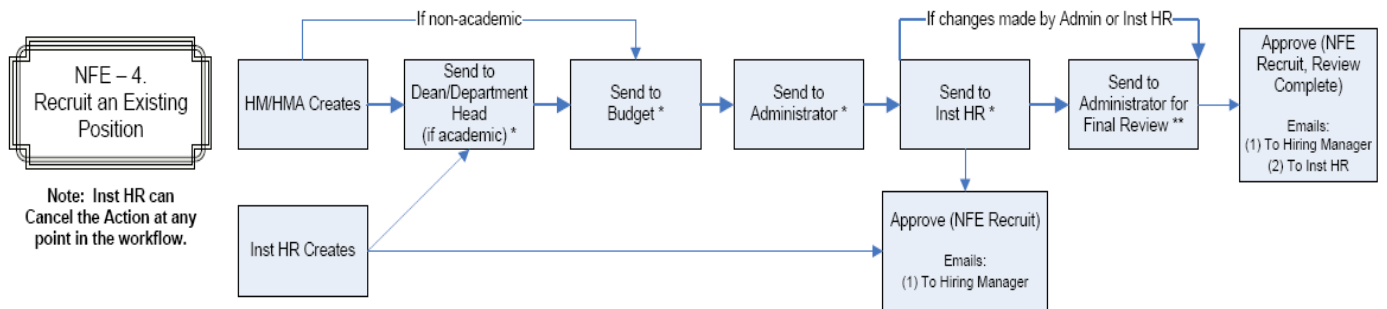
11. **Working Contacts**: Review and enter all fields as described.

12. **Other**: Review and enter all fields as described.

13. **Job Functions**: Review and make changes as necessary. If you make significant changes discuss them with your HR partner to ensure classification is correct.

14. **Action History**: If you add a note be sure to click “Add Notes.” These notes show in the Action History.

15. **Route**: send to Dean/Department Head or Administration depending on the organization chart for your department.



Dean/Department Head Review; Budget Review; or Administration Review

1. Review information:
 - a. Requisition
 - b. Available Funding Source
 - c. Personal and Organizational Data (except Budget View)
 - d. Action History (except Budget View)
2. Routing options:
 - a. Return to submitter – return to original department for changes and corrections
 - b. Route to Budget to approve action
 - c. Cancel to delete action completely

Human Resources Review/ President’s Approval

1. HR partner review Pending Actions for CSA Recruiting requests for their area and route the request to the proper person for approval.
2. Once approved, the HR Partner will post the position using “Create Posting From Position.”