

### **Additional Requisition Actions You May Perform**

# **Copy a Requisition**

Open requisition > Click Copy

<u>*Hints:*</u> Use the Copy feature to duplicate similar requisitions or when you need to refresh the pre-built workflow. Always create a copy from the most recent approved requisition.

# Edit a Requisition:

Open requisition > Edit

- You can update all details and approval workflow before the req is submitted to the workflow.
- After the req enters the workflow, you can update all detailed information except Class Specs and Department/Division. You may also update the workflow, except when the req is ON HOLD.

#### <u>Hints:</u>

- To update Class Specs, the Department / Division asks the next approver to deny and return the req to you.
- Ask the next approver to return an ON HOLD req to you if you need to modify the workflow.

#### Transfer ownership:

Both the creator and the hiring manager of a requisition can transfer ownership to another person in the office with the same user privileges.

• Step 1: Dashboard > Quick Actions > View My Requisitions > Check the box next to the Requisition >

e view seamings	
	12-20月前7 <u>年1日1日</u> 10日1日1日1日1日1日1日1日1日1日1日1日1日1日1日1日1日
The second se	Class California
	ระสะทั่วไม้ได้เสียง

	Undate.	Qwner.	Close		
•	2 2			• fields are	Jeen Jrec
	Curren	t Owner(s)			
	Precio	us Graham			
	* Now	Owner			
	_		 		
3	Sele	ct		<u> </u>	
	FL	II Namaze			
	Bai	ev Weiker.			
		Colleen Shore			
		Cory Wicker			
		Joyce Lawson			
		Michelle Taylor			
		Precious Graham			
		Samantha Lang			
		·			